



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
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COLUMBUS, OHIO 43218-3990

NAVCRUITDISTOHIOINST 5300.2C

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26 Jun 14

NAVCRUITDISTOHIO INSTRUCTION 5300.2C

From: Commanding Officer, Navy Recruiting District Ohio

Subj: COMMANDING OFFICER, NAVY RECRUITING DISTRICT OHIO
COMMAND PHILOSOPHY, POLICY STATEMENT ON EQUAL OPPORTUNITY,
SEXUAL HARASSMENT, SEXUAL ASSAULT, DRUG AND AND ALCOHOL,
AND FRATERNIZATION

Ref: (a) SECNAVINST 5300.26D
(b) SECNAVINST 5350.16A
(c) OPNAVINST 5350.4D
(d) OPNAVINST 5354.1F
(e) OPNAVINST 5370.2C
(f) COMNAVCRUITCOMINST 5354.1F
(g) COMNAVCRUITCOMINST 5354.2B

Encl: (1) Commanding Officer's Philosophy
(2) Equal Opportunity Policy Statement
(3) Sexual Harassment Policy Statement
(4) Sexual Assault Policy Statement
(5) Drug and Alcohol Policy Statement
(6) Policy on Fraternization

1. Purpose. To established and publish my command philosophy and policy statement on Equal Opportunity, Sexual Harassment, Sexual Assault, Drug and Alcohol and Fraternization.

2. Cancellation. NAVCRUITDISTOHIOINST 5300.2B.

3. Discussion. Enclosure (1) provides the guiding principles whereby all members of Navy Recruiting District (NRD) Ohio may expect me to base all actions and decisions on during my tenure as your Commanding Officer. As promulgated by references (a) through (g), enclosures (2) through (6) establish my expectations and policies on how we will treat all others here at NRD Ohio.

4. Action. All military, civilian, and contractor personnel are to adhere to the tenets outlined in the enclosures. Copies of enclosures (1) through (6) are to be posted on the official

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bulletin board, prominent location at each office, Navy Recruiting Station within Navy Recruiting District Ohio.



ERIC A. SHAFER

Distribution:

<http://www.cnrc.navy.mil/ohio/ohio-latest-info.htm>



NAVY RECRUITING DISTRICT
OHIO



My Vision

My vision for NRD Ohio is to be one of Navy Recruiting Command's premier Districts that exemplifies the highest standards of service, conduct, and performance. I want each of us to finish this tour proud to have been a part of Team Ohio.

To achieve this vision, I am committed to fostering a culture where every person is treated with respect, clearly understands how he/she contributes to our mission, is recognized for a job well done and strives to make a difference, and where communication is clear, timely, and flows freely throughout the command.

My Expectations

Take care

- Of our Applicants, Prospects, and Future Sailors/Collegiates
- Of each other
- Of yourself

Demand Excellence

- **Always** do your best and do the right thing.
- **Never** compromise your integrity or the Navy Core Values.
- Meet commitments and deadlines.
- Treat everyone fairly.
- Be open to change.
- Learn from your mistakes and don't make the same one twice.
- If you see something wrong, say something. If it continues, let leadership know...this is an obligation. Loyalty to the Navy Core Values comes before loyalty to shipmates.
- Continuously look to improve processes. "That's how we've always done it" is not acceptable if there is a more efficient way.
- Be a good communicator – information needs to flow horizontally as well as vertically, both up and down the chain.

Have Fun!

- **At Work** – Look for ways to enjoy time with your shipmates on the job.
- **At Home** – Maintain a good balance between your professional and personal lives. Take time with your family...they are part of our team.


ERIC A. SHAFER
Commander, U. S. Navy
Commanding Officer

Enclosure (1)

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**COMMANDING OFFICER, NAVY RECRUITING DISTRICT OHIO
EQUAL OPPORTUNITY POLICY STATEMENT**

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 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 and I am fully committed to ensure 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 an equal opportunity complaint and each department head will ensure that individuals in their departments are aware of complaint procedures and for 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 Command Equal Opportunity Officer (CMEO) is available to assist you at any time.


ERIC A. SHAFER
Commander, U. S. Navy

Enclosure (2)

**COMMANDING OFFICER, NAVY RECRUITING DISTRICT OHIO
SEXUAL HARASSMENT POLICY STATEMENT**

Work environments throughout the Navy are required to be free from sexual harassment. The definition of sexual harassment is as follows:

"Sexual Harassment is a form of sexual discrimination that involves unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when: (1) 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, or (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or (3) such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment."

Personnel assigned to Navy Recruiting District Ohio, military, civilian and contractors are responsible for ensuring sexual harassment is not present in the workplace. If discovered, it is to be reported to the chain of command. Sexual harassment is unacceptable conduct; it undermines morale and interferes with the mission accomplishment of the command.

Any military, civilian, or contractor employee of Navy Recruiting District Ohio who engages in sexual harassment directed toward military or civilian personnel, employees of other Federal Agencies, persons employed in the private sector, or other members of the public is violating standards of conduct and will be subject, as appropriate, to disciplinary action.

Military members will use the Navy Equal Opportunity/Sexual Harassment Formal Complaint Form to notify the chain of command of a violation. Civilian and contractor employees will use the Equal Employment Opportunity Discrimination Complaint Process or the administrative grievance procedures. In addition, any (military or civilian) sexual harassment complaints may be brought to the attention of Commander, Navy Recruiting Command or Navy Inspector General. Substantiated complaints shall result in corrective action, including administrative and/or disciplinary action, as appropriate.

Members who have reported sexual harassment incidents shall not be subjected to reprisal. Any incidents of reprisal should be immediately reported to the chain of command and will be dealt with promptly. Reprisal, in any form, will not be tolerated.


ERIC A. SHAFER
Commander, U. S. Navy

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**COMMANDING OFFICER, NAVY RECRUITING DISTRICT OHIO
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 all forms of sexual assault. I expect every Sailor and civilian, manger 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 students of the contents of this policy.

5. Finally, any individual assigned to Navy Recruiting District Ohio 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 of the UCMJ and Federal Law. The prevention of sexual assault is an "all hands" responsibility that demands the due regard and attention of the entire command to ensure personal security on and off duty.


ERIC A. SHAFFER
Commander, U. S. Navy

Enclosure (4)

**COMMANDING OFFICER, NAVY RECRUITING DISTRICT OHIO
DRUG AND ALCOHOL POLICY**

1. Drug and alcohol abuse undermines readiness and is incompatible with the maintenance of high standards of performance and military discipline.
2. The minimum age to consume alcohol is 21 for all Navy Recruiting District personnel. Alcohol and drug abuse by Navy Recruiting District personnel can seriously damage their physical and mental health, jeopardize their safety, the safety of others, and can lead to criminal prosecution and separation from naval service.
3. Alcohol consumption is a personal decision by individual members. Those who choose not to consume alcoholic beverages shall be supported in their decision and encouraged to remain alcohol free. Those members who choose to consume alcoholic beverages must do so lawfully and responsibly. Responsible use is the application of self-imposed limitations of time, place, and quantity when consuming alcoholic beverages. Navy Recruiting District Ohio does not condone consumption of alcoholic beverages during normal working hours.
4. Navy's policy on drug abuse is "zero tolerance."
5. I am firmly committed to providing a safe and healthy environment for all command personnel. It is Navy Recruiting District Ohio's goal to be free of the effects of alcohol and drug abuse.


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Commander, U. S. Navy

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**COMMANDING OFFICER, NAVY RECRUITING DISTRICT OHIO
POLICY ON FRATERNIZATION**

1. Fraternization is unacceptable conduct and will not be condoned or tolerated in any form. All NRD Ohio personnel will maintain highest standards of honesty, integrity and conduct to assure proper performance of duties and enhance public trust. Fraternization violates those standards and undermines good order, authority, and high unit morale.

2. Fraternization is the term traditionally used to identify personal relationships between service members of any rank, grade, or gender which comprise the chain of command, result in the appearance of partially, or otherwise undermine good order and discipline. It applies to all relationships that breach the customary bounds of acceptable senior-subordinate relationships. Whether improper relationships and social interactions are within the officer community, enlisted community or cross-community; it is wrong. Fraternization is defined as:

a. Personal relationship between officer and enlisted that are unduly familiar and do not respect differences in grade or rank; and

b. Personal relationships between officer members or between enlisted members that are unduly familiar, do not respect differences of a nature to bring discredit upon the Naval service. Prejudice to good order and discipline or discredit to the Naval service may result from, but not limited to circumstances which:

- (1) Call into question a senior's objectivity
- (2) Result in actual or apparent preferential treatment;
- (3) Undermine the authority of a senior; or
- (4) Compromise the chain of command

3. The chain of command will be used to resolve instances of fraternization at the lowest possible level within the command. Supervisors will ensure that all instances of fraternization are dealt with swiftly, fairly, and effectively. Administrative and disciplinary action will be taken to correct such inappropriate behavior.


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Commander, U. S. Navy

Enclosure (6)