



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

NETCNOTE 5000  
N04  
2 Sep 2025

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 Department of the Navy 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.

  
G. C. HUFFMAN

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Releasability and distribution:

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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**SAFETY AND OCCUPATIONAL 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. There is no operational necessity in the training environment that requires us to take unmitigated or unnecessary risk. We must ensure a safe and healthy work environment for all personnel. 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 the adoption of best practices and effective 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, hazard awareness, and near-miss lessons learned.

Enclosure (1)

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- Embrace new technology and the latest management tools to facilitate a workforce of talented and skilled professionals.

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 culture of safety excellence that inculcates continuous improvement through critical self-assessment.



G. C. HUFFMAN

Rear Admiral, U.S. Navy

Enclosure (1)



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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.

A handwritten signature in black ink, appearing to read "G. C. Huffman", is positioned above the printed name.

G. C. HUFFMAN  
Rear Admiral, U.S. Navy



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EQUAL EMPLOYMENT OPPORTUNITY AND MILITARY EQUAL OPPORTUNITY  
POLICY STATEMENT

NETC is committed to a workplace free of prohibited 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 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 prohibited 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 prohibited discrimination. We cannot and will not tolerate prohibited discrimination based on race, color, religion, sex (to include pregnancy and sexual orientation), national origin, age (40 years or more), disability (physical or mental), genetic information (including family medical history) or reprisal (for engagement in protected activity).

Enclosure (3)

Similarly for military members, discrimination on the bases of race, color, sex (pregnancy), sexual orientation, religion, or national origin will not be tolerated. Employees or members who bring forward allegations of discrimination or harassment must 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 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 any above listed EEO (civilian) protected bases, EO (military) protected bases, or reprisal.

I expect and encourage all managers and supervisors to support established employment requirements to identify and eliminate potential barriers that may tend to impede opportunities for fair competition in the workplace. A model EEO program is compliant with EEO laws and regulations and allows all employees to have the freedom to compete on a fair and level playing field. 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 a 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 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 EEO program officials via the EEO Intake Line at (850) 452-4180. Military personnel may contact the local Command Managed Equal Opportunity (CMEO) program manager or command climate specialist (CCS). Military members should refer to OPNAVINST 5354.1H 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 to the extent necessary to determine the facts and circumstances of the situation. Appropriate corrective and disciplinary action will be taken on any substantiated case.



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CONCLUSION

Join me in fostering a work environment that constructively resolves conflict to sustain a high performing workforce required to meet the challenges of this time, maintains a command climate of dignity and respect for all, and is free of all forms of prohibited 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 or call the NETC EEO intake line at (850) 452-4180 for assistance. Military members may contact the NETC MEO Program Manager or the CMEO Program Manager at (850) 452-4646 or (DSN) 459-4646.

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



G. C. HUFFMAN

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 of civilian employees based directly or indirectly on race, color, religion, sex (including pregnancy and sexual orientation), national origin, age, physical or mental disability, genetic information, or reprisal (for protected activity) will not be tolerated. For military members, harassment based on race, color, religion, sex (including pregnancy), national origin, or sexual orientation is strictly prohibited.

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 behavior may include, but is not limited to, unwanted physical contact; offensive jokes; epithets or name-calling; ridicule or mockery; insults or put-downs; displays of offensive objects or imagery; offensive non-verbal gestures; stereotyping; intimidating acts; veiled threats of violence; threatening or provoking remarks; racial or other slurs; derogatory remarks about a person's accent or disability; displays of racially offensive symbols; hazing, and bullying. Unlawful harassing conduct may include, but is not limited to, unlawful discriminatory harassment; sexual harassment; and stalking.

Sexual harassment is any unwelcome sexual advance, request 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.

Enclosure (4)

- Submission to or rejection of such conduct is used as a basis for an employment decision affecting that person; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; and/or the conduct is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive.

No person in NETC will commit sexual or non-sexual harassment, or take reprisal action against an individual for reporting harassment. Those who do will be held 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 those of their employees. Every employee plays a critical role in maintaining a professional and respectful 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 call the NETC EEO intake line at (850) 452-4180 for assistance. Military members may contact the NETC MEO Program Manager or CMEO Program Manager at (850) 452-4646 or (DSN) 459-4646. Military members should refer to OPNAVINST 5354.1H and ALNAV 001/25 for complete guidance on MEO.

All reported claims of harassment will be promptly investigated as necessary to determine relevant facts and circumstances, and appropriate corrective action will be taken where allegations are substantiated.

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Every employee has the right to use the civilian EEO or MEO complaint process without fear of reprisal. Anyone who submits a report of or witnesses harassing behavior can be assured that the report will be maintained in a confidential manner to the greatest extent practical and consistent with a thorough and impartial investigation.

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

A handwritten signature in black ink, appearing to read 'G. C. Huffman', with a long horizontal flourish extending to the right.

G. C. HUFFMAN

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 (<https://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.

A handwritten signature in black ink, appearing to read "G. C. Huffman", is positioned above the printed name.

G. C. HUFFMAN  
Rear Admiral, U.S. Navy

Enclosure (5)