



DEPARTMENT OF THE NAVY

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

IN REPLY REFER TO
01 Aug 2015

EQUAL EMPLOYMENT OPPORTUNITY POLICY

All members of our command, service members and civilians, are entitled to a work environment free of discrimination and unfair treatment. The objective of this policy is to promote a climate in which all personnel can perform to their maximum ability unimpeded by biases based on race, color, ethnicity, national origin, sex, or religious stereotypes.

The strength of our organization comes from unit cohesion and the confidence of all of its member's expectation of fair treatment. As active members of our organization, we must not only conduct ourselves honorably, but also remain vigilant and have the moral courage and responsibility to identify and stop behavior that is contrary to good order and discipline.

The Red Knight chain of command is committed to enforcing the standards of equal opportunity and promoting an environment free from discrimination. Additionally, the chain of command is equally committed to support anyone who is a victim of discrimination. As Commanding Officer, I will aggressively prosecute anyone that violates this policy.

I am committed to ensuring a workplace that promotes the welfare of each and every member of the Red Knight team. Treating one another with respect and dignity is everyone's responsibility.

A handwritten signature in black ink, appearing to read "J. L. Lepke", is positioned above the typed name.

J. L. LEPKE
CDR USN

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, 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.

Any military member or civilian employee who makes deliberate or repeated unwelcomed 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 to their appropriate supervisor within the chain of command.

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. Each and every member of the Red Knight team has a moral 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 the cooperation to ensure that this command provides a work environment free of sexual harassment.

A handwritten signature in black ink, appearing to read "J. L. Lepke".

J. L. LEPKE
CDR USN

Enclosure (2)



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FRATERNIZATION POLICY

"Fraternization" is a gender-neutral term that refers to any personal relationship, which counters the customary bounds of acceptable senior-subordinate relationships. It undermines morale, discipline and mission effectiveness and it will not be tolerated or condoned by any member of Training Squadron THREE.

Fraternization is defined as:

(a) Any personal relationship between an officer and an enlisted member, between officers or between enlisted personnel, which is unduly familiar and does not respect differences in rank and grade where a senior-subordinate relationship exists.

(b) Any personal relationship between staff and student personnel, which is unduly familiar and does not respect the differences in rank and grade where a senior-subordinate supervisory relationship exists. This may result from, but is not limited to, circumstances which:

Call into question a senior's objectivity;
Result in actual or apparent preferential treatment;
Undermine the authority of the senior; or
Compromise the Chain of Command.

All Red Knights will be held accountable for their actions; however the senior member is primarily responsible for preventing inappropriate behavior. To be clear, any confirmed inappropriate behavior of this nature will subject the involved members to administrative action and/or disciplinary proceedings under the Uniform Code of Military Justice. A good working relationship and normal, professional, social interaction is an essential part of Naval and military aviation. Fraternalization, however, erodes command climate and the failure to identify or correct a problem is tantamount to condoning it.

If there is a question on what may or may not be fraternization, consult the chain of command or the Command Managed Equal Opportunity (CMEO) Officer.


J. L. LEPKE
CDR USN

Enclosure (3)