



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

NSTCINST 5000.1K  
N00  
22 May 23

NSTC INSTRUCTION 5000.1K

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND POLICY STATEMENTS

Ref: (a) OPNAVINST 1752.1C  
(b) OPNAV M-5100.23H  
(c) OPNAVINST 5354.1H  
(d) OPNAVINST 5350.4E  
(e) SECNAVINST 1610.2A  
(f) SECNAVINST 5300.28F  
(g) SECNAVINST 5350.16A  
(h) CNO WASHINGTON DC 201631Z Feb 13 (NAVADMIN 034/13)  
(i) DoN Civilian Human Resources Manual  
(j) NSTCINST 1752.1A

Encl: (1) Policy Statement Regarding Alcohol and Drug Abuse  
(2) Policy Statement Regarding Equal Opportunity and Diversity  
(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. Cancellation. NSTCINST 5000.1J
3. Action. All NSTC Domain personnel shall read and fully comply with the Department of the Navy (DoN) policies as set forth in references (a) through (j). DoN policies are reiterated by the Commander, NSTC in enclosures (1) through (6).
4. 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. T. 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. The Command's goal is to create a mission-ready force free from the adverse effects of alcohol and drug misuse.

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. SECNAVINST 5300.28F and OPNAVINST 5350.4E provide additional information regarding drug and alcohol abuse prevention.

  
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**EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND MILITARY EQUAL  
OPPORTUNITY (MEO) POLICY STATEMENT**

The Navy is comprised of women and men working together to accomplish the mission. Each member is entitled to be treated with dignity and respect. Our work environment shall be free of harassment and unlawful discrimination. We are bound to uphold our core values of honor, courage, and commitment. Naval Service Training Command (NSTC) is committed to a workplace free of discrimination and harassment. I reaffirm the Department of Defense (DoD) and Department of the Navy (DON) EEO, MEO, and Alternative Dispute Resolution policies.

Equal opportunity is a matter of sound leadership and human decency for all. We have a collective responsibility to actively support a positive equal opportunity environment. Any violation of our equal opportunity environment will not be tolerated. Incidents of misconduct, discrimination, or harassment will be investigated for action.

**EEO AND MEO**

We must embrace the principles of EEO and MEO as we recruit, develop, and retain a high-performing workforce that contributes to the success of our NSTC mission. Across NSTC, every commanding officer and officer-in-charge, 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 all employees and applicants from any form of discrimination. We shall not tolerate discrimination based on race, color, religion, sex, national origin, age, disability, genetic information or reprisal. Employees or members who bring forward allegations of discrimination or harassment shall do so without fear of reprisal/retaliation.

Demonstrated commitment is critical to the 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

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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 a Model EEO Program.

### **ALTERNATIVE DISPUTE RESOLUTION PROGRAM**

Workplace conflict is often the result of misunderstanding or miscommunication. To maintain a respectful, productive, and effective work environment, it is Naval Education and Training Command's (NETC) 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 Alternative Dispute Resolution (ADR) Program to the maximum extent 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 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/EEO Program Officials. Military personnel may contact the Command Climate Specialist (CCS). 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, cultivating, and celebrating a diverse culture of inclusion. A culture that actively uses constructive resolutions to sustain the high performing workforce required to meet the challenges of today. A command climate of dignity and respect for all, and one that is free of all forms of discrimination. Each of us deserves this environment. 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 NSTC CCS at 847-688-7470 or the Command Managed Equal Opportunity (CMEO) Program

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Manager at 847-688-3400 or DSN 792-3400. I am counting on each of you to join me in supporting the principles of this policy.

As Commander, I am personally committed to providing an environment of equal opportunity and maintaining a diverse workforce. Additional information and resources regarding Department of the Navy Equal Opportunity and Diversity policies and practices are available in SECNAVINST 5350.16A, and at <https://www.secnav.navy.mil/donhr/Pages/default.aspx> and <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/>

  
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**POLICY STATEMENT REGARDING HAZING**

Hazing is defined as a form of harassment that includes conduct through which Service Members or DoD employees, without a proper military or other governmental purpose but with a nexus to military Service, physically or psychologically injure or create a risk of physical or psychological injury to Service Members for the purpose of: initiation into, admission into, affiliation with, change in status or position within or continued membership in any military or DoD civilian organization. Hazing can be conducted through the use of electronic devices or communications and by other means including social media, as well as in person. 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% 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% committed to ensuring a safe environment throughout the domain. SECNAVINST 1610.3 and OPNAVINST 5354.1H provides further details and guidance for reporting incidents of hazing.

  
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Enclosure (3)



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**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 that in accordance with OPNAV M-5100.23, 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 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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**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 unrestricted allegation of sexual assault will be immediately actioned through support services for the victim. Per OPNAVINST 1752.1C and NSTCINST 1752.1A, 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. Training, support, resources, and references regarding sexual assault prevention and response are available at <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/>

As Commander, I am 100% committed to providing support to sexual assault victims. I am also 100% 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. It 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. We are better than that.

NSTC 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.

We will not tolerate:

- 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
- Offensive slurs, jokes, epithets, name-calling, obscene gestures or sounds
- Obscene, vulgar, or abusive language
- Threatening, intimidating, or hostile acts
- Physical assault
- Written or graphic material, printed or electronic, that is circulated in the workplace

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

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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 Naval Education and Training Command (NETC) Equal Employment Opportunity (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 Command Climate Specialist at 847-688-7470 or DSN 792-7470 or Command Managed Equal Opportunity (CMEO) Program Manager at 847-688-3400 or DSN 792-3400.

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 Military EO (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.

This demeaning activity is not how we treat teammates. We depend on each other to accomplish our mission. In teams, there are no bystanders. We have high expectations of each other, hold each other accountable, and treat each other with respect. We do not allow anybody to disrespect another teammate. It requires a culture of dignity and respect consistent with our core values to create a winning team. There is no room in our Navy for such toxic behavior.

As commander, I am personally committed to ensuring a safe, healthy, and supportive work environment. For more information, consult OPNAVINST 5354.1H and the DoN Civilian Human Resources Manual. I ask each of you to join me in creating a positive, productive, and rewarding work environment.

  
C. T. MATTINGLY

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