



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 5000.1E
N00
27 Jun 16

NSTC INSTRUCTION 5000.1E

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND POLICY STATEMENTS

Ref: (a) OPNAVINST 5100.23G
(b) NETCINST 5100.1A
(c) OPNAVINST 5350.6C
(d) SECNAVINST 5350.16A
(e) OPNAVINST 1752.1B
(f) SECNAVINST 5300.28E
(g) Department of the Navy Civilian Human Resources Manual
(h) NETCINST 5000.2C
(i) OPNAVINST 5350.4D
(j) OPNAVINST 5100.12J

Encl: (1) [Policy Statement Regarding Equal Opportunity and Diversity](#)
(2) [Policy Statement Regarding Sexual Harassment](#)
(3) [Policy Statement Regarding Hazing](#)
(4) [Policy Statement Regarding Sexual Assault](#)
(5) [Policy Statement Regarding Safety](#)
(6) [Policy Statement Regarding the Confederate Battle Flag](#)
(7) [Policy Statement Regarding Alcohol and Drug Abuse](#)

1. Purpose. To issue the Naval Service Training Command (NSTC) Policy Statements.

2. Cancellation. NSTCINST 5000.1D

3. Background. NSTC members will fully comply with the Department of Defense and Department of the Navy policies as set forth in references (a) through (j). These policies are reiterated in enclosures (1) through (7).

4. Commanding Officers and Officers in Charge who have any concerns with implementing these policies are encouraged to contact my staff or speak directly with me in order to ensure that my intent and guidance is clear.

A handwritten signature in black ink, appearing to read "S. C. Evans".

S. C. EVANS



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COMMANDER NAVAL SERVICE TRAINING COMMAND

POLICY STATEMENT REGARDING EQUAL OPPORTUNITY AND DIVERSITY

1. Each Naval Service Training Command (NSTC) civilian and military member deserves to work in an environment that allows them to perform to their maximum ability. Merit, ability, performance, and potential must be the only factors that affect an individual's professional and personal development. Additionally, each person deserves to work in an environment that allows them to live and grow safely, peacefully, and without discrimination or harassment. Equal opportunity is a matter of sound leadership and human decency for all. Each and every member has an individual and collective responsibility to actively support an equal opportunity environment. Any violation of our equal opportunity environment will not be condoned or tolerated. Incidents of misconduct, discrimination, or harassment will be dealt with appropriately. Every effort will be made to access and retain a high-quality and an ethnically-diverse workforce of motivated and committed civilians and sailors who share our Navy's core values of honor courage and commitment.

2. As Commander, I am personally committed to providing an equal opportunity environment and maintaining a diverse workforce. Additional information and resources regarding Department of the Navy equal opportunity and diversity policies and practices are available at:

<http://www.donhr.navy.mil/>

<http://www.public.navy.mil/bupers-npc/support/>

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**COMMANDER
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POLICY STATEMENT REGARDING SEXUAL HARASSMENT

1. Sexual harassment is unacceptable, inappropriate, and demeaning behavior that undermines the integrity of workplace relationships. It creates a hostile, offensive, and intimidating environment and will not be tolerated. Anyone in a supervisory position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or position of another person is engaging in sexual harassment. Anyone who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment. Corrective action will be taken swiftly, fairly, and effectively on those who violate these principles.

2. As Commander, I am personally committed to ensuring a safe, healthy, and supportive work environment. For more information on prevention of sexual harassment and complaint procedures, consult reference (a) and <http://www.public.navy.mil/donhr/eo/programelements/Pages/DiscriminationComplaints.aspx>

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POLICY STATEMENT REGARDING HAZING

1. Hazing is an action in which a person is subjected to physical, mental, or verbal abuse. It is also a senseless and dangerous behavior that can subject a member to injury, ridicule, or personal degradation. Hazing is any situation where a person subjects another to cruel, meaningless conduct. Whether or not an individual consents or volunteers to participate is immaterial. In order to ensure human dignity for everyone and that the highest professional standards are upheld, hazing of any type will not be tolerated. Anyone having knowledge of a hazing incident must immediately inform their chain of command.

2. As Commander, I am committed to ensuring a safe environment throughout the domain. Training environments are especially susceptible to incidents of hazing. Hazing is contrary to our core values of honor, courage, and commitment. These core values are our guiding principles for treating everyone with dignity and respect. Hazing degrades and diminishes the ability of victims to perform in their assigned role, it destroys confidence and trust, and is destructive to unit cohesion. NAVADMIN 034/13 contains guidance for reporting incidents of hazing.

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POLICY STATEMENT REGARDING SEXUAL ASSAULT

1. Sexual assault impacts our mission readiness and contradicts our Navy core values. Sexual assault involves inappropriate touching without mutual consent. Any allegation of sexual assault will be responded to appropriately through official investigation as well as support services for the victim. Active duty victims, including midshipmen on summer training, of sexual assault will be advised of the support services available and their reporting options - restricted and unrestricted. Midshipmen also have support services available through their campus crisis center. Unrestricted reports will be handled by the unit's Sexual Assault Prevention and Response (SAPR) Point of Contact, unit chain of command, and NSTC SAPR Command Liaison. I will be briefed within 30 days on the status of the victim and any command impact.

2. As Commander, I am committed to preventing sexual assault throughout the domain. My "No Lions" approach, meaning the elimination of predatory behavior, will preemptively decrease the number of "blue on blue" allegations of sexual assault throughout the NSTC domain. Training, support, resources, and references regarding sexual assault prevention and response are available at <http://www.public.navy.mil/BUPERS-NPC/SUPPORT/SAPR/Pages/default.aspx>

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POLICY STATEMENT REGARDING SAFETY

Naval Service Training Command has a vital interest in providing all personnel with a safe and healthful place of employment and to conduct business and training in the safest possible manner. The safety and health of all personnel is our utmost priority. The only acceptable level of safety and health performance is one that prevents all injuries, illnesses, and incidents. Safety and health are an integral part of our organization which cannot be separated from other business functions and must be shared equally by all employees within our domain. All personnel will be protected from, and all activities will be free of, discrimination, restraint, interference, coercion, or reprisal for participating in Naval Service Training Command's safety and health program.

While we cannot reasonably remove all levels of risk inherent to our daily operations, we can strive to accept risks only when benefits outweigh costs. Unnecessary risks have no place in the workplace or our daily lives. This principle is applied by identifying potential hazards, assessing the risks associated with those hazards, and controlling risks to acceptable levels, consistent with the training or activity being performed. Reducing risk protects individual members in reducing fatalities, injuries and disease, loss of property, and ultimately promotes training readiness.

Every commanding officer, officer-in-charge, and supervisor is responsible and will be held accountable for ensuring that effective risk management principles are incorporated into the planning and execution of every training evolution and activity. They must also ensure that safe driving practices of government vehicles, in accordance with reference (j), are followed. Each member of Naval Service Training Command has a personal responsibility for effectively managing risks associated with their own activities, both on and off duty, and to safeguard themselves, their families and fellow shipmates from harm. These responsibilities cannot be delegated and must not be compromised.

I challenge each and every one of you to strive and make operational and non-operational/off-duty risk management a daily reality in Naval Service Training Command.

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POLICY STATEMENT REGARDING THE CONFEDERATE BATTLE FLAG

1. It is critical that all Naval Service Training Command (NSTC) Sailors, Marines, and civilians, as well as the general public, trust that NSTC is committed to providing an environment of equal opportunity (EO) and maintaining an ethnically-diverse workforce. To promote a positive EO environment, Command leaders must avoid associating the Navy with symbols that will undermine our message that NSTC is dedicated to providing an environment free of discrimination or harassment.

2. Reasonable minds differ on what the Confederate battle flag signifies. Some Americans see it as a symbol of racism and hatred, others view it as a symbol of Southern pride and heritage, while yet others consider it an outright political message. When Command leaders associate their unit with the Confederate battle flag, such as by displaying the Confederate battle flag or presenting an award that conspicuously emphasizes the Confederate battle flag, they link the Navy with the meanings that people associate with that symbol - good and bad. Command Leaders should not connect the Navy to the Confederate battle flag in a way that undermines the Navy's message of inclusiveness. However, not all displays of the Confederate battle flag will result in such inferences. A cased Confederate battle flag displayed alongside other Civil War artifacts in a Navy museum is unlikely to be viewed as a partisan statement by the Navy. Command leaders must use good sense in deciding which uses will not undermine our positive EO message.

3. While the First Amendment does not limit which messages the Navy as an organization chooses to convey, it does limit Navy regulation of individual expression rights. Therefore, Command leaders must preserve the free expression rights of NSTC Sailors, Marines, and civilians to the maximum extent possible in accordance with the Constitution and statutory provisions. That said, no Command leader should be indifferent to conduct that, if allowed to proceed unchecked, would destroy the effectiveness of a unit. Command leaders must use calm and prudent judgment when balancing these interests.

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POLICY STATEMENT REGARDING ALCOHOL AND DRUG ABUSE

1. Alcohol and drug abuse is incompatible with high standards of performance and discipline and is a severe detriment to the Command's overall mission readiness. It is my policy to maintain a command climate intolerant of alcohol or drug abuse.
2. Alcohol and drug abuse by Navy members degrades our ability to execute the mission, can seriously damage physical and mental health, jeopardizes the safety of the individual and the safety of others, and can lead to criminal prosecution and separation from the service. Alcohol and drug abuse is detrimental to operational readiness and is inconsistent with the Navy Core Values and initiatives to promote personal excellence and healthy lifestyles among Navy members. It is my goal for the Naval Service Training Command domain to be free of the affects of alcohol and drug abuse.
3. Leadership must exercise sound judgment in enforcing the Navy's alcohol and drug policies and ensure the proper disposition of individual cases. All available evidence will be investigated to determine whether drug or alcohol abuse exists, and leadership shall respond to unacceptable behavior or substandard performance with appropriate corrective actions. The consistent enforcement of the Navy's rules, regulations, and policies by officers, enlisted leadership, and civilian supervisors is vital to the program's success.
4. Alcohol consumption is a personal decision by individual members. Those who choose not to consume alcoholic beverages shall be supported in that decision. Those members who choose to consume alcoholic beverages must do so lawfully and responsibly. Moderation and common sense should be exercised when consuming alcohol. Alcohol shall not be consumed to the extent that it reflects discredit upon the member, the Navy, or our community or results in violations of Navy or Department of Defense instructions.

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S. C. EVANS