



**Commanding Officer  
Naval Base Ventura County**



**MILITARY  
COMMAND GRIEVANCE  
POLICY STATEMENT**

I am personally committed to ensuring all personnel assigned to this command are afforded the proper and immediate attention when presenting a grievance to the command without fear of intimidation, harassment, or reprisal.

Any individual who believes he/she has experienced or observed a discriminating situation is encouraged to use the Navy's grievance procedures as follows:

**Informal Resolution System**


- Address concerns verbally or in writing with the person(s) demonstrating the behavior.
- Request assistance or mediation from another command member or your chain of command to resolve the dispute.
- Request Equal Opportunity/Sexual Harassment training be conducted in the workplace.
- Request closed Captain's Mast with the Commanding Officer.

**Formal Resolution**

- Submit an OPNAV 5354/2, Navy Equal Opportunity/Sexual Harassment Formal Complaint Form, through the Command Managed Equal Opportunity Office.
- Article 138 completed by the Legal Office if the grievance is against the Commanding Officer.
- NAVREGS 1150 completed by the Legal Office if the grievance is against other superiors in the chain of command.
- If all avenues within the chain of command have been exhausted, members are encouraged to promptly communicate the incident through other available means such as: the Immediate Superior in Command, Echelon Equal Opportunity Advisor, Naval Inspector General, or Congressional Inquiry. Corresponding with members of Congress is authorized under Article 1148 of U.S. Navy Regulations unless the communication is unlawful or violates a regulation necessary to the security of the United States.

Complaints should be resolved informally whenever possible; however, there is no requirement to attempt informal resolution prior to filing a formal complaint, especially when the matter is criminal in nature.

It is your duty to report to your chain of command any unlawful discrimination and sexual harassment acts that are contrary to our Navy's Core Values. False allegations or official statements, or acts that may impede and violate a member's rights are punishable under the Uniform Code of Military Justice.

  
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J. L. CHISM  
Captain, U.S. Navy  
Commanding Officer  
Naval Base Ventura County  
June 2018