



DEPARTMENT OF THE NAVY
NAVAL CONSTRUCTION BATTALION CENTER
4902 MARVIN SHIELDS BLVD
GULFPORT MS 39501-5001
AND
TWENTIETH SEABEE READINESS GROUP
4902 MARVIN SHIELDS BLVD
GULFPORT MS 39501-5001

22 Sep 10

MEMORANDUM

Subj: COMMANDER'S POLICY CONCERNING GRIEVANCE PROCEDURES

Ref: (a) OPNAVINST 5354.1 (Series)

1. The Department of the Navy is committed to ensuring civilian/military members are afforded a fair and equal opportunity grievance process.
2. Every individual has the right and is encouraged to present any legitimate grievance to the chain of command. Threats, intimidation, reprisals or harassment of complaints are strictly forbidden and will not be tolerated. An advocate will be assigned to the complainant, if requested to ensure reprisals do not occur. All reported incidents of unlawful discrimination and sexual harassment will be investigated immediately and resolved at the lowest appropriate level.
3. Military and civilian personnel alike are encouraged to use the Informal Resolution System (IRS) as a means of direct resolution to handle grievances. The IRS is designed to complement, not replace, formal procedures for resolving complaints of discrimination or sexual harassment. All grievances (informal or formal) will be reported fully and promptly, and investigated in like fashion.
4. All personnel have the right to communicate with the Commanding Officer directly concerning any complaint or grievance utilizing the chain of command under Navy Regulations, 1990, Article 1151.
5. Service members can contact the Command Equal Opportunity Advisor (CMEO) for assistance.


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