



DEPARTMENT OF THE NAVY  
TRAINING SUPPORT CENTER  
320A DEWEY AVE  
GREAT LAKES, ILLINOIS 60088-2911

IN REPLY REFER TO:

TRASUPPCENGLAKESINST 3121.1A

N00

19 Dec 2018

TRASUPPCENGLAKES INSTRUCTION 3121.1A

From: Commanding Officer, Training Support Center, Great Lakes

Subj: COMMANDING OFFICER'S POLICY STATEMENTS

Encl: (1) Equal Opportunity and Equal Employment Opportunity  
(2) Anti-Harassment and Prevention of Sexual Harassment  
(3) Use of Alcohol  
(4) Fraternization  
(5) Hazing  
(6) Sexual Assault Prevention and Response  
(7) Command Environmental Impact  
(8) Occupational Safety and Health

1. Purpose. To issue the Commanding Officer's policy statements germane to good order and discipline at this command.

2. Cancellation. TRASUPPCENGLAKESINST 3121.1.

3. Discussion. Enclosures (1) through (8) are the current policy statements that shall be adhered to by all personnel assigned to this command. A policy statement will be considered canceled only when it is removed from the enclosure list.

4. Action

a. Department Heads/Special Assistants will ensure enclosures (1) through (8) are disseminated to their staff and that their staff fully understand all policies.

b. Personnel Management Department Head (N1)

(1) Monitor implementation of enclosure (1). Circulate among the departments the best practices and lessons learned based on this monitoring. Package significant best practices and lessons learned for posting on the appropriate section of the Intranet. Conduct training as necessary to support above actions.

(2) Ensure policy statements are covered in detail during staff training and are included in staff indoctrination training materials.

(3) Drug and Alcohol Prevention Advisor (N14): Monitor implementation of enclosure (3). Circulate among the departments the best practices and lessons learned based on this monitoring. Package significant best practices and lessons learned for posting on the appropriate section of the Intranet. Conduct training as necessary to support above actions.

c. Operations Department Head (N3)

(1) Ensure policy statements pertaining to students are briefed and discussed, to ensure understanding of content, during student Indoctrination.

(2) Ensure policies are regularly reinforced through the Student Mentor program and during Navy Military Training.

d. Logistics Management Department Head (N4)

(1) Monitor implementation of enclosure (7). Circulate among the departments the best practices and lessons learned based on this monitoring. Package significant best practices and lessons learned for posting on the appropriate section of the Intranet. Conduct training as necessary to support above actions.

(2) Ensure the reproduction of enclosures (1) through (5) is done in sufficient quantity and size to fit existing policy statement display frames. Ensure enclosures (1) through (5) are prominently posted in schoolhouses, support buildings, and barracks for those facilities under this command's operational control.

e. Administrative Officer (N00A)

(1) Will track the Annual Review Requirements for all assigned military staff.

(2) Ensure periodic review of policy statements is conducted at least annually and that new policies are added in a timely manner.

(3) Distribute current policy statements to applicable recipients.

f. Command Climate Specialist (N00E): Monitor implementation of enclosures (1), (2), (4), and (5). Circulate among the departments the best practices and lessons learned based on this monitoring. Package significant best practices and lessons learned for posting on the appropriate section of the Intranet. Be available to support above actions, especially training. Be responsible for investigating complaints and resolving conflict as assigned and appropriate in areas addressed in enclosures (1), (2), (4), and (5).

g. Safety (N00S): Monitor implementation of enclosure (8). Circulate among the departments the best practices and lessons learned based on this monitoring. Package significant best practices and lessons learned for posting on the appropriate section of the Intranet. Conduct training as necessary to support above actions.

h. Sexual Assault Prevention and Response Point of Contact (N00R): Monitor implementation of enclosure (6). Circulate among the departments the best practices and lessons learned based on this monitoring. Package significant best practices and lessons learned for posting on the appropriate section of the Intranet. Conduct training as necessary to support above actions.

5. 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 January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17A, this instruction will be reviewed annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.



D. DWYER

Distribution:

Electronic only, via

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**COMMANDING OFFICER POLICY STATEMENT  
ON EQUAL OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY**


I am strongly committed to maintain and preserve a work environment free from unlawful discrimination for the woman and men at Training Support Center, Great Lakes (TSC-GL), and all who support and serve our organization.

I expect all leaders, uniformed and civilian, to take an active role in fostering an environment where personnel can perform to their highest ability. Civilians shall be provided Equal Employment Opportunity (EEO) regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability (mental and physical), protected EEO activity (participating in the EEO process or opposing discrimination), or genetic information (including genetic testing of family medical history); and all military members shall be afforded equal opportunity without discrimination based on race, religion, color, sex, or national origin (including sexual orientation and gender identity). I require all personnel at every level to take an active role in preventing discrimination, and under no circumstance will reprisal against a member filing a complaint be tolerated.

Leadership shall proactively and regularly monitor the climate of our command, to identify and eliminate barriers to equal opportunity, and to assess ways to uphold TSC-GL as the "employer of choice," and continue to advance the Navy as the "service of choice" at the "Quarterdeck of the Navy." Sustaining the highest levels of operations and readiness rests in our ability to attract and retain the most qualified talent, at all levels.

Equal Opportunity (EO) and EEO is the responsibility of every manager, supervisor, and all Service Members and employees, and I expect all of us to fully support the Department of the Navy's (DON's) EO and EEO policies and initiatives.

Lastly, thank you for your hard work and continued dedication to fulfilling the DON's mission in service to our Nation.

  
D. DWYER  
Captain, U.S. Navy  
Commanding Officer

## **COMMANDING OFFICER POLICY STATEMENT ON ANTI-HARASSMENT AND PREVENTION OF SEXUAL HARASSMENT**

I expect each member of the Training Support Center, Great Lakes team to foster an environment that is free from harassment (sexual and non-sexual). As professionals representing our Nation and Navy, I expect all personnel to work together and always engage each other with mutual respect and treat all coworkers as family. Fairness, professionalism, courtesy, and respect will dominate our workplace.

Everyone must be proactive in preventing and ultimately eliminating all forms of harassment. Incidents of harassment cover a wide range of behaviors, from verbal comments to physical acts, and can be subtle or overt. This behavior degrades the effectiveness of our professional organization. Professionalism starts with treating people with dignity and respect. It is everyone's responsibility to prevent harassment by intervening to stop inappropriate behaviors, both on and off-duty.

**Sexual Harassment** involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when:

- (1) Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's job, pay, or career, or;
- (2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affected that person, or;
- (3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

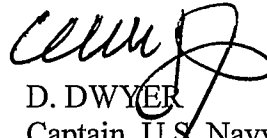
**Harassment** on any other protected basis is also strictly prohibited. Such harassment can be defined as conduct that shows hostility or aversion toward an individual because of his/her protected characteristics, and that has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

**Responsibilities of all Sailors and Civilians.** All-hands shall enforce this policy and shall not condone or ignore harassment of which they have knowledge. Reported incidents of harassment will be thoroughly investigated and dealt with promptly, fairly, and effectively. Individuals responding to alleged incidents will uphold confidentiality to the greatest extent possible.

**Responsibilities of those who believe they have been harassed.** Members who believe they are being harassed in any form are encouraged to confront the harasser, if comfortable, stating that such behavior is offensive and unwelcoming. Individuals who are subject to or observe harassing behaviors should immediately report the incident(s) to the appropriate supervisory level without fear of retaliation or reprisal.

**Avenues of redress.** Sailors may use the Informal Resolution System; request Captain's Mast; or file a formal complaint by contacting our Command Managed Equal Opportunity Program Manager or Command Climate Specialist. Civilian employees may use the Navy's Alternative Dispute Resolution process; utilize the negotiated grievance procedure, or the administrative grievance procedure to 29 CFR 1614 or 10 U.S.C. §1561. Additionally, the Navy's Equal Opportunity Advice Line is also available at 1-800-253-0931. Complaints of sexual harassment/discrimination may also be filed through the Federal Equal Employment Opportunity Complaint Process (via the Civilian Intake Line, 850-452-4180), or may be reported to the Inspector General. Hotline numbers for Service Members are 1-800-522-3451 and DSN 228-6842.

In summary, we are all charged with looking out for one another as a family. We must strive to address and eliminate all forms of harassment within the Command. Harassment of any kind will not be tolerated. As always, treat people the way you would like to be treated, with respect and dignity.



D. DWYER  
Captain, U.S. Navy  
Commanding Officer

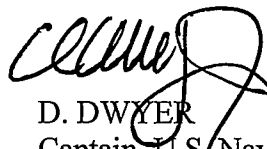
**COMMANDING OFFICER POLICY STATEMENT  
ON THE USE OF ALCOHOL**

It is our personal choice whether or not to consume alcoholic beverages. Abstinence is always a responsible decision. Members who choose not to drink shall be supported in their decision and encouraged to remain alcohol free. Those who are of legal age, and choose to drink alcohol, shall do so in an appropriate place, at an appropriate time, and in moderate quantities.

Responsible use is the application of self-imposed limitations of time, place, and quantity when consuming alcoholic beverages. All-hands must recognize the effects alcohol abuse can have on themselves, others (including their families), and careers. It is absolutely essential that each member understands they are fully responsible and will be held accountable for their decisions and actions. Personal responsibility means NO drinking and driving, NO drinking to the extent that it impairs judgment, NO public drunkenness, and absolute compliance with the Uniform Code of Military Justice and local laws for purchase and consumption of alcoholic beverages. The ultimate responsibility lies with each of us. Alcohol consumption is never an acceptable excuse for misconduct or poor judgment.

Here at Training Support Center, Great Lakes (TSC-GL) and in our Navy, "Shipmates take care of Shipmates!" All-hands must be aware of the warning signs of excessive alcohol consumption and take positive steps to ensure your shipmates do not abuse alcohol. This includes intervening BEFORE excessive drinking occurs; stopping a shipmate from driving while under the influence of alcohol; and immediately challenging inappropriate behavior resulting from alcohol consumption.

Lastly, glamorization of alcohol and placing it at the forefront while on liberty does not represent our TSC-GL professional organization or the Navy's Core Values. My expectation is that we will always take care of each other and drink responsibly.



D. DWYER  
Captain, U.S. Navy  
Commanding Officer

**COMMANDING OFFICER POLICY STATEMENT  
ON FRATERNIZATION**

Fraternization is an unduly familiar personal relationship between seniors and subordinates, which are contrary to naval customs because they undermine the respect for authority that is essential to the Navy's ability to accomplish its mission. Relationships which call into question a senior's objectivity, result in actual or apparent preferential treatment, undermine the authority of a senior, compromise the chain of command, and prejudice good order and discipline are prohibited.

Examples of these prohibited relationships include, but are not limited to: dating, shared living accommodations, intimate or sexual relations, commercial solicitations, private business partnerships, gambling, and borrowing of money. Examples of potential inappropriate communications may include verbal, texting, phone calls, tweeting, Facebook, or email messages. At Training Support Center, Great Lakes, the following personal relationships are prohibited:

**Officer/Enlisted:** Personal relationships between officer and enlisted members that are unduly familiar and do not respect differences in grade or rank.

**Officer/Officer and Enlisted/Enlisted:** Personal relationships between officers, or between enlisted members that are unduly familiar and that do not respect differences in grade or rank when they are of a nature to bring discredit on the naval service.

**Chief Petty Officer/Junior Enlisted:** Personal relationships between chief petty officers and junior personnel (seaman recruit through first class petty officer), assigned to the same command, regardless of student/staff status, who are unduly familiar and do not respect differences between grade or rank.

**Staff and Instructor/Student Personnel:** Personal relationships between staff or instructor members and student personnel within Navy training commands that do not respect differences in grade, rank, or staff/student relationships. No personal relationship may be initiated between a former student and a staff member until the student has been in a non-student status for at least six months and has transferred from this command.



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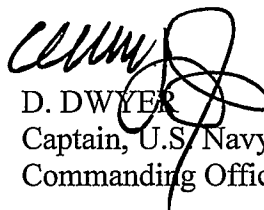
## **COMMANDING OFFICER POLICY STATEMENT ON HAZING**

Hazing is contrary to the Navy's Core Values of Honor, Courage, and Commitment. Hazing is degrading, destroys our Sailors' confidence and trust in their shipmates, and is destructive to unit cohesion and readiness. Every member of this command, staff and student alike, will be afforded the opportunity to be a productive and contributing member of the naval service, free from hazing. Hazing is not part of our "time honored traditions" nor is it harmless training or a graduation rite of passage. Hazing has no place in the Navy or at Training Support Center, Great Lakes!

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 participate in 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(s) of the act.

Hazing is prohibited and will not be tolerated at this command. Hazing can include, but is not limited to, the following: playing abusive or ridiculous tricks; threatening or offering violence or bodily harm to another, or striking. No member of this command, staff or student, may engage in hazing or consent to acts of hazing being committed upon them. Personnel may not by act, word, deed, or omission, condone or ignore hazing. If you witness an act you think might constitute hazing, it is your responsibility to stop it and report it immediately.

Additionally, naval customs, ceremonies, and traditional events will be conducted in a professional manner to ensure hazing does not occur in any form or at any level.

  
D. DWYER  
Captain, U.S. Navy  
Commanding Officer

**COMMANDING OFFICER POLICY STATEMENT ON  
SEXUAL ASSAULT PREVENTION AND RESPONSE**

Sexual Assault is a criminal act that undermines the Navy's Core Values, degrades military readiness, subverts strategic goodwill, and forever changes the lives of victims and their families. Training Support Center, Great Lakes is fully committed to the Navy's goal of eliminating incidents of sexual assault by providing accountability, prevention education, and training, as well as 24/7 access to a qualified Victim Advocate and victim support.

Every Sailor at this command has the personal and professional responsibility to take appropriate steps to prevent sexual assault. Through awareness and intervention training everyone has received, you are now empowered to act in situations you feel have the potential to cause harm to a shipmate, whether they are a victim or perpetrator. This training builds on the Navy's Core Values of Honor, Courage, and Commitment. It is our responsibility to be vigilant in adhering to the policies and guidance set forth. Unfortunately, the stark reality is that the large majority of these cases are committed by shipmates in familiar places such as off-base/hotel parties. Alcohol involvement has been reported in more than 90% of the cases and is often used as the weapon of choice by perpetrators. Victims can be from all races, genders, and paygrades.

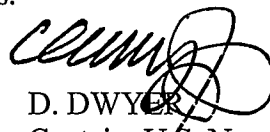
In an effort to assist victims, the Navy has two reporting options available, Restricted and Unrestricted:

(1) **Restricted** - The Chain of Command and law enforcement are not informed of the details of the incident. There will be no type of investigation or report. The victim has the option to receive counseling, advocacy, and medical attention. To utilize the "Restricted" option, you may only speak to a Sexual Assault Response Coordinator, at (847) 688-3603, a SAPR Advocate at (847) 489-8196, the Department of Defense Safe Help Line at (877) 995-5247, a Military Medical caregiver, or a Chaplain.

Note - In the State of Illinois, any medical or law enforcement person aware of a sexual crime MUST report it to higher authorities, thus forcing it to an UNRESTRICTED report.

(2) **Unrestricted** - The Chain of Command and law enforcement are informed of the details of the incident. An investigation and a unit report are generated, and the victim has the option to receive counseling, advocacy, and medical attention. To utilize an "Unrestricted" report, you may report to the same people listed above, in addition to your Chain of Command and law enforcement.

I take sexual assault very seriously. It shall be our goal to eliminate ALL assaults. Until this occurs, this command will foster an environment that allows victims to feel safe in coming forward and getting the help he or she deserves.

  
D. DWYER  
Captain, U.S. Navy  
Commanding Officer

## **COMMANDING OFFICER POLICY ON COMMAND ENVIRONMENTAL IMPACT**

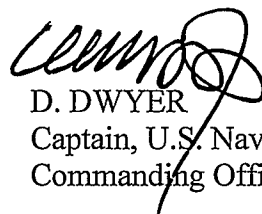
This command is committed to the protection of the environment through education, pollution prevention, and the investment of resources necessary for continual improvement and compliance with all environmental regulations.

Our success in supporting current and future Navy operations depends on our ability to manage resources, anticipate change, and keep ahead of increasing complex environmental regulations through prudent planning. Sustainable resource management, hazardous materials minimization, energy conservation, air and water quality, and continuous process improvement are environmentally sound actions that contribute to the success of the Navy mission.

In concert with the accomplishment of our operational goals, this command will:

- (1) Establish an Environmental Management System (EMS) to proactively address the environmental aspects of our mission;
- (2) Ensure EMS activities are sufficient to address the nature and scale of environmental impacts of this command's activities on-base;
- (3) Prevent pollution and actively seek to continually improve the EMS;
- (4) Comply with all legal requirements and other applicable standards as outlined in our EMS, and operate in a manner compatible with the environment.
- (5) Undertake a structured process on a periodic basis to set environmental targets and review objectives for the EMS;
- (6) Commit to documenting, implementing, and maintaining the EMS;
- (7) Ensure the scope of the EMS includes and is communicated to all persons and activities within the command.

Lastly, it is ALL of our responsibilities to help protect our environment and do our part with respect to energy conservation.

  
D. DWYER  
Captain, U.S. Navy  
Commanding Officer

**COMMANDING OFFICER POLICY STATEMENT  
ON OCCUPATIONAL SAFETY AND HEALTH**

The safety and health of every employee is a top priority of mine! It is my responsibility for providing a safe working environment, and I will take it seriously. Employees are expected to take responsibility for performing work safely and reporting unsafe conditions to leadership as soon as possible. Safety and health can only be achieved through teamwork, remember "Safety is Everyone's Responsibility." All-hands must join together in promoting safety and health by taking every reasonable measure to assure safe working conditions and leading by example.

I am committed to:

(1) Providing an aggressive, proactive, and innovative Safety and Health program to keep employees safe and healthy;

(2) Providing training to develop a culture in which employees are knowledgeable and aware of safety and health requirements;

(3) Conducting routine safety and health inspections to identify and eliminate unsafe working conditions, control health hazards, and comply with all federal and Department of Defense compliance manuals;

(4) Freedom from harassment or retribution for reporting safety or health problems; Incorporating operational risk management principals into duties and activities, while making operational decisions.

We must always do the right thing and watch out for our teammates, and lead by example. Enforce safety requirements (i.e., using personal protective equipment when required) and remind teammates to do the same.

We are responsible to report any unsafe condition or action to leadership in order to correct as soon as possible. You are empowered and authorized to stop any unsafe act, situation, or evolution.

Lastly, we are ALL responsible for making safety a part of our job - 24/7. Safety is not voluntary, it's required. There is no place for complacency when it comes to safety. I expect everyone to share in this incredible responsibility and make strides toward a goal of zero mishaps. You and your families deserve your safe return each and every day.



D. DWYER  
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