DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

03 OCT 2001

12713
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MEMORANDUM FOR DISTRIBUTION

Subj: EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

1. The Military Sealift Command is dedicated to supporting the spirit and intent of the Equal Employment Opportunity (EEO) Program to the fullest extent possible. We must be one workforce, military and civilian, working together to meet our mission. The EEO program will be strictly administered and each manager and supervisor will be held responsible for the success of this program in their respective area.

2. As Commander and EEO Officer, I want to assure all employees and applicants for employment of my personal support and commitment to the principles of EEO. EEO is a basic right of all persons and is one of my highest priorities. To ensure we are fully able to meet our obligations, it is the policy of the command to:

a. Ensure all employees and applicants for employment will be afforded equal opportunity to excel in all facets, without regard to race, color, sex, religion, national origin, age, disability or sexual orientation;

b. In furtherance of this policy, all discrimination complaints will be processed in a timely manner or resolved at the lowest level possible. Those who find they need to use the complaint processing system can do so without fear of reprisal. You must seek EEO counseling on the matter within 45 calendar days of the alleged discriminatory action.

3. We will take corrective action whenever discrimination is found and foster an environment that enables each person to contribute to the maximum extent of his or her abilities.

4. I am personally committed to promoting EEO for all persons in the workplace at all levels of this organization. To this end, I promise to ensure that the policies and objectives embodied in our EEO program will be implemented. Anyone having questions regarding our policy is encouraged to discuss it with Ms. Patricia Paige, Complaints Manager, MSCHQ at (202) 685-5987 or DSN 325-5987. All afloat EEO matters are handled by Ms. Laudess M. Scales, EEO Manager, Afloat Personnel Management Center at (757) 417-4266 or 4267 or DSN 537-4266 or 4267.

D. L. Brewer III

D. L. BREWER III
Rear Admiral, U.S. Navy

Distribution:
COMSCINST 5215.5
List I (Case A, B, C)

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MEMORANDUM

Subj: SEXUAL HARASSMENT POLICY STATEMENT

1. All employees of the Military Sealift Command are responsible for maintaining the highest standards of integrity and personal conduct. Sexual harassment in the workplace lowers morale and interferes with the productivity and effectiveness of the organization.

2. This prohibition applies to all managers, supervisors and co-workers, both military and civilian.

3. Sexual Harassment Definition - Unwelcomed sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: submission to or rejection of such conduct is made either explicitly or implicitly 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 this person; or such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive working environment.

4. This definition applies to any person in a supervisory or managerial position, or any military member or civilian employee who makes unwelcomed verbal comments or gestures, or engages in sexually oriented teasing or spreading of rumors. This policy includes telling sexually oriented jokes, or innuendoes. Any physical contact of a sexual nature is also engaging in sexual harassment. This policy also prohibits harassment based on sexual orientation. The gender of the members/employees involved shall not be a factor when determining if sexual harassment has occurred.

5. I am committed to eliminating all forms of sexual harassment. Each manager and supervisor is responsible for being knowledgeable of this policy and the definition contained therein, and is accountable for informing and training subordinates in regards to this policy. Any MSC employee who engages in sexual harassment while conducting business with personnel of the Department of the Navy, with other Federal agencies, with persons employed in the private sector, or members of the public is violating the standards of conduct and will be subject to administrative / disciplinary action.

6. I assure you that MSC will resolve instances of sexual harassment at the lowest possible level before a complaint is filed. Prevention of Sexual Harassment (POSH) is the responsibility of all personnel.

D. L. Brewer III

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Rear Admiral, U.S. Navy