



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

Canc frp: Jul 2026

COMNAVRESFORCOMNOTE 5354
N00
15 Jul 2025

COMNAVRESFORCOM NOTICE 5354

From: Commander, Navy Reserve Forces Command

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

Ref: (a) SECNAVINST 5350.16A
(b) SECNAVINST 12713.14
(c) SECNAVINST 12735.1
(d) Management Directive 715
(e) OPNAVINST 5354.1J

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

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

2. Background. References (a) through (e) establish policy and program requirements for EO, Anti-Harassment, and EEO. 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.

3. Action. Activity heads are to reaffirm these policies and ensure enclosures (1) through (3), 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 Anti-Harassment policy statement and EEO policy statement is required per reference (d). 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 September 2019.

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 This notice may be retained for record purposes or until superseded by another notice on the same subject.



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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>



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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 an environment free from unlawful discrimination or harassment for all personnel regardless of race, color, religion, sex, sex (pregnancy), national origin, or sexual orientation. 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 based on a member's race, color, religion, sex, sex (pregnancy), national origin, or sexual orientation. Allegations of harassment and or unlawful discrimination under one or more of the seven bases will be immediately investigated and where substantiated, I will take appropriate action. The command will not take reprisal action for reporting a violation of rules, law, or policy. 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, or sexual orientation. COMNAVRESFORCOM is comprised of devoted professionals who uphold the Navy's Core Values of Honor, Courage and Commitment. Join me in personally committing to excellence and the fair treatment of all personnel.



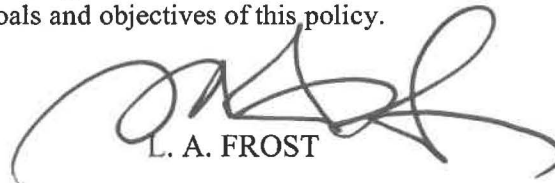
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COMNAVRESFORCOMNOTE 5354
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Commander, Navy Reserve Forces Command
Anti-Harassment Policy Statement

1. As Commander, Navy Reserve Forces Command (COMNAVRESFORCOM), I am committed to maintaining a work environment for Department of the Navy civilians free of harassment (sexual/non-sexual) based on race, color, religion, sex, 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 teammate 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. Types of harassment may include, but are not limited to, discriminatory harassment, sexual harassment, hazing, bullying, and stalking. Harassment can occur in-person, through electronic communications (including social media), other forms of communication, and wrongful broadcast of visual intimate images.
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), Civilian Harassment Prevention and Response Program Coordinator, or Human Resources (HR professional). 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 (948) 223-6050/6051/6052. 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 unacceptable, will not be condoned and will be immediately addressed.
6. 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.



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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, 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 (948) 223-6050/6051/6052.
6. I ask that you join me in committing to a fair working environment with the highest ethical standards.



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Enclosure (3)