



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CHIEF OF NAVAL AIR TRAINING
SEXUAL HARASSMENT AND ANTI-HARASSMENT POLICY STATEMENT

Ref: (a) SECNAV 5300.26D
(b) OPNAVINST 5354.1G
(c) 29 C.F.R. 1614
(d) 10 U.S.C. 1561

1. The fundamental mission of the Navy is national defense and each member of our team, Sailor and civilian, is a critical part of that effort. Towards that end, we must cultivate a work place where people feel valued and respected, and where every individual can reach their full potential. Harassing behavior is detrimental to our mission and our people, and will not be tolerated at this command nor within the Department of the Navy. Therefore, all hands are reminded that sexual harassment and other forms of unlawful harassment are prohibited under federal law. Generally, unlawful harassment is defined as verbal or physical conduct that denigrates or shows hostility to another because of their sex, gender identity, sexual orientation, pregnancy, race, color, national origin, age, religion, disability and/or genetic information. Harassing behavior includes, but is not limited to: derogatory/offensive statements, jokes, posters, emails, texts, faxes, unwelcome comments and touching.

2. Per references (a) and (b), individuals who are subject to or observe harassing behavior should immediately report the incident(s) to the appropriate supervisory level if: (1) the behavior does not stop after the harasser has been told the behavior is offensive and unwelcome; (2) the employee is uncomfortable in addressing the harasser; or (3) the behavior is severe or possibly criminal in nature. Individuals who feel they are subjected to sexual harassment or any form of unlawful harassment should feel comfortable reporting the situation immediately without fear of retaliation or reprisal.

3. In addition to using the chain of command, avenues to report and seek redress for unlawful harassment include:

a. Service members may contact the NATRACOM Command Managed Equal Opportunity (CMEO) Officer at (361) 961-3666 to discuss:

- (1) Use of the Informal Resolution System;
- (2) Filing of a formal complaint.

b. Civilian employees may:

(1) Contact the COMPACFLT Southwest EEO In-Take Line at (619) 532-3147 (DSN 522) to report and/or file a discrimination complaint pursuant to references (c) and (d);

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(2) Contact the NATRACOM local HR Office at (361) 961-1781 to discuss administrative grievance procedures.

4. All leaders, managers, and supervisors shall adhere to and enforce this policy. Reported incidents of harassment will be thoroughly investigated and dealt with promptly, fairly, and effectively. If the alleged harassment is substantiated, immediate and appropriate action will be taken to remedy the situation. Any service member or civilian who is found to have committed sexual harassment or any other unlawful harassment will be subject to appropriate disciplinary and/or administrative actions.



R. D. WESTENDORFF