



DEPARTMENT OF THE NAVY
TRAINING SQUADRON THREE
NAS WHITING FIELD
7150 USS HORNET STREET SUITE 101
MILTON, FLORIDA 32570-6158

Canc frp: Mar 18
TRARONTHREENOTE 12713
5 Jan 17

TRARON THREE NOTICE 12713

Subj: EQUAL EMPLOYMENT, SEXUAL HARASSMENT, AND FRATERNIZATION
POLICY

Ref: (a) HRO Procedures Manual
(b) OPNAVINST 5354.1F CH 1

Encl: (1) Equal Employment Opportunity (EEO) Policy Statement
(2) Sexual Harassment Policy
(3) Fraternalization Policy

1. Purpose. To issue enclosures (1) through (3) per references (a) and (b).
2. Policy. Rights guaranteed under Title VII, the Civil Rights Act, the Age Discrimination in Employment Act, and the Rehabilitation Act, will be fully supported. All personnel will become familiar with the policies and their responsibilities with regard to these acts.
3. Action. Department Heads shall distribute enclosures (1) through (3) within their areas of responsibility, and attach copies to EEO bulletin boards.
4. Copies. Obtain additional copies of enclosures (1) through (3) from the Administrative Office.
5. Violations. If there is a question concerning possible violations of this Command's EEO policy, contact the Squadron Representative, LT Joshua Anderson at 850-623-7195.
6. Cancellation Contingency. This notice remains in effect until superseded.

A handwritten signature in black ink, appearing to read "C. M. Biggs".

C. M. BIGGS

Distribution:
All Hands



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EQUAL EMPLOYMENT OPPORTUNITY POLICY

I am personally committed to provide a work environment that values diversity and is free of discrimination and harassment. People are our most precious asset and they deserve fair, scrupulous, and unbiased treatment. Since each and every member of our Red Knight team is essential, we must remain ever vigilant to keep the command free from discriminatory practices, racism, or harassment.

Simply put, discrimination and harassment will not be tolerated. They are inconsistent with our core values of Honor, Courage, and Commitment. If deviations occur, I will take prompt and decisive action to terminate such behavior. We must continually improve our efforts in ensuring that Equal Opportunity is afforded to everyone, and that it is an integral part of our mission and readiness. Our mission of "Train Tomorrow's Military Pilots, Today" demands an environment of equal opportunity. In this regard, it is my policy to:

Comply with both the letter and the spirit of all applicable laws and regulations governing employment and equal opportunity; prohibit unlawful discrimination or harassment because of race, color, religion, national origin, gender, sexual preference, gender identification, age, and/or disability.

I fully expect our Red Knight team will embrace and support this policy in their workplaces and in their decisions. In addition, it is incumbent upon each individual to share in this responsibility by maintaining sensitivity to our differences and valuing the contributions each member of our Command makes to the accomplishment of our mission.

A handwritten signature in black ink, appearing to read "C. M. Biggs".

C. M. BIGGS

Enclosure (1)



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SEXUAL HARASSMENT POLICY

As the Commanding Officer of Training Squadron THREE, I am firmly committed to the Department of the Navy's policy of zero tolerance of sexual harassment. Sexual harassment in the workplace is unlawful discrimination and it undermines morale, discipline, and mission effectiveness.

In accordance with OPNAVINST 5354.1F CH1, sexual harassment is defined as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's job, pay, or career;
- Submission or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Additionally, any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Any military member or civilian employee who makes deliberate or repeatedly unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

Sexual harassment is a gender-neutral term and individuals who experience sexual harassment must make it clear that such behavior is offensive and then report the matter to their appropriate supervisor within the chain of command. Each and every member of the Red Knight team has an obligation and requirement to not only immediately report instances of sexual harassment but also prevent the behavior from occurring. When faced with a report or potential of sexual harassment, I promise swift, fair, and effective action.

People are of the utmost value to our Red Knight team. I insist on your support and cooperation to ensure that this Command provides a work environment free of sexual harassment.


C. M. BIGGS

Enclosure (2)



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FRATERNIZATION POLICY

Fraternization is a personal relationship between military members which is unduly familiar and does not respect differences in rank, grade, nor honor the senior-subordinate relationship. These types of relationships are prejudicial to good order and discipline and ultimately bring discredit to the military service.

It is a Command-wide obligation to prevent fraternization. Fraternization is gender-neutral, regardless of service affiliation (to include members of foreign military services). It calls into question a senior's objectivity, results in actual or apparent preferential treatment, undermines the authority of a senior, and ultimately compromises the chain of command.

Personal relationships between staff and student personnel which are unduly familiar and do not respect the senior-subordinate relationship will not be tolerated or condoned by any member of the Command. Fraternization erodes command climate and failure to act to stop or correct any unduly familiar relationship is inherently condoning the activity. If a member of the Command witnesses or perceives fraternization, they must take action to handle the situation right away at their level. Further, there exists an obligation to report any situation that cannot be handled at your level or that is egregious to the chain of command. With emphasis, silence condones fraternization, violates personal integrity, and damages command trust.

All members of this Command, both military and civilian, are responsible for conducting themselves in a professional manner consistent with this and the Department of Defense fraternization policy. Each Red Knight is an adult who is responsible for and will be held accountable for their actions.

The Red Knights shall not condone fraternization and I shall take swift and decisive action on any confirmed inappropriate behavior.

A handwritten signature in black ink, appearing to read "C. M. Biggs", with a stylized flourish at the end.

C. M. BIGGS

Enclosure (3)