



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA  
1750 TOMCAT BOULEVARD  
VIRGINIA BEACH, VIRGINIA 23460-2168

Canc: May 04

IN REPLY REFER TO:  
NASOCEANANOTE 5300  
114

MAY 16 2003

NAS OCEANA NOTICE 5300

Subj: COMMANDING OFFICER'S POLICY STATEMENTS ON EQUAL OPPORTUNITY, PREVENTION OF SEXUAL HARASSMENT, FRATERNIZATION AND EXTREMIST/HATE GROUP ACTIVITY

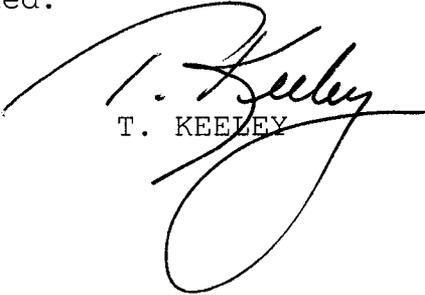
Ref: (a) OPNAVINST 5354.1E  
(b) SECNAVINST 5350.16  
(c) OPNAVINST 5354.3D

Encl: (1) Commanding Officer's Policy Statement for Equal Opportunity  
(2) Commanding Officer's Policy Statement for Prevention of Sexual Harassment  
(3) Commanding Officer's Policy Statement on Fraternization  
(4) Commanding Officer's Policy Statement on Extremist/Hate Group Activity

1. Purpose. To disseminate Naval Air Station Oceana's policy statements on Equal Opportunity, Sexual Harassment Prevention, Fraternization and Extremist/Hate Groups.

2. Action. Department Heads, Division Officers and Special Assistants will ensure that enclosures (1) through (4) are read by all military and civilian personnel and posted on all official bulletin boards in their respective areas. All incidents of suspected discrimination, sexual harassment, fraternization and extremist/hate group activity shall be reported immediately to the chain of command or Command Equal Opportunity Advisor so that appropriate and timely corrective action can be taken when warranted. All supervisors should try to resolve all issues or cases at the lowest possible level using the Informal Resolution System.

3. Cancellation Contingency. Enclosures (1) through (4) should be retained until superseded.

  
T. KEELEY

Distribution:  
NASOCEANAINST 5216.1X  
List I, II and III

MAY 16 2003

COMMANDING OFFICER'S POLICY STATEMENT  
FOR EQUAL OPPORTUNITY

Naval Air Station Oceana is totally committed to the Department of the Navy policy to provide equal treatment and equal opportunity to all Navy members. Per references (a) and (b), this policy shall apply without regard to race, color, religion, gender, age or national origin within constraints of the law.

The Navy Affirmative Action Plan, [reference (c)], identifies actions to help us achieve the following goals: Provide fair and equal military education opportunities for all qualified personnel; ensure an equitable assignment process for all Navy personnel; provide formal and coordinated equal opportunity training for Navy members; ensure equal opportunity for promotion and advancement for all personnel; apply military justice without discrimination; separate personnel without discrimination; ensure equal participation of all minorities in all occupational areas and warfare specialties within legal bounds; monitor the equal opportunity climate and ensure effective discrimination complaint procedures.

As Commanding Officer of Naval Air Station Oceana, I fully support the Navy's policy on equal opportunity and affirmative action. I look forward to a successful team effort, a team of both military and civilian professionals, from my office down to the most junior member of the organization. Our recognition of the dignity and worth of all individuals will help us meet this challenge.



T. KEELLEY

Enclosure (1)

MAY 16 2003

COMMANDING OFFICER'S POLICY STATEMENT  
FOR PREVENTION OF SEXUAL HARASSMENT

As Commanding Officer, Naval Air Station Oceana, I am personally committed to a work environment free of sexual harassment. Sexual harassment is unacceptable conduct; it undermines the integrity of the employment relationship, debilitates morale and interferes with the mission of the organization. Sexual harassment in any form is unprofessional and will not be tolerated or ignored. All members of the command will receive sexual harassment prevention training within 90 days of reporting on board and annually thereafter.

Every supervisor and manager is responsible for dealing swiftly and fairly with every instance of sexual harassment. Individuals who are sexually harassed by supervisors, co-workers or peers should make it clear that such behavior is offensive and report the conduct to the appropriate supervisory level. All complaints will be investigated and resolved at the lowest level possible. The chain of command shall be fully utilized, and I expect the entire command to be as professional with the investigation and resolution of sexual harassment as it is with more routine matters. Acts of reprisal against a person who makes a complaint or provides information on an incident of sexual harassment will not be tolerated.

Complaints of sexual harassment may also be filed through the Command Managed Equal Opportunity Officer, Command Equal Opportunity Advisor, Equal Employment Office, Mast procedures or brought to the attention of the Inspector General. Substantiated complaints will result in swift and appropriate action. I will handle false accusations of sexual harassment in the same manner.

I pledge my full support of the of the Navy's policy on the prevention of sexual harassment. All personnel assigned to this command shall also share this commitment. I am tasking every manager, supervisor and employee, both military and civilian, with the responsibility for carrying out the Navy's policy on sexual harassment prevention. There is no place in the Navy for sexually harassing speech or conduct; zero tolerance is the standard I expect. I solicit your continuous support, commitment and positive actions so we will succeed in providing and maintaining a work environment free from sexual harassment.



T. KEELEY

Enclosure (2)

COMMANDING OFFICER'S POLICY STATEMENT  
ON FRATERNIZATION

Personal relationships between officer and enlisted, and between officers or between enlisted members of different rank or grade that are unduly familiar and that do not respect differences in rank or grade are prohibited. Such relationships violate long-standing custom and tradition of the naval service and are prejudicial to good order and discipline.

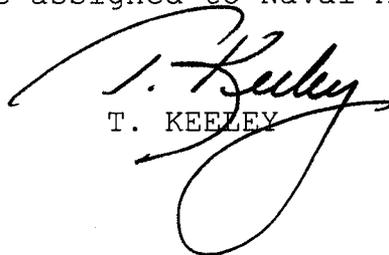
Proper social interaction among officer and enlisted members has always been encouraged as it enhances unit morale and esprit de corps. However, over 200 years of seagoing experience have demonstrated that seniors must maintain thoroughly professional relationships with juniors at all times. Military custom recognizes the need to prevent use of a senior grade or position in such a way that it results in, or gives the appearance of, favoritism, preferential treatment, personal gain or involves actions that may undermine good order, discipline, authority or high unit morale.

Fraternization is a gender-neutral concept. It is traditionally used to identify personal relationships that contravene customary bounds of acceptable senior-subordinate relationships. These relationships are not restricted to officer-enlisted, but include relationships between officer members as well as between enlisted members.

Fraternization erodes unit effectiveness and therefore the prohibition of fraternization serves a valid, mission essential purpose.

By long-standing tradition, chief petty officers, E-7 to E-9, are separate and distinct leaders within their command, providing leadership throughout the entire unit. Therefore, relationships between chief petty officers and E-6 and below within the same command, that do not respect differences in grade, are prohibited.

While the responsibility for preventing inappropriate relationships from developing must rest primarily on the senior, both senior and junior are accountable for their own conduct, both on and off duty, while assigned to Naval Air Station Oceana.



T. KEELEY

Enclosure (3)

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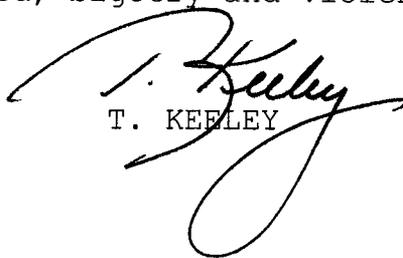
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COMMANDING OFFICER'S POLICY STATEMENT  
ON EXTREMIST/HATE GROUP ACTIVITY

Creating and sustaining an environment of equal opportunity and fair treatment is an absolute necessity for the continued success of our nation. Involvement with, or participation in, extremist/hate groups is incompatible with this idea. Therefore, I expect every member of this command, military and civilian, to reject participation in organizations which: Espouse supremacist causes; attempt to foster illegal discrimination based on race, creed, sex, religion, age, disability, or national origin; or advocate the use of force, violence, or other means to deprive individuals of their civil rights.

Actively supporting an extremist/hate group includes, but is not limited to: Publicly demonstrating or rallying on behalf of such a group; engaging in fund-raising activities; recruiting and training members; gaining or maintaining membership in such a group; distributing literature or information on behalf of such a group and organizing or leading such organizations. Activities in direct support of groups or organizations which seek to deny basic Constitutional protections to any sector of our population are in direct conflict with the principles upon which our country was founded and are inappropriate for those who serve our nation.

Recognizing and fostering the inherent individual worth and value of every member of our team requires the personal commitment of everyone, military and civilian, at Naval Air Station Oceana. I expect nothing less than your full support and cooperation to create an environment where every individual is treated with human dignity and respect and can live and work in an atmosphere free of hatred, bigotry and violence.



T. KEELEY

Enclosure (4)