



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT, NEW ORLEANS
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NAVCRUITDISTNOLAINST 5354.1N
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28 May 2015

NAVCRUITDIST NEW ORLEANS INSTRUCTION 5354.1N

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: EQUAL OPPORTUNITY PROGRAM AND COMMANDING OFFICER'S POLICY STATEMENTS

Ref: (a) SECNAVINST 5300.26D
(b) OPNAVINST 5354.1F W/CH-1
(c) COMNAVCRUITCOMINST 5354.1F
(d) COMNAVCRUITCOMINST 5354.2B w/ch-1
(e) COMNAVCRUITCOMINST 5370.1G

Encl: (1) Commanding Officer Equal Employment Opportunity Policy Statement
(2) Equal Opportunity Policy Statement
(3) Sexual Harassment Policy Statement
(4) Sexual Assault Policy Statement
(5) Fraternalization Policy Statement
(6) Alcohol Deglamorization Policy Statement
(7) Navy Grievance Procedures

1. Purpose. To implement Equal Opportunity guidelines per references (a) through (e).

2. Cancellation. NAVCRUITDISTNOLAINST 5354.1M.

3. Scope. This instruction applies to all active duty and reserve personnel assigned to NRD New Orleans. Civilian Equal Employment policies and guidance are provided in reference (c).

4. Discussion. Equal opportunity is an ongoing, everyday issue, which contributes directly to command readiness and effectiveness. Equal opportunity is essential in attaining and maintaining a high state of morale, discipline, and military effectiveness. Prompt, effective action to counter discrimination is essential. Candid and open training promoting an understanding of cultural and ethnic differences, and equal opportunity regardless of race or gender within the Navy, is a command responsibility.

5. Action.

a. Commanding Officer

(1) Appoint, in writing, a trained Command Managed Equal Opportunity (CMEO) Manager.

(2) Maintain and monitor equal opportunity areas of concern.

(3) Ensure that career actions are consistent and fair across all grades.

(4) Ensure personnel are assigned jobs, educational opportunities, and special programs based on merit, fitness, and capability, and receive awards and recognition based on the same.

b. Command Managed Equal Opportunity (CMEO) Manager.

(1) Function as the single point of contact for all EO issues to include sexual harassment and discrimination complaints. Report all matters to the Commanding Officer via the Executive Officer.

(2) Assist with the processing of EO/Sexual harassment complaints.

(3) Coordinate and monitor annual EO training, as well as command assessments and investigations. Maintain a file of completed training, assessments, and investigations.

(4) Ensure required reports are submitted through the chain of command in a timely manner.

(5) Ensure a Department of the Navy Complaint and Grievance Procedures poster and a copy of enclosures are posted throughout the district.

(6) Complete an annual Command Assessment utilizing a trained Command Assessment Team (CAT). The CAT will be comprised a diversified personnel from each division and headquarters. The CAT will assist the CMEO in assessing overall command climate.

(7) Provide grievance procedure, fraternization and prevention of sexual harassment training bi-monthly at Command Indoctrination for new personnel.

c. Department Heads/Division Officers (DIVO)/Divisional Leading Chief Petty Officers (DLCPO)/Leading Chief Petty Officers (LCPO/LPO).

(1) Ensure a copy of enclosures (1) through (7) are posted in all work spaces.

(2) Ensure a harassment-free; equal opportunity environment exists in all work spaces.

d. All personnel

(1) Treat others with dignity and respect.

(2) Promote a positive command climate through personal example.

(3) Report any act of unlawful discrimination and/or sexual harassment.

(4) Be familiar with the contents of enclosures (1) through (7).

/s/
C. A. WYNTER

Distribution List:
Electronic only, via
<http://www.cnrc.navy.mil/neworleans/>

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Navy Recruiting District, New Orleans 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 his or her respective area.

As Commanding Officer and EE Officer, I want to assure all employees and applicants for employment of my personal support for and dedication to the principles of Equal Employment Opportunity. The goal of EEO, a basic right of all persons, is one of my highest priorities. To ensure we are fully able to meet our obligations, it is the policy of the command to:

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

2. In furtherance of this policy, all discrimination complaints will be processed in a timely manner. I encourage resolution at the lowest level through an informal complaint. However, a formal complaint should be filed if adequate resolution is not obtained. 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.

We must continue to take corrective action whenever discrimination is found and foster an environment that enables each person to contribute to the maximum extent of their abilities.

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.

/s/
C. A. WYNTER

EQUAL OPPORTUNITY POLICY

1. The Policy of this command is to provide equal opportunity and fair treatment to all assigned personnel and their families.
2. Equal Opportunity is a responsibility of leadership and a function of the command. The Equal Opportunity Program is based on the concept of fairness, justice and equity for all, which enhances morale, mission accomplishment, and unit readiness.
3. The responsibility for equal opportunity is a critical obligation of every individual assigned to this command. I am fully committed to ensuring fair and equitable treatment of all personnel, regardless of race, religion, gender, or national origin.
4. It is the right of every member in this command to file equal opportunity complaint. Each department is aware of complaint procedures and procedures of obtaining redress of grievances, including those against members of the chain of command, without fear of reprisal.
5. The chain of command is the primary channel for correcting discriminatory practices and for communication in equal opportunity matters. Should this avenue prove unsatisfactory, the Equal Opportunity manager and the Command Master Chief are available to assist you.

/s/
C. A. WYNTER

SEXUAL HARASSMENT POLICY STATEMENT

All employees of Navy Recruiting District (NRD) New Orleans are responsible for maintaining the highest standards of integrity and personal conduct. Sexual harassment in the workplace lowers morale, interferes with the productivity and effectiveness of the organization, and is strictly prohibited.

This prohibition applies to any person in a supervisory or managerial position or any military member or civilian employee who makes unwelcome verbal comments or gestures, or engages in sexually-oriented jokes, or innuendos. Any physical contact of a sexual nature is also engaging in sexual harassment. This policy 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.

Sexual harassment also includes any unwelcome 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 as it relates to a term or condition of a person's job, pay, or career; or 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.

I am committed to eliminating all forms of sexual harassment. I expect every manager and supervisor to be knowledgeable of regulations prohibiting sexual harassment, to carry-out and enforce these policies, and to inform their employees of the contents of this policy. Finally, any NRD New Orleans 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, including applicants or Future Sailors, is violating the standards of conduct and will be subject to disciplinary and/or administrative action.

NRD New Orleans will attempt to resolve instances of sexual harassment at the lowest possible level before a formal complaint is filed. I call to your attention that Prevention of Sexual Harassment (POSH) is the responsibility of all personnel.

/s/
C. A. WYNTER

SEXUAL ASSAULT POLICY STATEMENT

1. Sexual assault is a crime and I have **ZERO TOLERANCE** for such egregious actions. The Department of Defense defines sexual assault as:

a. **The intentional sexual contact, characterized by use of force, threats, intimidation, abuse of authority or when a victim does not or cannot consent, and;**

b. **Sexual assault includes rape, forcible sodomy, and other unwanted sexual contact that is aggravated, abusive, or wrongful (to include unwanted, inappropriate contact), or attempts to commit these acts.**

2. This definition applies to any person in a supervisory position or managerial position, any military or civilian employee who makes unwelcome sexual advances, physical gestures of an unwelcome nature, engages in predatory behavior, and any unwanted physical contact of a sexual nature. Additionally, this policy is gender neutral. The gender of service members/employees involved shall not be a factor when determining if sexual assault has occurred.

3. All uniformed service members, government employees and government contractors are responsible for maintaining the highest standards of integrity, ethics and personal conduct. Sexual assault is not only against the law, it is destructive, and a violation of an individual's human rights. I guarantee all reports of sexual assault will be taken seriously and investigated fully.

4. I am committed to elimination of all forms of sexual assault. I expect every Sailor and civilian, manager and supervisor, to be fully knowledgeable of regulations prohibiting sexual assault and to carry out and take seriously this policy and inform all personnel under their cognizance, including all Future Sailors of the contents of this policy.

5. Finally, any individual assigned to Navy Recruiting District New Orleans who engages in sexual assault is violating the standards of ethics and conduct and will be subject to disciplinary action.

6. I assure you; I have **ZERO TOLERANCE** for sexual assault and will ensure all sexual assault cases are prosecuted to the fullest extent under the UCMJ and Federal Law. The prevention of sexual assault is an "all hands" responsibility that demands due regard and attention of the entire command to ensure personal security, safety and well-being on and off duty.

/s/
C. A. WYNTER

FRATERNIZATION POLICY STATEMENT

As the Commanding Officer, Navy Recruiting District New Orleans, I want to refresh all military members on the U.S. Navy and Commander, Navy Recruiting Command Fraternalization Policy. The Navy has drawn from custom and tradition to define the bounds of acceptable personal relationships among its members. Following this tradition will not only continue to eliminate inappropriate personal relationships that could endanger our recruiting mission, but also prevent any discredit upon the command and Naval service. Therefore, I want to ensure all military members understand what constitutes fraternization.

Fraternalization has been defined as any personal relationship between officer and enlisted members or prospects, applicants or Future Sailors that has crossed the boundary of a senior-subordinate relationship and does not respect differences in rank and grade. This also includes any relationship that is unduly familiar between officers or enlisted members with prospects, applicants or Future Sailors of different grade or rank causing discredit to the Naval service. Fraternalization is a gender-neutral concept. Its focus is on the impairment of good order and discipline resulting from the erosion of respect for authority inherent in an unduly familiar senior-subordinate relationship, not the gender of the members involved.

For the enhancement of morale and esprit-de-corps, I expect appropriate professional interaction among officers, enlisted members and prospects, applicants and Future Sailors at Navy Recruiting District New Orleans. Members found in violation of this policy or Navy Recruiting Command fraternalization instruction shall be disciplined in accordance with the guidelines set forth in the Uniform Code of Military Justice (UCMJ).

Senior members bear the responsibility of ensuring all relationships stay within the boundaries of Department of the Navy and Navy Recruiting Command policy on fraternization. Upholding this policy not only creates a professional work environment at Navy Recruiting District New Orleans, but also fosters a fellowship throughout the chain of command and maintains the highest standards of Naval service.

/s/
C. A. WYNTER

DEGLAMORIZATION OF ALCOHOL

Approved by the Secretary of the Navy in 1995, the Right Spirit Campaign was created to promote alcohol-abuse prevention with an emphasis on responsible use of alcohol for those who choose to drink vs. abstinence. The campaign focuses on prevention, education, deglamorization of alcohol use, alternatives to drinking, and clear and enforceable policy guidance with responsibility for program execution placed at all levels from admiral to seaman.

There are four main foundational pillars that the Right Spirit Campaign sits upon. All pillars must remain strong and in place for us to have a Navy that is fully mission ready and alcohol-mishap free. They are as follows:

1. **Command Responsibility.** For any policy to be effective, it has to be supported from the top down. Command leadership bears the responsibility to ensure all Sailors under their command are properly educated on responsible use of alcohol, setting appropriate policies to that end and holding personnel accountable if they choose to violate these policies. They are to ensure that deglamorization of alcohol is a priority; to include ensuring non-alcohol alternatives are provided at command events. Finally, command leadership is to lead by example and be responsible in their own alcohol usage. Nothing destroys a command policy more than a command leader who chooses to behave in a way that violates it.
2. **Leadership Responsibility.** The responsibility for implementing an effective alcohol deglamorization program flows from command leaders to their subordinate leaders; those leaders who are at ground zero with the command's personnel. They are at the front lines of prevention education, responsible for directly training their people on the importance of responsible use of alcohol. Just like command leaders, they are responsible for setting the right example for their people, modeling what responsible use of alcohol looks like.
3. **Personal Responsibility.** We are all responsible for our own choices and so when it comes to alcohol usage, it is incumbent on us to do the right thing. Know your limits and stick to them. Never drink and then drive anything. Know how alcohol impacts you because it affects people differently. Abstinence should be a consideration. Abstaining is a viable option for anyone.
4. **Shipmate Responsibility.** We care about one another in a special way. This includes intervening if necessary when someone is going down the wrong road. If you know someone has a drinking problem, be proactive and get involved. Advise your shipmate to get help, and if they are unwilling, then refer them yourself. If need be, notify the chain of command and get them involved. Do anything except remain silent. If something tragic happens to your shipmate such as dying in a car accident while under the influence of alcohol or killing someone else in a car accident while under the influence of alcohol or committing suicide while intoxicated, it's too late. You missed your chance to potentially save their life or the lives of others. I would never want that to be on my conscience.

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I ask that all personnel read this carefully and educate yourselves. Leaders don't allow your people to be in the dark about information that can help them stay out of trouble. As you'll see, the program contains obligations for everyone. I am an absolute advocate for the Right Spirit Campaign with an emphasis on prevention, education, deglamorization of alcohol use and the responsible use of alcohol for those to choose to imbibe.

/s/
C. A. WYNTER

NAVY GRIEVANCE PROCEDURES

1. Informal Complaint Procedures. The Informal Complaint Procedure is the timeliest method for resolving conflict because it deals directly with the individuals involved and utilizes the chain of command. The steps for an informal grievance are as follows:

a. Address the issue with the person.

b. If the behavior continues or it is not an advisable solution to confront the individual, bring the situation to your chain of command.

c. Request mast with the Commanding Officer.

2. Formal Complaint Procedures. This procedure is utilized if the informal resolution is not effective or upon request of the complainant. Formal complaints are filed in writing utilizing the forms in reference (a). Upon receipt of the complaint, the Commanding Officer is required to notify COMNAVCRUITCOM per reference (b). The Commanding Officer will assign a person to assist in resolving the complaint and will take appropriate disposition.

3. Reprisal. No individual may take or condone reprisal against a person who provides information on an incident of alleged discrimination or sexual harassment.

4. An alternative way of reporting a complaint of EEO or sexual harassment is through the Hotline. The Hotline number is 1-800-253-0931.