



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

Canc: Jan 2025

NETCNOTE 5000  
N04  
6 Feb 2024

NETC NOTICE 5000

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND POLICY STATEMENTS

Encl: (1) Occupational Safety and Health Policy Statement  
(2) Statement of Support for the Department of Defense Program for Stability of Civilian Employment  
(3) Equal Employment Opportunity and Military Equal Opportunity Policy Statement  
(4) Anti-Harassment Policy Statement  
(5) Sexual Assault Policy Statement

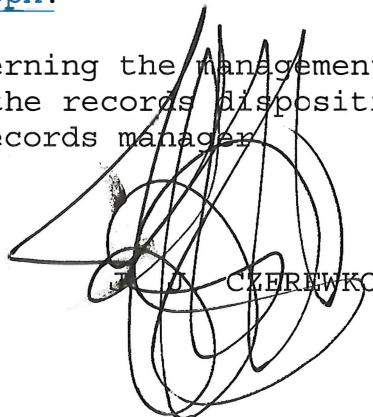
1. Purpose. To issue the Naval Education and Training Command (NETC) policy statements.

2. Background. NETC will fully comply with Department of Defense (DoD) and Department of the Navy (DON) policies, and these policies are reiterated in enclosures (1) through (5).

3. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager.

  
J. D. CZEREWKO

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This notice is cleared for public release and is available electronically on the NETC public web site ([www.netc.navy.mil](http://www.netc.navy.mil)) or by e-mail at [netc-directives@us.navy.mil](mailto:netc-directives@us.navy.mil).



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**OCCUPATIONAL SAFETY AND HEALTH POLICY STATEMENT**

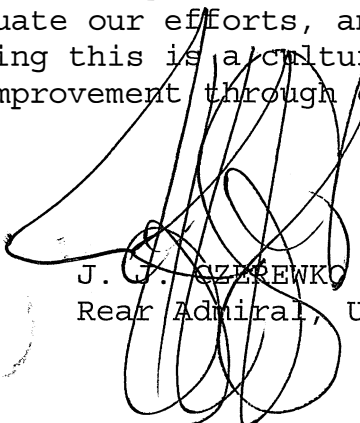
Our vital mission enables the delivery of capable Sailors who provide an immediate positive impact on fleet readiness. I expect our collective efforts to demonstrate commitment and engagement in pursuit of initiatives that provide Sailors with the requisite tools, opportunities, and motivation to learn, grow, and excel. Our Sailors must understand that their safety and that of their shipmates is an essential part of readiness. We must send them to the fleet imprinted with a philosophy that embraces safe practices and fosters risk management. To this end, I encourage each of you to:

- Incorporate emphasis on safety into all on-duty and off-duty activities, work processes, and system designs to enhance mission readiness, capability, and accomplishment.
- Advance a culture of deliberate risk management into the total force (military, civilian, and contractor), with accountability and involvement at all levels. This culture encourages adoption of best practices and appropriate safety management systems.
- Facilitate continuous improvement in safety performance by identifying and managing hazards, mitigating risk, and implementing actions to reduce mishaps.
- Maintain effective safety monitoring and performance measurement systems that support senior leadership and unit-specific metrics, data analysis, and development of mitigation strategies.
- Aggressively and transparently communicate safety successes, share hazard awareness, and near-miss lessons learned.
- Embrace new technology and the latest management tools to facilitate a workforce of talented and skilled professionals.

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The future success of our combat forces is, in no small part, dependent upon our efforts to build a team that can operate safely and manage risk in an often hazardous environment. Our success is directly tied to how effectively we embrace our challenges, evaluate our efforts, and collectively pursue our goals. Underpinning this is a culture of excellence that inculcates continuous improvement through critical self-assessment.



J. J. CZEREWKO  
Rear Admiral, U.S. Navy



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STATEMENT OF SUPPORT FOR THE DEPARTMENT OF DEFENSE  
PROGRAM FOR STABILITY OF CIVILIAN EMPLOYMENT

The DoD program for Stability of Civilian Employment, commonly referred to as the Priority Placement program, has provided effective outplacement assistance for DoD civilian employees affected by reduction-in-force, base closure, consolidations, position classification decisions, rotation from overseas, and transfers of function. This program is a strong, unified, defense-wide effort that impacts recruitment and placement by matching vacancies against the registration of surplus employees.

I endorse the utilization of and participation in the DoD program for Stability of Civilian Employment. The management and staff of our Office of Civilian Human Resources Center-Stennis will administer the execution of these policies and procedures of this program and ensure that managers, supervisors, staff officials, and employees of our serviced activities are provided with the necessary professional advice and guidance for positive compliance with all provisions of this program.

  
J. E. CZEREWKO  
Rear Admiral, U.S. Navy

Enclosure (2)



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**EQUAL EMPLOYMENT OPPORTUNITY AND MILITARY EQUAL  
OPPORTUNITY POLICY STATEMENT**

NETC is committed to a workplace free of discrimination and harassment. I reaffirm the DoD and DON equal employment opportunity (EEO), military equal opportunity (MEO), and alternative dispute resolution (ADR) policies. These policies ensure every employee and member is treated with dignity and respect and afforded equal opportunities in all aspects of employment. This policy covers applicants, employees, former employees, and military members, and it must be actively supported by all to ensure effectiveness.

**EEO AND MEO**

The principles of EEO and MEO are fundamental to the success of the organization, each individual, and our ability to accomplish the force development mission. Ensuring equality of opportunity and a fair and equitable work environment for all requires that we embrace the principles of EEO and MEO as we recruit, develop, and retain a high-performing workforce that contributes to the success of our mission and reflects the face of the nation. To achieve mission readiness, we must maintain a workplace free of all forms of prohibited discrimination and harassment to create a culture of mutual respect for all. Across the enterprise, every commanding officer, all supervisors and managers of civilian employees, military personnel, and civilian employees are responsible for promoting an environment that is free of discrimination and harassment.

This policy affirms the commitment to the laws and protections in place to shield civilian employees, applicants, and military members against all forms of discrimination. We cannot and will not tolerate discrimination based on race, color, religion, sex (to include pregnancy, sexual orientation, and gender identity), national origin, age (40 years or more), disability (physical or mental), genetic information (including family medical history) or reprisal (engagement in protected activity). Employees or members who bring forward allegations of discrimination or harassment shall do so without fear of reprisal or retaliation for having participated in the EEO or MEO process. It is incumbent upon all of us to maintain a

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culture that promotes equality of opportunity; one that reflects the DON's Core Values: Honor, Courage, and Commitment. We can do this through our individual commitments to support the realization of EEO and MEO throughout the command.

Demonstrated commitment by all in a leadership role is critical to the overall success of EEO and MEO programs. The personnel policies of the DON are based on non-preferential treatment. Employment decisions, selection of staff members for enlistment, appointment, promotion, training, assignment to duty, or any other personnel action will be based on merit, fitness, and ability; and not on race, color, religion, sex (to include pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, or reprisal.

I expect and encourage all managers and supervisors to support affirmative employment requirements to identify and eliminate potential barriers that may tend to impede equitable opportunities for open competition in the workplace. A model EEO program is compliant with EEO laws and regulations, allows all employees to have the freedom to compete on a fair and level playing field, and actively seeks to create opportunities for low participating groups, specifically individuals with targeted disabilities. Our goal is to achieve and sustain an effective and model EEO program that provides equality of opportunity in terms, conditions, and privileges of employment for all.

#### **ADR PROGRAM**

Workplace conflict may often be the result of misunderstanding or miscommunication. To maintain a respectful, productive, and effective work environment, it is NETC's policy to address and resolve workplace disputes, grievances, and EEO complaints at the earliest possible stage. I encourage all managers, supervisors, and employees to utilize the ADR program to the fullest extent possible to resolve conflict in the workplace. Using ADR as a vehicle to resolve conflict in the workplace provides a rapid forum for communication and quickly provides an environment to reach equitable solutions. ADR offers the potential for a prompt win-win resolution in most cases and can significantly reduce the number of complaints and workplace disputes. I am personally committed to the ADR program and encourage its usage whenever possible to resolve complaints and other workplace disputes.

For more information about the ADR program, contact the NETC ADR program manager at 850-452-3766 or defense switching network (DSN) 459-3766.

### **PROCEDURES**

I encourage all employees to report any form of discrimination through the proper reporting channels. An individual who believes they have been discriminated against, or who witnesses an act believed to be discriminatory, should clearly explain to the perceived offender that the behavior is objectionable and request that it cease. This approach should be taken at the time the objectionable behavior occurs. If the individual is not able or does not feel safe confronting the perceived offender, or the behavior does not stop, they should immediately contact their supervisor or other appropriate officials. Civilian personnel may contact the director EEO or the NETC Human Resources Office and EEO program officials. Military personnel may contact the local Command Managed Equal Opportunity (CMEO) program manager or command climate specialist (CCS). Military members should refer to OPNAVINST 5354.1 (series) for complete guidance on MEO. Once the matter has been reported, it will be handled in a discreet manner, and promptly and thoroughly investigated through the proper channels. Appropriate corrective and disciplinary action will be taken on any substantiated case.

### **CONCLUSION**

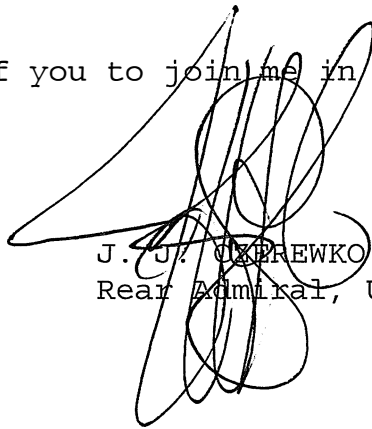
Join me in creating and celebrating a diverse culture of inclusion, constructively resolving conflict to sustain the high performing workforce required to meet the challenges of this time, a command climate of dignity and respect for all, and one that is free of all forms of discrimination. Our employees deserve it and our continued mission success depends on it. Any person who believes they have experienced any form of discrimination may seek redress by following the EEO discrimination complaint procedures or other redress options posted on official EEO bulletin boards, by contacting the NETC EEO Director at 850-452-5443, DSN 459-5443, or call the NETC EEO intake line at 850-452-4180 for assistance. Military members may contact the NETC CCS or the CMEO program manager at 850-452-4646 or DSN 459-4646.



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I am counting on each of you to join me in supporting the principles of this policy.

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the left.

J. J. O'CONNEL  
Rear Admiral, U.S. Navy



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**ANTI-HARASSMENT POLICY STATEMENT**

I am personally committed to providing a workplace free from all forms of discriminatory harassment (both sexual and non-sexual). CNETC will provide equality of opportunity to all employees and applicants and take proactive steps to prevent any form of harassment in the workplace. Harassment based directly or indirectly on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, physical or mental disability, genetic information, or reprisal (for protected activity) will not be tolerated.

Workplace harassment includes, but is not limited to, unwelcomed verbal or physical conduct that has the effect of interfering with a person's work performance or creates an intimidating, hostile, or offensive working environment. Harassing conduct may include, but is not limited to, offensive slurs; jokes; epithets; name-calling; obscene gestures or sounds; obscene, vulgar, or abusive language; threatening, intimidating, or hostile acts; physical assault; and written or graphic material, printed or electronic, that is circulated in the workplace. Military equal opportunity (MEO) harassment includes: harassment, sexual harassment, discriminatory harassment, hazing, and bullying.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's job, pay, or career.
- Submission to or rejection of such conduct is used as a basis for employment decisions.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

No person in NETC shall commit sexual or non-sexual harassment, or take reprisal actions against an individual for reporting harassment. Those who do will be held strictly

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accountable for such behavior. Employees who may witness offensive behavior are encouraged to intervene if possible or report the behavior to the appropriate point of contact for EEO and MEO. Managers (civilian and military) are charged with maintaining a workplace free from discrimination and harassment and will be held accountable for both their actions and that of their employees. Every employee plays a critical role in maintaining a professional, respectful, and inclusive work environment.

### **PROCEDURES**

I encourage all employees to report any form of harassment through the proper reporting channels. Any individual who believes they have been harassed, or who observes another person being harassed, should clearly explain to the perceived offender that the behavior is objectionable and request that it cease. If the individual is not able to or does not feel safe confronting the perceived offender or the behavior does not stop, they should immediately notify their supervisor. Civilian employees may also contact the NETC EEO Director at (850) 452-5443, DSN 459-5443, or call the NETC EEO intake line at (850) 452-4180 for assistance. For harassment that does not fall under the purview of Title VII (EEO) all NETC civilian personnel will follow the prescribed procedures in SECNAVINST 12735.1. Military members may contact the CCS or CMEO program manager at 850-452-4646 or DSN 459-4646. Military members should refer to OPNAVINST 5354.1 (series) for complete guidance on MEO.

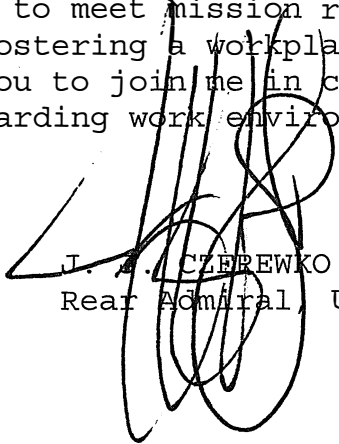
All reported claims of harassment will be promptly investigated, and appropriate corrective action will be taken where allegations are substantiated.

Every employee has the right to use the civilian EEO or MEO complaint process without fear of reprisal. Anyone who submits a report or witnesses harassing behaviors and provides information will be protected from reprisal. All information provided by an employee will be maintained in a confidential manner to the greatest extent practical and consistent with a thorough and impartial investigation.

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Our mission is critical; unlawful harassment in the workplace impedes our ability to meet mission readiness. Each of us has a role to play in fostering a workplace with dignity and respect. I ask each of you to join me in creating a positive, productive, and rewarding work environment.



J. A. CZEREWKO

Rear Admiral, U.S. Navy



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**SEXUAL ASSAULT POLICY STATEMENT**

Sexual assault is a criminal act and is incompatible with DON Core Values and high standards of professionalism. It will not be tolerated. All allegations of sexual assault and retaliation against those who reported a sexual assault will be thoroughly investigated. Per guiding laws and regulations, appropriate action will be taken in cases involving substantiated allegations, including holding individuals accountable for their actions through disciplinary or administrative action or both as applicable.

Help is available, and victims of sexual assault should never be afraid to report due to minor collateral misconduct or fear of retaliation. Any person who believes they have experienced any form of sexual assault should immediately reach out to a sexual assault response coordinator, sexual assault prevention and response (SAPR) victim advocate, health care provider, chaplain, victim's legal counsel, or DoD Safe Helpline ([www.SafeHelpline.org](http://www.SafeHelpline.org)) to discuss their options. The chain of command, legal, or other officials can also offer support but are subject to mandatory reporting requirements.

Join me in creating and celebrating a command climate of dignity and respect for all by keeping our work environment free from sexual assault. Anyone who witnesses an act of sexual assault, or an instance of retaliation against someone who reported an act of sexual assault, should take appropriate steps to stop and report the offense as appropriate. The command SAPR program and Victim Witness Assistance program coordinator are also available to assist victims and witnesses of sexual assaults after initial reporting.

  
J. S. SZIREWKO  
Rear Admiral, U.S. Navy

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