



DEPARTMENT OF THE NAVY
TRAINING SQUADRON TEN
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Canc frp: DEC 16

TRARONTENNOTE 5354
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13 Aug 15

TRAINING SQUADRON TEN NOTICE 5354

Subj: EQUAL OPPORTUNITY AND SEXUAL HARASSMENT POLICY STATEMENTS

Ref: (a) OPNAVINST 5354.1F CH-1

Encl: (1) Commanding Officer's Policy Statement on Equal
Opportunity
(2) Commanding Officer's Policy Statement on Sexual
Harassment

1. Purpose. To promulgate the Commanding Officer's statements on Equal Opportunity and Sexual Harassment.

2. Action. A per reference (a), enclosures (1) and (2) are to be given the widest dissemination, command attention and support from all Training Squadron TEN personnel.


B. J. SOLANO

Distribution: (TRARONTENINST 5216.2AC)
List I

13 Aug 15

COMMANDING OFFICER
TRAINING SQUADRON TEN
POLICY STATEMENT ON SEXUAL HARASSMENT

As Commanding Officer, Training Squadron TEN, I am firmly committed to and support the Navy's policy of **ZERO TOLERANCE OF SEXUAL HARASSMENT**. Sexual harassment is 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 implicitly or explicitly, a term or condition of a person's job, pay or career;

Submission to 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 working environment.

As a means of direct resolution, all squadron personnel are encouraged to resolve sexual harassment complaints using the Informal Resolution System (IRS), when an incident in question is not independently criminal in nature. Under the IRS, each person has a responsibility to be a role model of appropriate behavior and confront inappropriate behavior when observed or brought to their attention. Formal procedures for processing complaints and avenues of resolution and redress are always available from the CMEO officer or your chain of command. **The Commanding Officer and Executive Officer shall always extend an open door policy for such matters.** In addition, the Navy's Sexual Harassment Advice Line is also available for obtaining confidential counseling and advice for identifying and dealing with sexual harassment and similar inappropriate behavior.

Call toll free 1-800-253-0931
DSN 224-2735
COMM (703) 614-2725

Our squadron must be comprised of an optimally integrated group of men and women able to work together to accomplish our mission. Each member is entitled to be treated fairly, **with dignity and respect**, and must be allowed to work in an environment free of sexual harassment. Recognize that you are personally accountable for your actions. Continually strive for individual excellence in your personal ethics.



B. J. Solano
Commander, United States Navy
Commanding Officer
Training Squadron TEN

Encl (2)

13 Aug 15

COMMANDING OFFICER
TRAINING SQUADRON TEN
POLICY STATEMENT ON EQUAL OPPORTUNITY

As the Commanding Officer of Training Squadron TEN, I am committed to the legal and moral obligation of every American to promote and support a fundamental principle of American democracy: EQUAL OPPORTUNITY. The Department of the Navy's Command Managed Equal Opportunity (CMEO) Program is an essential element of the Training Squadron TEN mission. Our readiness and support depends on each member of our team. All personnel will be provided equal opportunity regardless of race, creed, color, sex, age, national origin, or sexual orientation.

Discrimination resulting from the denial of equal opportunity to any individual will not be tolerated. All members are encouraged to make their concerns and issues known through the use of the Chain of Command. This grievance process will be a rapid means to correct any discrepancy, and to maintain high morale within the squadron.

Rewards and opportunities shall be provided based on performance of the individual. Education and training are available to every member to advance professionally and improve his or her position.

All squadron personnel are expected to give their full support to these objectives. Professionalism, mission accomplishment, and pride in service are the hallmark goals of this command. I am committed to ensuring that each man and woman in Training Squadron TEN develops a sense of dignity and self-worth as individuals, as members of the Wildcat Team, and as Aviators.



B. J. Solano
Commander, United States Navy
Commanding Officer
Training Squadron TEN

Encl (1)