



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
471 EAST C STREET  
NORFOLK VA 23511-2419

28 Jun 19

MEMORANDUM

Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT OPPORTUNITY  
ANTI-HARASSMENT

Ref: (a) 10 U.S.C. §1561 (a)  
(b) SECNAVINST 5300.26D  
(c) SECNAVINST 5350.16A  
(d) SECNAV EEO Policy Statement  
(e) 5 C.F.R. §1614.105(a) (1) (d)

1. As Commander, Military Sealift Command (MSC), and Equal Employment Opportunity Officer (EEO), I am committed to providing a harassment-free working environment. MSC staff are expected to conduct themselves in a professional, courteous, and respectful manner with all levels of personnel and customers. Harassment in the workplace will not be tolerated. Allegations of harassment will be immediately investigated, and where allegations are substantiated, appropriate action, to include disciplinary action, will be taken.

2. Generally, harassment is defined as verbal and physical unwelcome conduct that denigrates or shows hostility to an individual because of his or her sex, race, color, religion, national origin, sexual orientation, gender identity, age, disability (physical or mental), genetic information, or because of reprisal (for engaging in an Equal Employment Opportunity protected activity). The offensive conduct may include, but is not limited to, derogatory statements, slurs, name-calling, ridicule or mockery, as well as offensive jokes, posters, drawings, emails, and faxes.

3. Per references (a) through (c), sexual harassment in particular is further 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:

a. 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.

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

c. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

4. Employees who witness or are subjected to harassment (sexual or non-sexual) should make it clear to the harasser that such behavior is unwelcomed and needs to stop. Incidents of alleged harassment should be reported promptly to the appropriate supervisory chain of command.

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An employee subjected to harassment (sexual or non-sexual) may contact an EEO counselor at (757) 341-3310 or [msc\\_eeo@navy.mil](mailto:msc_eeo@navy.mil) within 45 calendar days of the occurrence. See references (d) and (e).

5. Supervisors and managers have a responsibility to conduct a prompt, thorough, and impartial inquiry into all incidents of alleged harassment. For all employees directly supervised by a military Commanding Officer or Officer in Charge of a unit, vessel, facility, or area of the Navy inquiries into alleged sexual harassment will be conducted in accordance with reference (a).

6. This memorandum is effective immediately and will be widely disseminated and prominently posted for viewing on the MSC website <https://msc.navy.deps.mil/SitePages/EEO%20and%20Diversity.aspx> and on official bulletin boards throughout the workplace.

7. This memorandum is effective as of 28 June 2019 and supersedes all others.



M. A. WETTLAUFER