



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
8490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32508-5204

Canc frp: Apr 06
IN REPLY REFER TO

NETPDTCNOTE 12713

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APR 30 2004

NETPDTC NOTICE 12713

Subj: **EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND PREVENTION OF
SEXUAL HARASSMENT (POSH) POLICY STATEMENTS**

Ref: (a) SECNAVINST 5300.26C
(b) OPNAVINST 5354.1E
(c) OPNAVINST 12720.8

Encl: (1) POSH Policy Statement
(2) EEO Policy Statement

1. **Policy.** Enclosures (1) and (2) are forwarded in accordance with references (a) through (c).

2. **Action.**

a. Department Directors will ensure that enclosures (1) and (2) are distributed within their areas of responsibility and that copies (without this cover sheet) are attached to all command and EEO bulletin boards.

b. All Department Directors, managers, supervisors and employees are to ensure compliance with enclosures (1) and (2).

3. **Copies.** Additional copies of enclosures (1) and (2) may be obtained by contacting the Servicing Equal Employment Opportunity Specialist for the command, Pamela Mittlesteadt, at telephone 452-1553 or via the NETPDTC web link below.

4. **Cancellation Contingency.** This notice shall remain in effect during my tenure as Commanding Officer.


P. M. RICKETTS

Distribution: (NETPDTCNOTE 5216.1H)

Web Access: NETPDTC NOTICES

<https://www.netpdtc.cnet.navy.mil/index.cfm/fuseaction/directive.home/index.cfm>

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**POLICY ON PREVENTION OF DISCRIMINATION AND SEXUAL
HARASSMENT**

As Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC), I am firmly committed to the Department of the Navy's policy to provide a work environment free from harassment. Sexual harassment in the work place is unlawful discrimination which undermines high morale, discipline and mission effectiveness, and it will not be tolerated or condoned by any employee of this activity. As stated by the Department of Defense:

a. "Sexual harassment is sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to or rejection of such conduct is made either implicitly a term or condition of a persons' job, pay, or career, or

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

b. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment."

No individual shall commit sexual harassment, as defined above; take reprisal action against a person who provides information on an incident of alleged sexual harassment; knowingly make a false accusation of sexual harassment or while in a supervisory or command position, condone or ignore sexual harassment of which he or she has knowledge of has reason to have knowledge.

Individuals who experience sexual harassment should make it clear that such behavior is offensive and expeditiously report sexual harassment to the appropriate supervisor within the chain of command. Supervisors must deal with an instance of sexual harassment swiftly, fairly, and

Enclosure (1)

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effectively, ensuring that violators receive timely, appropriate disciplinary action.

A full range of administrative and disciplinary actions is available to address sexual harassers. Administrative actions may include informal counseling, comments in performance evaluations, and letters of caution. Disciplinary actions may include letters of reprimand, suspension, or removal from the federal service.

Complaints of sexual harassment may be filed through the Equal Employment Opportunity Office. They may also be reported to the Inspector General (IG). The IG Hotline numbers are (Navy) 1-800-522-4351 and (CNET) 452-4838 or DSN 922-4838. Individuals may also seek guidance and assistance by calling the Department of the Navy's counseling and advice line, 1-800-253-0931.

Department Heads are to communicate this policy and your support of it to all personnel. We will not tolerate sexual harassment. I am counting on your support and the cooperation of your personnel to ensure that everyone adheres to this policy.



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EQUAL EMPLOYMENT OPPORTUNITY POLICY

As Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC), I take this opportunity to express my support and commitment to the policies of the Department of the Navy which provide equal employment opportunity for all individuals regardless of race, color, religion, national origin, sex, age, or mental or physical disability. Employees must be provided a work environment free from sexual harassment and reprisal for having raised an allegation of discrimination.

I am firmly committed to the goals and objectives of the Navy's EEO program. All individuals will be afforded an equal opportunity for employment, employment benefits, and progression commensurate with their abilities. Affirmative action commitments must be designed to correct any identified deficiencies brought to light by self-assessment and analysis of the EEO program in this command. To this end, managers and supervisors are to focus their efforts on the following areas:

a. Minorities and Women. Ensure that minorities and women are fully integrated into the work force at all grades, especially at higher-grade levels, and in managerial and professional positions.

b. Persons with Disabilities/Disabled Veterans. Support the Department of the Navy goals to increase work force representation of persons with targeted disabilities and disabled veterans, especially in professional positions and at higher-grade levels. I expect all managers and supervisors to be sensitive to the special needs and potential of qualified individuals with disabilities and disabled veteran employees and applicants to ensure that an ongoing program of affirmative action on behalf of individuals with disabilities is maintained.

c. Hispanic Employment. Support the Secretary of the Navy's Five Point Program to increase Hispanic civilian representation within the work force. My goal is to achieve parity representation in all occupations and higher-grade levels.

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Each manager, supervisor, and employee of this command is personally responsible to work toward ensuring that these goals and objectives are met. I am counting on your support and cooperation in achieving a highly qualified and motivated civilian work force that is reflective of our diverse population.



P. M. RICKETTS