



DEPARTMENT OF THE NAVY  
U.S. NAVY SUPPORT FACILITY DIEGO GARCIA  
PSC 466 BOX 2  
FPO AP 96595-0002

IN REPLY REFER TO:  
5300  
N00  
18 Jul 12

From: Commanding Officer, U.S. Navy Support Facility, Diego Garcia

Subj: SEXUAL HARASSMENT POLICY

1. I unequivocally condemn any form of sexual harassment. Sexual harassment is a form of sexual discrimination that involves unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made, implicitly or explicitly, on the terms or conditions of a person's job, pay, or career; or

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

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

2. I expect military and civilian supervisors to concern themselves with more than their own behavior. They need to make it clear, in actions as well as words, that we care about how our employees and service members treat one another. Supervisors must take quick action to thoroughly and objectively investigate the complaint. Anyone found in violation of sexual harassment policy will be held appropriately accountable. Because sexual harassment allegations are very serious matters, anyone who knowingly makes false allegations of sexual harassment shall be held accountable as well.

3. Individuals who feel they have been sexually harassed must inform the offender such behavior is offensive and must stop. Avenues of redress available to victims include: addressing the issue using the Informal Resolution System, requesting Article 15 under the UCMJ, or Administrative Grievance Procedures; using the Discrimination Complaints Process (EO), or reporting the incident to the Department of the Navy's Sexual Harassment Hotline. Specific grievance procedures for Offshore Philippines General Schedule Employees (OGs) are detailed in COMNAVORJAPANINST 12000.19(series) and Diego Garcia's OG employment manual.

4. All individuals, military or civilian, who are sexually harassed are encouraged to come forward and report the behavior. Appropriate administrative action will be taken against the individuals who retaliate against personnel who report incidents of sexual harassment.

5. We do not tolerate conduct that diminishes productivity, erodes morale, and directly conflicts with the standards of ethical behavior demanded of all DON personnel. Sexual harassment makes victims of us all. I expect all personnel to support our command's sexual harassment policy. Concerns or questions regarding this policy may be addressed to any member of your chain of command, including me. Other available points of contact include the CMEO Officer, EEO representative, SAPR representative, Legal Officer, Command Master Chief, and regional Equal Opportunity Advisor.

A handwritten signature in dark ink, appearing to be "R. A. Skiff", is located below the fifth paragraph. The signature is stylized and somewhat cursive.

R. A. SKIFF

Distribution:  
All Hands