



DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY REFER TO
12713
Ser 00/156
27 Mar 24

MEMORANDUM

From: Commander, Naval Sea Systems Command

Subj: PREVENTION OF UNLAWFUL HARASSMENT POLICY

Ref: (a) SECNAVINST 5300.26 (Series)
(b) SECNAVINST 5354.2 (Series)
(c) OPNAVINST 5354.1 (Series)
(d) Title 29 of the Code of Federal Regulations
(e) Uniform Code of Military Justice

1. I am committed to providing a climate for all Naval Sea Systems Command's (NAVSEA) civilian and military employees that is free from all types of unlawful harassment. All employees have the right to be safe, to work in an environment that is free from harassment, and to be treated with dignity and respect, in accordance with references (a) through (e). Harassment adversely affects good order and discipline, unit cohesion, mission readiness, and will not be tolerated. I will also not condone retaliation toward employees who report allegations of harassing behavior or who assist in any inquiry regarding allegations of harassment.
2. Harassment is manifested through unwelcome verbal or physical conduct that is so offensive as to alter the conditions of employment or such conduct that is sufficiently severe or pervasive to create a hostile work environment. Forms of harassment may include, but are not limited to the following: discriminatory harassment, sexual harassment, hazing, bullying, stalking, or wrongful broadcast of intimate images. Civilian employees who are subject to or witness harassment in any form should contact the Equal Employment Opportunity (EEO) Office and/or EEO Counselor for complaint procedures. Reports should be made no later than 45 calendar days from the offending incident. Military members should report incidents of harassment to the Command Managed Equal Opportunity (CMEO) officer or to a leader in their chain of command. Military members may make confidential reports of sexual harassment to the CMEO or Command Climate Specialist. I expect all leaders who receive a report of harassment to take such reports seriously and to take timely and appropriate action.
3. I expect all NAVSEA employees to follow this policy. In addition, all civilian and military employees are required to complete the Department of the Navy Prevention of Sexual Harassment and Anti-Harassment training. The Command EEO Director, Command OED&I for the NAVSEA Enterprise, and the CMEO are my action officers for this policy.

J. P. DOWNEY