



COMMANDER, NAVY REGION MID-ATLANTIC

EQUAL EMPLOYMENT OPPORTUNITY

All members of Commander, Navy Region Mid-Atlantic (CNRMA) play an important role in the accomplishment of our mission and have the right to work or advance on the basis of merit, ability and potential, free from social, personal or individual barriers of prohibited discrimination. It is my intent to foster an environment which enables all employees to reach their full potential.

As Commander and Equal Opportunity Officer (EEO), I am personally committed to making CNRMA a model employer providing equal opportunity to all employees and applicants for employment. Discrimination based on race, color, religion, sex (including gender-based discrimination such as pregnancy, gender identity and gender stereotyping), national origin, age (40 years or older) disability (mental or physical) or genetic information will not be tolerated. Additionally, discrimination based on retaliation for filing an EEO complaint, participating in the EEO process, or opposing any unlawful practice, policy or procedure is unacceptable.

I am personally committed to ensure adherence to all EEO laws and policies. To this end, I fully support reasonable accommodations for individuals with disabilities. It is my intent with this policy to fully comply with the reasonable accommodations requirements of the Rehabilitation Act of 1973.

A successful EEO program requires support and participation from all managers, supervisors and employees. As a team, we must hold ourselves accountable for the acceptance, promotion, support and success of the EEO program.

If you are a civilian employee and believe that you have been discriminated against, you may consult with an EEO counselor to resolve the matter. The matter must be brought to the attention of the EEO Office within 45 calendar days from the date the alleged act occurred; the effective date of an alleged discriminatory personnel action; or the date you knew or reasonably should have known that it occurred. You may contact the CNRMA EEO Office at: 757-322-2785.

I encourage all members of the Navy team to strive for, achieve, and maintain a positive workplace environment.

C. A. LAHTI
Rear Admiral, U.S. Navy



COMMANDER, NAVY REGION MID-ATLANTIC

ANTI-HARASSMENT POLICY STATEMENT

I am deeply committed to preventing and eliminating all forms of harassment. I expect all leaders, managers and supervisors to provide an environment of respect and dignity for all members of our team, to include Sailors, civilians, contractors and family members.

Harassment is a form of illegal discrimination based on: race, color, national origin, sex (including sexual harassment, sexual orientation, gender stereotyping, and pregnancy), religion, age (40 years of age or older), disability (physical and/or mental), genetic information, or retaliation for participating in protected activity. Harassment can be unwelcome verbal or physical conduct that is so offensive as to alter the conditions of employment; or when such conduct is sufficiently severe or pervasive to create a hostile, intimidating, or offensive work environment. Harassment or discrimination will not be tolerated within the Region, including retaliation toward employees who report alleged harassing behavior or assist in any inquiry regarding allegations of harassment. I expect every member of the team to support this policy.

All Navy employees have a responsibility for their own behavior, to ensure that our workplace is free from abuse, offensive behavior, bullying, prejudice, discrimination and victimization. Engaging in deliberate or discriminatory workplace harassment is prohibited behavior within Commander, Navy Region Mid-Atlantic (CNRMA) and the Navy. Those found in violation of this policy will be subject to appropriate disciplinary action. I charge all leaders, managers and supervisors with maintaining an environment free of workplace harassment. They are required to thoroughly investigate all allegations of harassment brought to their attention, whether through report or observation, and promptly and effectively correcting harassing behavior.

Individuals who believe they have been subject to, or have witnessed, any form of harassment should promptly report the misconduct to their supervisor (if not the alleged harasser) or to the Equal Opportunity Officer (EEO) Office. Leaders, managers and supervisors will ensure that employees who report harassment are not subject to reprisal for exercising their protected activity. Reprisal refers to prohibited acts of retaliation against those who file EEO complaints or who otherwise participate in the EEO process as representatives, witnesses, investigators, counselors, or program officials.

Individuals who believe they have been subject to harassment have the right to initiate an EEO complaint within 45 calendar days of the alleged discriminatory incident. For more information please contact the CNRMA EEO Office at DSN: 757-322-2785.

C. A. LAHTI
Rear Admiral, U.S. Navy



COMMANDER, NAVY REGION MID-ATLANTIC Policy Statement for the Prevention of Discrimination and Sexual Harassment

The following policy statement is my commitment to a work place free of discrimination and sexual harassment.

Discrimination is an act, policy or procedure that arbitrarily denies equal treatment to an individual because of race, age, disability, ethnicity, national origin, gender, or religion.

Sexual Harassment occurs when a person uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay or job of a service member or civilian employee. Similarly, Department of the Navy personnel who make deliberate unwelcome verbal comments, gestures or physical contact of a sexual nature are also engaging in sexual harassment. No individual shall:

- Commit unlawful discrimination or sexual harassment.
- Take reprisal against a person who provides information on an incident, to include the wrongful threatening or taking of unfavorable action against another or withholding favorable action from another, solely based in response to a report of discrimination or sexual harassment.
- Knowingly making a false accusation of discrimination or sexual harassment.
- While in a supervisory or command position condone or ignore discrimination or sexual harassment of which he or she had knowledge or should have knowledge.

These rules are lawful orders, apply to all Department of the Navy personnel individually without further implementation, and may be enforced through punitive, disciplinary, or administrative action under military or civilian systems, including punishment for violation of a lawful order under UCMJ Article 92. All DON personnel, military and civilian, will be provided a work environment free from unlawful discrimination and sexual harassment. If an incident occurs, the Command Equal Opportunity Advisor, Command Managed Equal Opportunity Officer, Command Master Chief, Staff Judge Advocate, and the direct chain of command will be available to answer any questions on this process.

The **prevention of discrimination and sexual harassment** exemplifies the Department of the Navy's goals to uphold the highest standards of leadership and personal conduct. I expect every military and civilian member of this command to support this policy to achieve an environment free from all forms of discrimination and sexual harassment. The grievance procedure system requires the absolute confidence of those who must use it; therefore, reprisal action will not be tolerated. Any complaint of reprisal action against a person who uses the grievance system will be dealt with expeditiously, and the offenders will be processed accordingly.

C. A. LAHTI
Rear Admiral, U.S. Navy



COMMANDER, NAVY REGION MID-ATLANTIC Domestic Violence Policy Statement

THERE IS NO EXCUSE FOR DOMESTIC VIOLENCE ... EVER!

Domestic Violence is not caused or excused by alcohol, stress, deployment, or the victim's behavior. It is in most cases a violation of the Uniform Code of Military Justice (UCMJ). Domestic Violence is always a purposeful act. Violence is not acceptable at work; it is not acceptable at home.

We will take steps to prevent domestic violence whenever possible by providing General Military Training, supporting Sailors and family members who seek help, and publicizing the National Domestic Violence Hotline (1-800-799-SAFE) as a confidential resource for victims.

If I become aware of alleged domestic violence involving one of my Sailors, I will take all necessary steps to ensure that the victim is safe and the offender is held accountable. This will include: utilizing Victim Advocate services whenever possible, ensuring all incidents are investigated by base security or the Family Advocacy Program, and holding active duty offenders accountable for proven violations of the UCMJ. I view repeated domestic violence as incompatible with future productive military service.

I expect all levels of command leadership to echo the message that there is no excuse for domestic violence.

C. A. LAHTI
Rear Admiral, U.S. Navy



COMMANDER, NAVY REGION MID-ATLANTIC Information Systems User Policy Statement

Information Systems are recognized as an integral part of our mission. Information Systems, including military networks, the Internet, and worldwide web sites are necessary tools in the accomplishment of official duties. Command members are encouraged to use these resources and develop individual computer skills which support effective access.

Information systems are for official use only. All users are responsible for knowing those restrictions, some of which are highlighted herein. Use of systems for personal financial activities (excluding federal pay activity), commercial solicitation, gambling, wagering, placing bets, and posting personal home pages is prohibited. A complete listing of prohibitions, restrictions, and limitations is located via CNRMA G2 at <https://g2.cnid.navy.mil/tscnrma>.

Classified information shall not be sent, received, accessed, stored, distributed, transmitted, viewed, displayed, or processed on personal computer equipment, unless specifically designated as a classified computer that meets all systems and physical security requirements.

Pornography, and any other matter of a sexual nature which if viewed by another would create a hostile work environment, shall not be sent, received, accessed, stored, distributed, transmitted, viewed, displayed, or processed in any manner.

Everyone is responsible for the proper use of systems information equipment. Supervisors and managers are responsible for overseeing and executing Information Systems policies.

C. A. LAHTI
Rear Admiral, U.S. Navy



COMMANDER, NAVY REGION MID-ATLANTIC Safety and Occupational Health Policy Statement

YOU are our most valuable resource. Employee injuries result in needless pain and suffering, impair our ability to perform our mission and adversely impact our productivity. The direct and indirect costs of accidents and injuries drain vital funds from our budget. Therefore, it is the responsibility and duty of everyone to aggressively promote a safe and healthy work place. A moment of inattention can have a lifetime of consequences. We should never take our safety and health for granted.

WE will incorporate safety and occupational health considerations and Operational Risk Management (ORM) principals into our daily activities so they become an integral part of everything we do. A successful safety program permeates every level of the organization and must be an “all-hands” effort. I will lead that effort in Navy Region Mid-Atlantic. In turn, the Navy Region Mid-Atlantic Regional Safety Office and installation Safety Offices will provide support and technical guidance to ensure our programs function in accordance with applicable laws, standards, and instructions. Personnel may review copies of safety standards, records of safety and health committee actions, the Hazard Communication Plan, and other Safety and Occupational Health program documents at their local Safety Office. Access to individual occupational health medical records by employees or their representatives can be accomplished by contacting the local Branch Medical Clinic.

I expect each and every employee to fully support safety efforts by complying with established procedures and regulations and immediately report all safety concerns and mishaps to leadership. Compliance with these reporting requirements is paramount in our abilities to quickly identify, mitigate, and promptly correct safety and health hazards while also protecting others and preventing recurrence. Failure to report a known safety hazard is a violation of this policy and puts our shipmates and civilians in danger. Under no circumstance will an employee experience any form of adverse action for identifying safety hazards, reporting mishaps or exercising their rights and responsibilities to comply with the safety program. Supervisors will continuously review their work environment to identify and promptly correct any unsafe or unhealthful working conditions. Supervisors will also ensure their employees receive all mandatory safety training applicable to their operations and that this training is appropriately documented in the Enterprise Safety Application Management System (ESAMS).

OUR Safety Program protects our most important asset – our people. I expect you to join with me and be a part of the effort to make safety an everyday consideration in all aspects of our daily routines, whether on the job or during off duty activities. Together, we can make it happen.

C. A. LAHTI
Rear Admiral, U.S. Navy



COMMANDER, NAVY REGION MID-ATLANTIC
Department of Defense
Program for Stability of Civilian Employment Policy Statement

The Program for Stability of Civilian Employment, commonly referred to as the Priority Placement Program (PPP), has traditionally provided effective outplacement assistance for Department of Defense civilian appropriated fund employees affected by reduction-in-force (RIF), base closure, consolidations, position classification decisions, rotation from overseas, and transfers of function. This program is a strong, unified defense-wide effort that impacts recruitment and placement by matching vacancies against the registration of surplus employees.

I personally endorse and am firmly committed to the utilization and participation in the DoD Program for Stability of Civilian Employment. The management and staff of the N1 Human Resources Office will administer the policies and procedures of this program and ensure that managers, supervisor, staff official, and employees of our serviced activities are provided with the necessary professional advice and guidance for positive compliance with all provision of this program.

C. A. LAHTI
Rear Admiral, U. S. Navy



COMMANDER, NAVY REGION MID-ATLANTIC Workplace Violence Policy Statement

It is Navy Region Mid-Atlantic's policy to promote and maintain a safe working environment, free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this type of conduct is not pervasive here, no organization is immune.

Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

I need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on these premises, whether he or she is an organization employee or not, report it immediately to a supervisor or manager. Supervisors and managers who receive such reports should seek advice from the Employee Relations Office at (757) 445-1664 or (DSN) 565-1664 regarding investigating the incident and initiating appropriate action.

PLEASE NOTE: Threats or assaults that require immediate attention by security or police should be reported first to your local security or to police at (757) 322-2550. For the region, report incidents to the Chief of Staff at (757) 322-2800 or (DSN) 262-2800. Forward Deployed Detachments report incidents to your local base Commanding Officer.

I will support all efforts made by supervisors and agency specialists in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.

C. A. LAHTI
Rear Admiral, U.S. Navy



COMMANDER, NAVY REGION MID-ATLANTIC Sexual Assault Policy Statement

SEXUAL ASSAULT IS A CRIME AND AN AFFRONT TO OUR CORE VALUES!

As Commander, Navy Region Mid-Atlantic, I promise to foster a safe, nurturing, and professional environment where every Sailor, civilian and contractor employee has the opportunity to achieve their highest potential. My leaders at all levels have been tasked to focus on sexual assault prevention and to be actively engaged with their staff to stop any future incidents.

They've also been tasked to ensure that the best possible response and care be provided to all victims of sexual assault who have come forward seeking assistance. To that end, all employees must be involved in proactively combating sexual assault within our ranks by embracing and encouraging appropriate behavior, participating in frank discussions on acceptable and unacceptable physical contact, and by engaging in all general military training and available outside training opportunities.

Recent survey data continues to suggest that sexual assault is significantly under-reported within our ranks as well as in the communities where we live. I will strive to foster an environment where all victims of sexual assault have sufficient confidence in their chain of command to come forward to report an incident in order to obtain the assistance they need and deserve.

My Sexual Assault Prevention and Response team will provide the highest level of care and services to each and every victim who comes forward. All victims will have access to legal counsel and will be provided with timely updates on their case from their Commanding Officers on a regular basis. Finally, Naval Criminal Investigative Service will carefully investigate and collaborate with local law enforcement, when appropriate, in an effort to bring offenders to justice.

Finally, I believe intervention is the key to eradication of sexual assault from our ranks. My expectation is that each and every staff member, military, civilian and contractor, will intervene should they witness threatening, dangerous or predatory behavior, even when it is uncomfortable to do so in order to protect a Shipmate, co-worker, friend, or family member from a potentially dangerous situation. Be a leader; intervene early and as often as necessary!

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EQUAL EMPLOYMENT OPPORTUNITY

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I personally endorse and am firmly committed to the utilization and participation in the DoD Program for Stability of Civilian Employment. The management and staff of the Human Resources and Organizational Management Branch will administer the policies and procedures of this program and ensure that managers, supervisors, staff officials and employees of our serviced activities are provided with the necessary professional advice and guidance for positive compliance with all provisions of this program.

A handwritten signature in cursive script that reads "Carl Lahti".

C. A. LAHTI

Rear Admiral, U.S. Navy



COMMANDER, NAVY REGION MID-ATLANTIC
Department of Defense
Program for Stability of Civilian Employment Policy Statement

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COMMANDER, NAVY REGION MID-ATLANTIC

Alcohol Use Policy Statement

I recognize that alcohol is an integral part of many traditions and cultures. However, alcohol abuse is also the root cause of a great deal of property damage, emotional and physical harm. We must make a comprehensive effort to educate our Sailors on healthy alcohol consumption, administer treatment when necessary, and hold Sailors accountable for alcohol related misconduct. The following policy applies to all Commander, Navy Region Mid-Atlantic and subordinate commands.

Each command shall ensure that all Sailors understand the physical and behavioral effects of alcohol abuse. Additionally, Sailors shall be educated on the impact of fatigue, dehydration, hunger, gender, and medication on the subsequent intoxicating effects of alcohol. Leadership must also be educated on all the training and treatment options at their disposal to help Sailors at the first signs of abuse. I highly encourage the use of DAPA, SARP, and NADAP resources in this endeavor.

Everything in moderation! Those choosing to drink must drink responsibly. Binge drinking physically damages the body, dulls one's senses, reaction time, and overall judgment. Additionally, binge drinking, alcohol drinking games, and competitive drinking represent clear examples of alcohol abuse. We cannot tolerate alcohol abuse any more than we would tolerate the irresponsible handling of firearms, classified material, or reckless driving. Lastly, peer pressure has no place in the decision to drink. You must know and defend your personal limits and respect the limits of others.

As men and women of the U.S. Armed Forces, we have a responsibility to our Nation to uphold the highest standard of personal conduct. I expect robust intervention in defense of this policy at the individual and command levels. More than any other intervention, your actions in promoting healthy alcohol consumption will have an immediate impact on the events at hand, and a lasting impact on someone's long term health and well-being.

C. A. LAHTI
Rear Admiral, U.S. Navy