



DEPARTMENT OF THE NAVY

NAVY REGION NORTHWEST
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COMNAVREGNWINST 12720.1C
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10 JUL 2007

COMNAVREG NW INSTRUCTION 12720.1C

From: Commander, Navy Region Northwest

Subj: NAVY REGION NORTHWEST EQUAL OPPORTUNITY/EQUAL
EMPLOYMENT OPPORTUNITY AND DIVERSITY PROGRAM POLICY

Ref: (a) CHRM 1601, Equal Employment Opportunity Policy
(b) OPNAVINST 5354.1 Series

Encl: (1) Navy Region Northwest Equal Opportunity, Equal
Employment Opportunity and Diversity Policy Statement
(2) Model Equal Employment Opportunity Program Policy
(3) Reasonable Accommodation Program Policy
(4) Harassment and Sexual Harassment Policy
(5) Extremist Organizations and Activities Policy
(6) Policy on Sexual Offenders in Military Family Housing
(MFH) and Public-Private Venture Housing (PPV)
(7) Jokes and Slurs Policy
(8) Alternative Dispute Resolution Policy Statement

1. Purpose. To publish Commander, Navy Region Northwest's (COMNAVREG NW) policies on Equal Opportunity (EO), Equal Employment Opportunity (EEO) and related programs.

2. Cancellation. COMNAVREGNWINST 12720.1B

3. Background. Many problems encountered in large organizations, both in government and the private sector, stem from a failure of leaders to set clear standards regarding discrimination, EO, EEO, and harassment. Equality of opportunity is an essential element of readiness and vital in attracting, developing, and retaining a top-quality workforce in order to accomplish DON's and COMNAVREG NW's strategic mission. All active duty personnel, reserve component members, and civilians, including non-appropriated fund employees, have the right to perform their jobs without fear of discrimination or harassment. My responsibility as Commander, Navy Region Northwest, is to ensure each employee enjoys this basic right. I am committed to enforcing the Navy's policies stipulated in references (a) and (b). Therefore, I will not tolerate discrimination or harassment of, or by, any Navy or Department of Defense employee.

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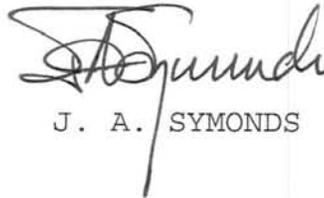
4. Organization. The Commander, Navy Region Northwest is the designated Equal Employment Opportunity Officer. An EO Advisor is assigned to advise the Commander on all Military Matters relating to EO. Civilian employees may contact an EEO Counselor for an appointment at (360) 476-2077. Prior to filing an EEO Complaint civilian employees must contact and consult with an EEO Counselor within 45 days of the event causing the concern.

5. Action. Regional Program Directors, Functional Managers, Special Assistants, supervisors, and managers shall:

a. Ensure compliance with the provisions of this instruction.

b. Prohibit and proactively prevent discrimination in employment because of race, color, religion, sex national origin, age or disability; and prohibit acts of reprisal against persons presenting or processing allegations of discrimination.

c. Post enclosures (1) through (8) on all official bulletin boards.



J. A. SYMONDS

Distribution:
COMNAVREG NW

COMMANDER, NAVY REGION NORTHWEST

Navy Region Northwest Equal Opportunity, Equal Employment
Opportunity, and Diversity Policy Statement

As Commander, Navy Region Northwest (COMNAVREG NW) and Equal Employment Opportunity (EEO) Officer, I am personally committed to the principles of Equal Opportunity (EO) and EEO. My responsibility is to ensure that all active duty personnel, reserve component members, and civil service employees have the right to perform their jobs without fear of discrimination or harassment. My goal is to create and maintain a workplace free of unlawful discrimination, and to create and maintain a workforce reflective of our Nation's diversity.

Diversity involves inclusion of everyone regardless of their rank, occupation, skill, disability, gender, age, or ethnicity. Promoting and engendering a culture that embraces our Nation's diverse population is not just the right thing to do, it's a strategic imperative for the United States Navy. EO includes the opportunity to develop, excel, or advance in a chosen career, the opportunity to be recognized, and to receive equitable employment benefits. The obligation to support the EO and EEO programs belongs to all personnel, military and civilian, but especially to managers and supervisors who represent the organization's leadership. Managers and supervisors have significant responsibility in this area and must ensure that their personnel decisions and actions are consistent with the principles and intent of the Navy's EO and EEO programs. In addition, we must make every effort to promote Federal affirmative employment objectives. We must target our recruitment to attract qualified minorities, women, disabled individuals and disabled veterans.

My expectation is that supervisors, managers, leaders and employees will make a sincere commitment toward these goals. Leaders must encourage and empower Sailors, Marines, and Civilians, and provide them the necessary tools to reach their full potential. I expect everyone to demonstrate their talents and cooperate in helping achieve our mission.

Maintaining a healthy work climate and a diverse workforce is critical to maintaining a mission-ready workforce. Through our team work, equal opportunity, and our sensitivity to cultural differences we will enhance our ability to accomplish the mission of the Department of the Navy and of Navy Region Northwest.



J. A. SYMONDS
Rear Admiral, U.S. Navy
Commander, Navy Region Northwest

Enclosure (1)

MODEL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM POLICY

As the Equal Employment Opportunity Officer for Navy Region Northwest, I reaffirm the Department of the Navy's policy on the establishment and maintenance of a model Equal Employment Opportunity Program and Affirmative Employment Plan.

Navy Region Northwest will provide opportunity for civilian employees to rise to their highest potential, based solely on individual talent and diligence. I am committed to providing diversity in our workplace and ensuring that our workplace is free from discrimination. I will not tolerate, condone, or permit any kind of unlawful discrimination of employees or applicants for employment on the basis of race, color, religion, gender, age, non-disqualifying disability, national origin or reprisal.

The responsibility for carrying out a successful affirmative employment effort under the Equal Employment Opportunity Commission regulations rests with each one of us. We shall make every effort to increase the representation of minorities, women, and disabled individuals within Navy Region Northwest. We will provide every employee, regardless of race, color, religion, gender, age, non-disqualifying disability, or national origin, the opportunity to rise to his or her full potential.

Navy Region Northwest is a model region within the Department of the Navy in the area of Equal Employment Opportunity and Affirmative Employment. All leaders and supervisors (military and civilian) are assigned the responsibility of positive action in achieving model Equal Employment Opportunity Program goals. We are, collectively and individually, responsible for the program's success, as we each contribute to the improvement of society through greater use of our human resources. Management's performance shall be evaluated in terms of this support, as well as other major command goals.

I look forward to full cooperation in maintaining a qualified civilian work force that is reflective of our nation's population.



J. A. SYMONDS
Rear Admiral, U.S. Navy
Commander, Navy Region Northwest

Enclosure (2)

REASONABLE ACCOMMODATION PROGRAM POLICY

As the Equal Employment Opportunity Officer for Navy Region Northwest, I reaffirm the Department of the Navy's policy on employment of disabled veterans and qualified personnel who have a physical or mental disability. Disabled veterans and disabled persons display the same high levels of motivation, productivity, and dependability, and are an important resource to meeting our mission.

Navy Region Northwest shall actively recruit, train, retain, and promote all personnel in a nondiscriminatory environment. I encourage initiative and personal leadership to explore increased recruitment, employment, career development, and promotion opportunities for disabled veterans and disabled individuals. Reasonable accommodations for qualified individuals who have a disability shall be made when possible following appropriate guidelines. Accommodations may include removal or lessening of architectural barriers, restructuring work sites, restructuring jobs, and purchasing or modifying existing equipment. Navy Region Northwest is a model employer of disabled veterans and individuals with disabling conditions.



J. A. SYMONDS
Rear Admiral, U.S. Navy Commander, Navy
Region Northwest

HARASSMENT AND SEXUAL HARASSMENT POLICY

Harassment and sexual harassment in the Federal work place are against the law and will not be tolerated. We must be sensitive to any occurrence of these practices and use every means at our disposal to eliminate them in a timely manner.

Definition of terms:

Harassment is discrimination toward another person based on race, color, religion, gender, age, non-disqualifying disability, or national origin.

Sexual harassment is a form of sex discrimination involving unwelcome sexual advances, a request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's job, or career; and/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; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

The "Reasonable Person" standard will be used to determine whether the particular behavior constitutes harassment. This objective standard considers what a reasonable person's reaction would have been under similar circumstances in a similar environment. This standard considers the recipient's perspective and not stereotyped notions of acceptable behavior.

Harassment and sexual harassment are prohibited in the work place, in any other place that is work-connected, and in the conditions or atmosphere under which people are required to work.

Examples of harassment are jokes, comments, letters, cartoons, or displays of posters that are based on race, color, religion, gender, age, disability, or national origin.

Examples of work environment include, but are not limited to, an office, an entire office building, a Department of Defense (DOD) base or installation, ships, aircraft, or vehicles, and any location when engaged in official DOD business, as well as command-sponsored social, recreational, and sporting events, regardless of location.

No individual shall:

1. Commit unlawful harassment or sexual harassment;
2. Take reprisal against a person who provides information on an incident. Reprisal is the wrongful threatening or taking of either unfavorable action against another, or withholding favorable action from another, solely in response to a report of discrimination or sexual harassment;
3. Knowingly make a false accusation;
4. While in a supervisory or command position, condone or ignore harassment or sexual harassment of which he or she has knowledge or should have knowledge.

Reports of harassment and sexual harassment will be thoroughly investigated. Appropriate action will be swift in substantiated cases, including those cases involving supervisors who condone or ignore such misconduct. Instances of discrimination/sexual harassment will be resolved at the lowest possible level using the chain of command. All cases or suspected incidents of harassment or sexual harassment should be reported by the victim to his or her immediate supervisor or next senior person in the chain of command who is not involved, and/or to an Equal Opportunity Advisor. Civilians should report the incident through the chain of command to the Executive Director within 24 hours of the incident. Civilian employees can also file an EEO Complaint by contacting an EEO Counselor at 360-476-2077. Military personnel may contact the EO Advisor at 360-315-1797. The Inspector General's Fraud, Waste and Abuse Hotline at (800) 522-3451 or (800) 253-0931 (Sexual Harassment and EO Advice Line) is also available.

Military and civilian personnel are encouraged to use Alternate Dispute Resolution (ADR) as a means of direct resolution of harassment or sexual harassment complaints (not independently criminal in nature). ADR is designed to complement, not replace current formal procedures for resolving complaints of discrimination. ADR provides an opportunity for the individuals involved to resolve the conflict at an informal level. Military personnel interested in ADR may contact the EO Advisor at (360) 315-1797. Civilians may contact the EEO Office at (360) 476-2077.

Prevention of harassment and sexual harassment exemplifies the Department of the Navy's goal to uphold the highest standards of leadership and personal conduct. Each leader, manager, and supervisor

is responsible for providing training and guidance to personnel and taking prompt corrective action upon encountering evidence of inappropriate conduct.

Harassment and sexual harassment are demeaning, inappropriate, and absolutely unacceptable. They undermine unit cohesion and will not be tolerated in any form within Navy Region Northwest. I expect every civilian and military member of this command to support this policy and to work with me to achieve an environment free of all forms of unlawful discrimination.



J. A. SYMONDS
Rear Admiral, U.S. Navy
Commander, Navy Region Northwest

EXTREMIST ORGANIZATIONS AND ACTIVITIES POLICY

Extremist organizations and activities are those that espouse supremacist causes; attempt to create illegal discrimination based on race, color, gender, religion, disability, or national origin; advocate the use of force or violence against the Government of the United States or the government of any state, territory, district, or possession thereof, or the government of any subdivision therein; or otherwise engage in efforts to deprive individuals of their civil rights. Participation in extremist organizations or activities is inconsistent with the responsibilities of military service. The policy of the U.S. Navy is to provide equal opportunity and treatment for all personnel without regard to race, color, religion, non-disqualifying disability, gender, or national origin. Therefore, Navy personnel are prohibited from participating in extremist organizations or organizations that support supremacist causes.

Consistent with the Department of the Navy policy, Navy Region Northwest military personnel are prohibited from supporting extremist organizations or activities to include:

- a. Participating in a public demonstration or rally;
- b. Fund raising;
- c. Recruiting or training members (including encouraging others sailors to join);
- d. Creating, organizing, or taking a leadership role in such an organization or activity.

My responsibility is to ensure compliance with this prohibition. A sailor's involvement with or in extremist organizations or activities, shall be addressed immediately. I shall employ the full range of administrative procedures, including separation or appropriate disciplinary action.



J. A. SYMONDS
Rear Admiral, U.S. Navy
Commander, Navy Region Northwest

POLICY ON SEXUAL OFFENDERS IN MILITARY FAMILY HOUSING (MFH) AND
PUBLIC-PRIVATE VENTURE HOUSING (PPV)

Military families are the backbone of the Naval Service. We rely on military families to support our service members. Service members, especially those who are forward deployed, need to know that their families are safe so they can focus on their mission. Making sure military families have a safe place to live is key to military readiness and mission accomplishment. Sexual offenders present a special danger to the communities where they live because they tend to repeat their offenses more often than other types of offenders. This danger is heightened in military communities where there are many children and where, often, one parent is deployed away from home. States have recognized these dangers and have established registries by which the public can be informed whether sexual offenders are living in their community and have required individuals who commit certain types of sexual offenses to register. Persons who are required to register as sexual offenders have established by their acts that they present a risk that they will repeat their offense and victimize those closest to them, possibly including children. Individuals required to register as a sexual offender are incompatible with the goal of maintaining safe communities for military families. As a result, any individual who is currently subject to the requirement of any state to register as a sexual offender at any classification level shall be ineligible to live in either MFH or PPV housing in Navy Region Northwest, either as a primary resident or as an occupant.

Individuals identified as a registered sexual offender during the process of applying for MFH or PPV housing will be denied housing. Individuals found to be a sexual offender after taking occupancy of either MFH or PPV housing will be evicted. Exceptions to this policy may be made upon good cause shown.



J. A. SYMONDS
Rear Admiral, U. S. Navy
Commander, Navy Region Northwest

JOKES AND SLURS POLICY

The Department of the Navy and Navy Region Northwest are committed to a program of aggressive action to achieve equality in treatment of all civilian and military personnel. Race, sex, religion, non-disqualifying handicap, national origin, color, and age are not factors in determining the worth of an individual to the Navy or to Navy Region Northwest. Maintaining an environment of equality is essential to a high state of morale, discipline, and effectiveness.

Consistent with DON policy, my responsibility is to ensure all COMNAVREG NW's employees, both civilian and military, are able to work in an environment free from discrimination and sexual harassment. Within this command, race, gender, age, religion, national origin, and disability jokes and slurs will not be tolerated. This prohibition applies to all civilian and military managers, supervisors, and co-workers. Employees who violate this policy are subject to the full range of discipline, up to and including removal.

Individuals who are subject to race, gender, age, religion, national origin and/or disability jokes and slurs shall make it clear that such behavior is offensive and shall report the incident to their immediate supervisor or next senior person in the chain of command who is not involved, and/or to the EO/EEO office. Military personnel may contact the EO advisor at (360) 315-1797. Civilian employees may contact the EEO office at (360) 476-2077. If the complainant is not satisfied that the complaint has been, or will be properly resolved by this command, he/she may use the Inspector General's Fraud, Waste, and Abuse hotline at DSN 288-6743, commercial (203) 433-6743, or toll-free at 1-800-522-3451.



J. A. SYMONDS
Rear Admiral, U. S. Navy
Commander, Navy Region Northwest

Enclosure (7)

ALTERNATIVE DISPUTE RESOLUTION POLICY STATEMENT

As the Commander, Navy Region Northwest, I completely support the Navy's Alternative Dispute Resolution (ADR) program.

ADR describes a variety of methods used to resolve disputes, complaints, and grievances. These methods include conciliation, facilitation, mediation, early neutral evaluation, and settlement conference. ADR provides an opportunity to resolve workplace conflict creatively and effectively in a non-threatening way, and when compared to the traditional methods, can result in substantial savings of time and expense.

The Navy is facing some challenging times that require us to manage our resources more efficiently. Your firm commitment to preventing disputes when possible, resolving disputes at the lowest level, and fostering an environment that supports ADR is not only encouraged but expected.

ADR is a voluntary process, not a substitute for existing administrative and appeal processes, and may be applied at any stage. If the dispute does not get resolved through ADR, employees retain the right to continue their appeal through the traditional process.

This policy mandates that all supervisors and managers within COMNAVREG NW participate in ADR whenever requested or agreed to by an employee.



J. A. SYMONDS
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