



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

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COMNAVRESFORCOMNOTE 5354
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13 September 2022

COMNAVRESFORCOM NOTICE 5354

From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND EQUAL
OPPORTUNITY, SEXUAL HARASSMENT, ANTI-HARASSMENT, AND
EQUAL EMPLOYMENT OPPORTUNITY POLICY

Ref: (a) SECNAVINST 5350.16A
(b) SECNAVINST 5300.26E
(c) SECNAVINST 12713.14
(d) Management Directive 715
(e) OPNAVINST 5354.1H

Encl: (1) Commander, Navy Reserve Forces Command Equal Opportunity Policy Statement
(2) Commander, Navy Reserve Forces Command Sexual Harassment Policy Statement
(3) Commander, Navy Reserve Forces Command Anti-Harassment Policy Statement
(4) Commander, Navy Reserve Forces Command Equal Employment Opportunity
Policy Statement

1. Purpose. To provide Equal Opportunity (EO), Sexual Harassment, Anti-Harassment, and Equal Employment Opportunity (EEO) policy statements for Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), per references (a) through (e).

2. Background. References (a) through (d) establish policy and program requirements for EEO, Anti-Harassment, and EO. Per reference (e), the Chief of Naval Operations is committed to the execution of these policies. The enclosed policy statements are issued in support of a total force commitment to EO, Anti-Harassment, and EEO programs.

3. Action. Activity heads are to reaffirm these policies and ensure enclosures (1) through (4), are posted prominently on all bulletin boards in proximate location to their civilian and military population and on their activity website. Policy statements should be posted within 120 days of assumption of change of command. Annual issuance of the EEO policy statement and Anti-Harassment policy statement is required per reference (e). Copies are to be provided to new staff members, civilian and military, during the check-in process and to new supervisors.

4. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

5. Cancellation Contingency. This notice may be retained for record purposes or until superseded by another notice on the same subject.



M. J. STEFFEN

Releasability and distribution:

This notice is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site,:

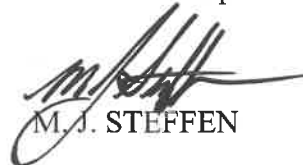
[https://www.navyreserve.navy.mil/Resources/Official- Guidance/notices/](https://www.navyreserve.navy.mil/Resources/Official-Guidance/notices/)



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Commander, Navy Reserve Forces Command Equal Opportunity Policy Statement

1. As Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), I am committed to the principles of Equal Opportunity (EO) which promote a diverse environment free from unlawful discrimination or harassment for all personnel regardless of race, color, religion, sex, sex(pregnancy), national origin, or sexual orientation. Discrimination based on gender identity is a form of sex discrimination. Service members must be evaluated only on individual merit, fitness, and capability. A healthy command climate free of discrimination is an imperative. COMNAVRESFORCOM will not tolerate any form of unlawful discrimination or harassment.
2. Unlawful discrimination for service members refers to any discrimination under the eight basis of unlawful discrimination (race, color, religion, sex, sex(pregnancy), national origin, gender identity, or sexual orientation). Allegations of harassment and or unlawful discrimination under one or more of the eight basis will be immediately investigated and where substantiated, I will take appropriate action. No individual in the command will take reprisal action against a person who provides information on an incident of alleged unlawful discrimination or knowingly makes a false accusation of unlawful discrimination. If you have knowledge of alleged unlawful discrimination you must report the incident to your immediate supervisors so that a proper investigation can take place.
3. Unlawful discrimination and harassment undermine our ability to effectively execute our mission. We must work together to promote a positive and healthy command climate. The quality of life of all Sailors and civilians assigned to our command is our joint responsibility. All personnel must strive to ensure that we foster an environment in which all service members and civilian employees can perform to their maximum ability, unimpeded by institutional or individual biases based on race, color, religion, sex, sex(pregnancy), national origin, gender identity, or sexual orientation. COMNAVRESFORCOM is comprised of devoted professionals who uphold the Navy's Core Values of Honor, Courage and Commitment. Join me in your personal commitment to excellence and the fair treatment of all personnel.



M. J. STEFFEN

Enclosure (1)



Commander, Navy Reserve Forces Command Sexual Harassment Policy Statement

1. As Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), I am committed to strict adherence to the Navy's Sexual Harassment Policy. All personnel must foster a command climate where all personnel may serve under conditions free of sexual harassment. For a behavior to be considered sexual harassment, it must meet three elements: the behavior must be unwanted or unwelcomed, sexual in nature and impact the environment. Such behaviors will not be tolerated. COMNAVRESFORCOM has zero tolerance for sexual harassment policy violations.
2. Sexual harassment involves conduct that a reasonable person would find sexual in nature in light of the relevant facts and circumstances. Behavior does not need to be overtly sexual if it creates an offensive work environment; examples include sexist remarks, sexual advances, displays of pornographic material, touching, language, gestures, mannerisms, or similar behavior
3. Allegations of sexual harassment will be immediately investigated and where an allegation is substantiated, appropriate action will be taken. No individual in the command will take reprisal action against a person who provides information on an incident of alleged sexual harassment or knowingly make a false accusation of sexual harassment. If you have knowledge of sexual harassment, you must report the incident to the Command Managed Equal Opportunity Manager (CMEO) point of contacts at (757) 322-2355 or (757) 445-3105.
4. Acceptable behaviors include: non-sexual touching, counseling on military appearance or military performance, showing concern, encouragement, polite compliments, and friendly conversations. Remember, the person being subjected to the behavior is the one affected. It is the recipient's perception that counts. Anytime a sexually oriented behavior exists, the individuals involved must understand that this behavior may be considered sexual harassment by the recipient. Sexual Harassment is strictly prohibited. Our commitment to maintaining a work environment free of unlawful discriminatory practices and inappropriate behaviors is unwavering.



M. J. STEFFEN



Commander, Navy Reserve Forces Command Anti-Harassment Policy Statement

1. It is the policy of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), to maintain a work environment for Department of the Navy civilians is free of harassment (sexual/non-sexual) based on race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, transgender status, and sexual orientation), national origin, genetic information, age 40 and over, disability or reprisal (participation in or opposition to protective activity).
2. Harassment is any unwelcome verbal or physical conduct that is so objectively offensive as to alter the conditions of employment. This prohibition covers harassment by anyone in the workplace to include military members, supervisors, co-workers, and non-employees. Every team mate must do their part in implementing this policy as a shared responsibility in fostering and maintaining a work environment that is free from unlawful workplace harassment, by ensuring that they do not engage in any activity or practice that creates an offensive or hostile work environment for their co-workers. Type of harassment, but not limited to, discriminatory harassment, hazing, bullying and stalking.
3. Employees who observe or are made aware of possible harassment have an obligation to immediately report it to their supervisor before the harassment becomes severe or pervasive. Any manager who becomes aware of harassment must take immediate and appropriate corrective action to ensure the harassment stops and does not reoccur. All communications involving harassment (sexual and non-sexual) will be kept confidential to the greatest extent possible.
4. Workplace harassment, in any form, will not be tolerated and allegations of harassment will be immediately investigated. Where allegations of harassment are substantiated, appropriate action will be taken.
5. If you believe you are the subject of harassment in violation of this policy, you should contact your first-level supervisor (or second-level if the alleged harasser is your first-level supervisor). Management will conduct a fact-finding inquiry, gather information, conduct interviews, and attempt to resolve the issue at the lowest possible level. You may also contact the COMNAVRESFORCOM Equal Employment Opportunity (EEO) Office (N00EEO) to obtain advice or assistance with initiating the EEO process at (757) 322-5618 or (757) 322-5619. Civilian employees must contact the department within 45 days of the alleged incident of harassment so that it can be properly investigated in a timely manner. Reprisal or retaliation against anyone who engages in or opposes protected activity is

6. unacceptable, will not be condoned and will be immediately addressed.
7. All employees are entitled to a workplace free from harassment and unlawful discrimination. I expect all employees, supervisors, and managers to maintain a workplace environment free of harassment and to fully commit to the goals and objectives of this policy.



M. J. STEFFEN



Commander, Navy Reserve Forces Command Equal Employment Opportunity Policy Statement

1. Our people are our greatest resource. As Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), I am strongly committed to capitalizing on and retaining our exceptional talent, enhancing performance through improved training, and ensuring assigned tasks and missions are accomplished with the highest ethical standards. All employees must have the freedom to compete on a fair and level playing field with equal opportunities.
2. It is COMNAVRESFORCOM's policy to provide equal employment opportunity (EEO) throughout all of its personnel and employment programs, management practices, and civilian workforce decisions, including, but not limited to: recruitment, hiring, appraisals, merit promotions, transfers, reassignments, training and career development, separations, benefits, awards and recognition programs.
3. COMNAVRESFORCOM ensures EEO protections are in place for all civilian employees and applicants against all forms of discrimination, regardless of their race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, transgender status, and sexual orientation), national origin, genetic information, age 40 and over, disability or reprisal (participation in or opposition to protective activity). All employees are free to exercise their rights under the civil rights statutes. Reprisal for engagement in protected EEO activity will not be tolerated.
4. I expect all leaders of civilian employees to maintain robust and effective EEO programs to proactively prevent discrimination and to promptly remedy it if it occurs. All supervisors and managers of civilians, including military personnel, are also responsible for maintaining their personal EEO proficiencies through approved training and relevant EEO program engagement, as well as for ensuring all of civilian employees remain informed of their respective EEO rights.
5. Workplace harassment will not be tolerated. All Department of the Navy civilian employees and military personnel are expected to take personal responsibility for attaining and preserving an environment that is free from discrimination and harassment, and for correcting harassing conduct before it becomes severe or pervasive. Employees who feel that they have been subjected to unlawful discrimination should contact the COMNAVRESFORCOM, EEO Office (N00EEO) at (757) 322-5618 or (757) 322-5619.

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6. I ask that you join me in committing to a fair working environment with the highest ethical standards.



M. J. STEFFEN