DEPARTMENT OF THE NAVY
CARRIER AIRBORNE EARLY WARNING SQUADRON 120
1027 BELLINGER BLVD.
NAVAL STATION, NORFOLK, VIRGINIA 23511-2216

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8 Aug 14

MEMORANDUM

From: Commanding Officer, Carrier Airborne Early Warning Squadron ONE TWO ZERO
To: All Hands

Subj: USE OF FOREIGN LANGUAGE IN THE WORK PLACE POLICY STATEMENT

1. To provide guidance for the use of foreign language in the work place at VAW-120.

2. The Navy's Equal Opportunity policy as defined in OPNAVINST 5354.1F CH-1 states: "Commanders may issue an order that only English be spoken in a work place when they have a legitimate, nondiscriminatory reason for the rule. It must be clear that the purpose of such an order is to foster uniformity of action and operations within a work place." As the VAW-120 Commanding Officer, I must use my judgment in requiring the use of English-only in the work place, keeping the guidance stated above in mind.

3. VAW-120 is a multicultural organization and understands that speaking a native language is often an essential national origin attribute. Due to our unique military mission requirements, however, we cannot afford to compromise our ability to communicate effectively. Accordingly, English is the only authorized language for all official business conducted within VAW-120 spaces and when embarked at sea.

4. Individuals may speak in their native language during off-duty times such as in their berthing while embarked at sea, during individual physical training, smoking, or for non-business-related conversation. English must be spoken at all times in the workplace, customer service operations, watches, and working parties and for all business-related activities regardless of time or place. This memorandum is mandatory reading and is applicable to all personnel assigned to VAW-120.

5. The purpose of this memorandum is to ensure effective communication that leads to uniformity of action and operations within the work place at VAW-120 and in the United States Navy.

J. W. HEWITT