



**DEPARTMENT OF THE NAVY**

NAVAL SERVICE TRAINING COMMAND

2601A PAUL JONES STREET

GREAT LAKES, ILLINOIS 60088-2845

Canc: Mar 26

NSTCNOTE 5000.1

N00

31 Mar 2025

NSTCSTAFF NOTICE 5000

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND POLICY STATEMENTS

Encl: (1) Policy Statement Regarding Alcohol and Drug Abuse  
(2) Policy Statement Regarding Equal Opportunity  
(3) Policy Statement Regarding Hazing  
(4) Policy Statement Regarding Safety  
(5) Policy Statement Regarding Sexual Assault  
(6) Policy Statement Regarding Sexual Harassment

1. Purpose. To issue Naval Service Training Command (NSTC) policy statements.
2. Action. All NSTC Domain personnel shall read and fully comply with the Department of the Navy (DoN) policies found at <https://www.mynavyhr.navy.mil/> and <https://www.secnv.navy.mil/Pages/default.aspx>. DoN policies are reiterated by the Commander, NSTC in enclosures (1) through (6).
3. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

  
C. F. MATTINGLY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/>



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**COMMANDER**  
**NAVAL SERVICE TRAINING COMMAND**

**POLICY STATEMENT REGARDING ALCOHOL AND DRUG ABUSE**

Alcohol or drug abuse are incompatible with high standards of performance and discipline. Substance abuse is a severe detriment to our Command's overall mission readiness. Simply put, there is no tolerance.

Leadership must exercise sound judgment in enforcing the Navy's alcohol and drug policies and ensure the proper disposition of individual cases. All evidence will be investigated to determine whether drug or alcohol abuse exists. Leadership shall respond to unacceptable behavior or substandard performance with appropriate corrective actions. Trainers will ensure that the newest Sailors and Marines understand Navy policy and procedures with regard to alcohol or drug use and are informed of the resources available to them to comply with those policies. The consistent enforcement of the Navy's rules, regulations, and policies by officers, enlisted leadership, and civilian supervisors is vital to our success.

Alcohol consumption is a personal decision by individual members. Moderation and common sense must be exercised when consuming alcohol. Alcohol shall not be consumed to the extent that it reflects discredit upon the member or the Armed Forces.

  
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**COMMANDER**  
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**EQUAL OPPORTUNITY POLICY STATEMENT**

As the Commander of Naval Service Training Command (NSTC), I am committed to ensuring that all employees and leaders excel in everything we do, to include enforcing equal opportunity rights and protections for military, civilians, and applicants seeking employment.

We must sustain a workforce free of unlawful discrimination, harassment and fear of reprisal and encourage every employee to reach their fullest potential as they support the command's mission.

I will not tolerate any discriminatory practices in the workplace, and as such, leaders shall hold accountable anyone committing discriminatory actions.

It is clear that our talented workforce strengthens NSTC. We must promote equal opportunity in the workplace by creating an environment that fully utilizes the strengths of all employees. Proactive management practices benefit the command climate, enhance mission readiness, and positively affect all personnel.

Any individual who believes they have experienced illegal discrimination, or harassment may raise their concern to a manager, supervisor, Naval Education Training Command (NETC) Equal Employment Opportunity (EEO) Office, Command Climate Specialist (CCS) or Inspector General. The contact must be initiated within 45 calendar days after an alleged event or action.

If you have any questions concerning this policy, civilian employees may contact the NETC EEO intake line at 850-452-4180 and military members may contact the NSTC CCS at 847-688-7470 extension 246.

  
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**POLICY STATEMENT REGARDING HAZING**

Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

Naval Service Training Command is responsible and held accountable for 98 percent of the Navy's accessions training. Instructors at Recruit Training Command, Officer Training Command Newport, and the Naval Reserve Officers' Training Corps units must always guard against hazing. Intensive training of recruits, midshipmen, or officer candidates can NEVER be a personal attack or degradation. Intensive training is required in training pipelines but must be restricted to authorized correction of failed professional conduct after first being properly instructed.

Hazing of any type will not be tolerated; it is not who we are. It is a military and moral obligation for all to stop hazing immediately and report it to the chain of command. Hazing is contrary to our core values. Our core values are guiding principles for treating everyone with dignity and respect. Hazing degrades and diminishes the ability of our shipmates to perform in their assigned role. We take care of each other especially those under our charge. This is the Navy way.

As Commander, I am 100 percent committed to ensuring a safe environment throughout the domain.

  
C. T. MATTINGLY



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### COMMANDER NAVAL SERVICE TRAINING COMMAND

#### POLICY STATEMENT REGARDING SAFETY

Naval Service Training Command (NSTC) is committed to providing a workplace that is safety focused. Mission First, People Always. The safety and health of all personnel is our utmost priority. Our North Star is the prevention of injuries, illnesses, and incidents.

While we cannot reasonably remove all levels of risk inherent to 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, disease, loss of property, and ultimately promotes training readiness.

Commanding Officers, Officers-in-Charge, and Supervisors – you are responsible and will be held accountable for ensuring effective risk management principles are incorporated into the planning and execution of every training evolution and activity. You must also ensure that safe driving practices of government vehicles are followed. Each member of NSTC has a personal responsibility for effectively managing risks associated with our own activities, both on and off duty, and to safeguard ourselves, our 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 make operational and non-operational/off-duty risk management a daily practice. Our Navy is counting on us to do just that.

  
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### COMMANDER NAVAL SERVICE TRAINING COMMAND

#### POLICY STATEMENT REGARDING SEXUAL ASSAULT, PREVENTION, AND RESPONSE (SAPR)

Sexual assault impacts mission readiness and is contrary to Navy core values. Sexual assault is defined as intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. It is our responsibility to step up and step in to help when we observe or become aware of undesired and destructive behavior. Elimination of sexual assault requires an all hands effort. Any allegation of sexual assault will be immediately actioned through support services for the victim and an official investigation. I will be briefed regarding all incidents of sexual assault within 30 days of the initial report on the status of the victim/alleged offender and any command impact.

Dependents or active duty victims of sexual assault, including Midshipmen on summer training, will be advised of the support services available as well as reporting options - restricted and unrestricted. At all times, Midshipmen have sexual assault support services available through the campus Title IX office. All reports of sexual assault received from Midshipmen, including those who are *not* a dependent or on active duty, will be managed by the unit's trained Point of Contact (POC), unit chain of command, Naval Service Training Command (NSTC) SAPR POC, and regional Sexual Assault Response Coordinator (case dependent).

Continued emphasis on prevention training that focuses on holding all to the highest standard will decrease the number of incidents of sexual assault throughout the NSTC domain.

As Commander, I am 100 percent committed to providing support to sexual assault victims. I am also 100 percent committed to eliminating sexual assault throughout the domain. I expect each member of NSTC to have the same laser focus with zero tolerance of sexual assault. This is our family. We take care of each other.

  
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**ANTI-HARASSMENT POLICY STATEMENT**

Naval Service Training Command (NSTC) does not tolerate or condone any form of discriminatory harassment (both sexual and nonsexual). Discriminatory harassment jeopardizes combat readiness and mission accomplishment, weakens trust within the ranks and erodes unit cohesion. Harassment will not be tolerated.

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.

As a member of NSTC, we shall NOT commit sexual or non-sexual harassment, or take reprisal actions against an individual for reporting harassment. Those who do will be held accountable. Anyone who witnesses offensive behavior are encouraged to intervene or report the behavior to the appropriate point of contact for Equal Employment Opportunity (EEO) and Military Equal Opportunity (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.

As Commander, I am personally committed to ensuring a positive, productive, and rewarding work environment. I ask each of you to join me.

  
C.T. MATTINGLY