



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

NETCINST 5000.2  
N004

APR 05 2012

NETC INSTRUCTION 5000.2

From: Commander, Naval Education and Training Command

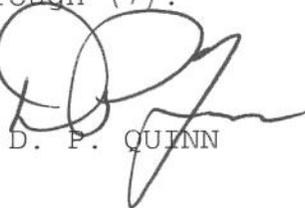
Subj: NAVAL EDUCATION AND TRAINING COMMAND POLICY STATEMENTS

Ref: (a) OPNAVINST 5100.23G  
(b) NETCINST 5100.1A  
(c) OPNAVINST 5350.6C  
(d) SECNAVINST 5350.16A  
(e) OPNAVINST 1752.1B  
(f) Department of the Navy Civilian Human Resources Manual, Subchapters 792.1 and 1601

Encl: (1) NETC Occupational Safety and Health Policy  
(2) Community Service and Outreach Policy Statement  
(3) Statement of Support for the Department of Defense Program for Stability of Civilian Employment  
(4) Equal Employment Opportunity (EEO), Equal Opportunity (EO), and Diversity Policy Statement  
(5) Elimination of Harassment Policy Statement  
(6) Civilian Employee Assistance Program  
(7) Sexual Assault Policy Statement

1. Purpose. To issue the Naval Education and Training Command (NETC) Policy Statements.

2. Background. NETC will fully comply with the Department of Defense (DoD) and Department of the Navy (DON) policies as set forth in references (a) through (f), and these policies are reiterated in enclosures (1) through (7).

  
D. P. QUINN



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**OCCUPATIONAL SAFETY AND HEALTH POLICY STATEMENT**

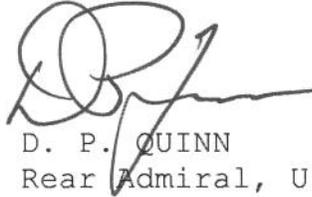
Our vital mission enables the delivery of capable Sailors who prosper and provide an immediate positive impact on Fleet readiness. I expect our collective efforts to demonstrate commitment and engagement in pursuit of initiatives that provide Sailors with the requisite tools and opportunities to learn, grow, and excel. Our Sailors must place a high value on safety and enter the Fleet imprinted with a philosophy that embraces safe practices and fosters behavioral 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 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. Our success is directly tied to how well we embrace our challenges, evaluate our efforts, and collectively pursue our goals. The focus here is a culture of excellence enabled by solid safety practices and habits. Conserving our people and our resources directly enhances combat readiness.

A handwritten signature in black ink, appearing to read 'D. P. Quinn', with a stylized flourish extending to the right.

D. P. QUINN  
Rear Admiral, U.S. Navy



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**COMMUNITY SERVICE AND OUTREACH POLICY STATEMENT**

As Commander, Naval Education and Training Command (NETC), I am strongly committed to the Navy's Community Service Program. The mission of this program is to reinforce Navy Core Values through the advancement of five Chief of Naval Operations (CNO) sponsored Community Service Flagships. Within the NETC domain, we recognize and support these important Flagships: Personal Excellence Partnership; Health, Safety, and Fitness; Environmental Stewardship; Campaign Drug Free; and Project Good Neighbor. These Flagships allow our NETC team to provide services to the communities in which we live. Clearly, I consider community service an integral part of the NETC mission.

I highly encourage all commanders, commanding officers, officers in charge, and their staffs to support, promote, and participate in community service activities as established in OPNAVINST 5350.6C. The participation of our command personnel will enhance the Navy's image and keep us connected to the citizens we serve. There is no better group of professionals to impact the lives of America's youth than our Sailors, Marines, and Navy Department civilians.

The President has called upon all Americans to participate in volunteer service, and I encourage all personnel to take advantage of the rewarding opportunities afforded by volunteering your time to the many worthy organizations within our community. By volunteering, we do make a difference in the lives of many, both inside and outside the gates of our installations across the country. The Navy's Community Service Program is an extremely important part of our commitment to serve, and your willing participation is key to our success. Your Community Service Coordinator serves as the primary point of contact regarding local community service opportunities. For additional assistance on policy guidance, please contact the NETC Community Service and Outreach Office at (850) 452-4078 or DSN 922-4078.

A handwritten signature in black ink, appearing to read "D. P. Quinn", is positioned above the printed name.

D. P. QUINN  
Rear Admiral, U.S. Navy

Enclosure (2)



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

The Department of Defense (DoD) Program for Stability of Civilian Employment, commonly referred to as the Priority Placement Program (PPP), has traditionally provided effective outplacement assistance for DoD civilian employees affected by reduction-in-force (RIF), 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 personally endorse and am firmly committed to the utilization of and participation in the DoD Program for Stability of Civilian Employment. The management and staff of the Human Resources and Organizational Management Branch will administer the 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 "D. P. Quinn", is positioned above the typed name.

D. P. QUINN  
Rear Admiral, U.S. Navy



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**POLICY STATEMENT REGARDING EQUAL EMPLOYMENT OPPORTUNITY (EEO),  
EQUAL OPPORTUNITY (EO), AND DIVERSITY**

The Naval Education and Training Command (NETC) fully supports Department of Defense (DoD) and Department of the Navy (DON) EEO, EO, and Diversity policies. They ensure that every employee enjoys equal opportunities in all aspects of employment and is treated with dignity and respect. This policy covers applicants, employees, and former employees and must be actively supported by all to ensure effectiveness.

**EEO AND EO**

We must have a workplace free from all forms of discrimination. Supervisors and managers share the responsibility of promoting an environment that is free of discrimination. Decisions will not be made based on race, color, religion, sex, national origin, age, disability, genetic information, or sexual orientation. Employees or members who bring forward allegations of discrimination or harassment shall do so without fear of reprisal/retaliation for participation in the EEO (civilian) or EO (military) process. All employees play a supporting role in this effort through their individual conduct.

EO for military members is a command responsibility and a leadership issue. Every manager and supervisor is expected to support the Navy's EO program. The personnel policies of the DON are based on non-preferential treatment. Selection of staff members for enlistment, appointment, promotion, training, assignment to duty, or any other personnel action will be based on merit, fitness, and capabilities; and not on race, color, sex, national origin, or religion.

I expect and encourage all managers and supervisors to support NETC EEO and EO goals by identifying and eliminating any potential barriers to equal employment opportunity. By definition, a model EEO Program actively seeks and creates opportunities for individuals with targeted disabilities and groups with low participation rates of employment within the command. That is our vision and our goal.

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**DIVERSITY**

I am fully committed to the DON's goals and objectives to build a workforce that is both inclusive and reflective of our diverse Nation.

Diversity is typically considered relative to age, race, ethnicity, sex, mental and physical abilities, or sexual orientation. However, it also should consider communication style, education, family status, military experience, organizational role, geographic location, work experience, levels of responsibility, religion, first languages, and income. All of these factors play a critical role in shaping our value systems, expectations, and experiences and therefore must be part of our understanding of the term.

When we recognize the strengths of a diverse workforce, we acknowledge, appreciate, and respect the differences in one another, including the varied perspectives, approaches, and competencies of those with whom we work. Embracing diversity helps create a positive work environment where all employees have the opportunity to reach their potential and maximize their contributions to the NETC mission. A diverse workforce is imperative to our future and our ability to solve complex problems.

I urge you to help me develop and retain a diverse workforce by your demonstrated example of treating one another with dignity and respect and actively looking for ways to get others involved.

**PROCEDURES**

I encourage all employees to report any form of discrimination through the proper reporting channels. We cannot fix it if we are not aware of it. An individual that believes he or she has been discriminated against should clearly explain to the alleged 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 alleged offender, or the behavior does not stop, or if the individual believes some adverse employment action may result from the discussion, he or she should immediately contact their supervisor. Civilian

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personnel may also contact the Command Deputy EEO Officer, or the local servicing Human Resources Office (HRO)/EEO Program Official, and military personnel may contact the EO Advisor. Once the matter has been reported, it will be handled in a discreet and confidential manner, and promptly and thoroughly investigated. Appropriate corrective and disciplinary action will be taken on any substantiated case.

#### **ALTERNATIVE DISPUTE RESOLUTION PROGRAM**

In an effort to reduce conflict in the workplace, I encourage all managers, supervisors, and employees to utilize the Alternative Dispute Resolution (ADR) Program. 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 concept and will use it whenever possible to resolve complaints and workplace disputes, whenever appropriate.

For more information about the ADR program, visit <https://netccentral.cnet.navy.mil> and click under the Human Resources information tab.

#### **CONCLUSION**

Join me in creating a command climate of dignity and respect for all by creating a work environment that embraces diversity and is free from 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, NETC-CENTRAL, or by contacting the Command Deputy EEO Officer, Ms. Angela Simpson, at 850-452-5443 or DSN 922-5443. For military issues, contact ADCS Dwayne Wyant, EO Advisor, at 850-452-4646 or DSN 922-4646, or ENS Stephanie Caspe, Command Managed Equal Opportunity (CMEO) Manager, at 850-452-3623 or DSN 922-3623.

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

A handwritten signature in black ink, appearing to read 'D. P. Quinn', written over a circular stamp or mark.

D. P. QUINN  
Rear Admiral, U.S. Navy

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POLICY STATEMENT REGARDING ELIMINATION OF HARASSMENT

I am fully committed to fostering a work environment free of all forms of harassment. Harassment adversely affects the work environment, undermining productivity and professionalism. Workplace harassment is defined as unwelcome verbal or physical conduct based directly or indirectly on race, color, religion, national origin, sex (whether or not of a sexual nature), genetic information, sexual orientation, age, disability, or reprisal, when:

- An employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for an employment decision affecting the employee; or
- The conduct is sufficiently severe or pervasive as to alter the terms, conditions, or privileges of the employee's employment, or otherwise create a hostile work environment.

Personal conversations that can be overheard by other employees who consider the conversation offensive creates a hostile environment. I urge you to consider that reality before you have the conversation.

Sexual harassment is a form of discrimination and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any of these three criteria are met:

- 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; or
- 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.

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Sexual advances, physical or implied, are direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, or the inappropriate display of sexually explicit pictures, text, or printed materials.

For civilians, a hostile work environment claim under Title VII requires evidence of a pattern of offensive conduct, which can be subtle in nature, has unwelcomed overtones, and is intended to create or has the effect of creating discomfort, or that humiliates another. NETC will follow the Equal Employment Opportunity Commission's (EEOC) guidance regarding harassment claims. We will not wait for such a pattern to emerge, but will act before objectionable conduct becomes so pervasive and offensive as to constitute a hostile environment.

No person in NETC shall commit sexual or non-sexual harassment or take reprisal actions against an individual who reports harassment. Managers (civilian and military) are responsible for maintaining a professional and non-hostile work environment, and will be held accountable for both their behavior and that of their employees. All employees play an important role in maintaining an environment of equal opportunity by treating each other with respect and professionalism.

#### **PROCEDURES**

I encourage all employees to report any form of harassment through the proper reporting channels. We cannot fix it if we are not aware of it. An individual that believes he or she has been harassed should clearly explain to the alleged 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 alleged offender, or the behavior does not stop, or if the individual believes some adverse employment action may result from the discussion, he or she should immediately contact their supervisor. Civilian personnel may also contact the Command Deputy EEO Officer, or the local servicing Human Resources Office (HRO)/EEO Program Official, and

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military personnel may contact the EO Advisor. Once the matter has been reported, it will be handled in a discreet and confidential manner, and promptly and thoroughly investigated. Appropriate corrective and disciplinary action will be taken on any substantiated case.

Join me in creating a command climate of dignity and respect for all by creating a work environment that is free from all forms of harassment. Our employees deserve it and our continued mission success depends on it. Any person who believes they have experienced any form of harassment may seek redress by following the EEO harassment complaint procedures or other redress options posted on official EEO bulletin boards, NETC-CENTRAL, or by contacting the Command Deputy EEO Officer, Ms. Angela Simpson, at 850-452-5443 or DSN 922-5443. For military issues, contact ADCS Dwayne Wyant, EO Advisor, at 850-452-4646 or DSN 922-4646, or ENS Stephanie Caspe, Command Managed Equal Opportunity (CMEO) Manager, at 850-452-3623 or DSN 922-3623.

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CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)  
POLICY STATEMENT

I am fully committed to the Department of the Navy policy to offer help to those employees with personal problems that have or will have an adverse impact on job performance and/or conduct. Personal problems may be related to family matters, misuse of drugs and/or alcohol, surviving natural disasters, etc.

The Civilian Employee Assistance Program (CEAP) offers professional help with assessing a problem, providing short-term counseling, and referring civilian employees to other specialized professionals. The confidential nature of counseling and/or medical records of individuals who participate in the CEAP program will be preserved.

Employees will be held to the same standards of professional conduct regardless of personal, family, or health problems. Employees will not be protected from adverse actions while participating in CEAP when they have been identified as using or possessing illegal drugs, except under safe harbor conditions.

Employees invoking safe harbor will: (a) voluntarily make drug use disclosure to a superior official prior to being identified through other means; (b) agree to and sign a Confidentiality Statement; (c) obtain counseling and successfully complete rehabilitation; and (d) refrain from illegal drug usage.

Supervisors will refer employees to CEAP in situations where they believe alcohol, drugs, or other personal problems are adversely impacting job performance and/or conduct. Also, they will provide referral to CEAP in writing for employees with reported positive drug tests.

The voluntary nature of the employee referral is an important aspect of CEAP. Employees who may have alcohol, drug, or other personal problems are encouraged to voluntarily seek counseling and information from designated CEAP counselors before these problems adversely impact job performance or

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conduct; however, it is the responsibility of both managers and supervisors to fully support and cooperate in helping affected employees obtain rehabilitative treatment and counseling.



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**POLICY STATEMENT REGARDING SEXUAL ASSAULT**

Sexual assault is a criminal act and is incompatible with our core values and high standards of professionalism. Personnel alleged to have committed a sexual assault offense shall be formally investigated. If found guilty, they shall be prosecuted to the full extent of the law.

Additionally, such military personnel may be subject to processing for administrative separation. I shall take appropriate action under U.S. laws and regulations on all allegations of sexual assault.

I have implemented the following:

- In compliance with OPNAVINST 1752.1B, I have established procedures for care, evaluation, and medico-legal documentation in all cases of sexual assault.
- Established procedures to provide the necessary information required by NAVPERS Form 1752/1 (located in OPNAVINST 1752.1B) to the appropriate command Sexual Assault Prevention and Response (SAPR) representative, for inclusion into initial and follow-on Situation Reports (SITREPs).
- Ensure that eligible victims receive immediate appropriate health care, utilizing all available resources.

Join me in creating a command climate of dignity and respect for all by keeping our work environment free from sexual assault. Any person who believes they have experienced any form of sexual assault may seek redress by contacting the NAS Pensacola installation Sexual Assault Response Coordinator (SARC): Ms. Lillie Johnson or Ms. Maria Caceres at (850) 452-5990, or the NAS Pensacola installation Victim Advocate: (850) 449-9231.

A handwritten signature in black ink, appearing to read "D. P. Quinn", is positioned above the typed name and title.

D. P. QUINN  
Rear Admiral, U.S. Navy

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