NSTC INSTRUCTION 5000.1G

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND POLICY STATEMENTS

Ref: (a) SECNAVINST 5350.16A
(b) OPNAVINST 5300.13
(c) Department of the Navy Civilian Human Resources Manual
(d) SECNAVINST 1610.2A
(e) NAVADMIN 034/13
(f) OPNAVINST 1752.1C
(g) NSTCINST 1752.1A
(h) OPNAVINST 5100.23G
(i) OPNAVINST 5100.12I
(j) SECNAVINST 5300.28E
(k) OPNAVINST 5350.4D

Encl: (1) Policy Statement Regarding Equal Opportunity and Diversity
(2) Policy Statement Regarding Sexual Harassment
(3) Policy Statement Regarding Hazing
(4) Policy Statement Regarding Sexual Assault
(5) Policy Statement Regarding Safety
(6) Policy Statement Regarding Alcohol and Drug Abuse
(7) Policy Statement Regarding the Confederate Battle Flag

1. **Purpose.** To issue the Naval Service Training Command (NSTC) Policy Statements.

2. **Cancellation.** NSTCINST 5000.1F.

3. **Background.** NSTC members will fully comply with the Department of the Navy policies as set forth in references (a) through (k). These policies are reiterated in enclosures (1) through (7).

4. Commanding Officers and Officers-in-Charge who have any concerns with implementing these policies are encouraged to contact my staff or speak directly with me in order to ensure that my intent and guidance is clear.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website, [http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html](http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html)
COMANDER
NAVAL SERVICE TRAINING COMMAND

POLICY STATEMENT REGARDING EQUAL OPPORTUNITY AND DIVERSITY

The Navy is comprised of men and women who work together to accomplish the mission. Each member of the Navy is entitled to be treated with dignity and respect and to work in an environment free of harassment and unlawful discrimination. Additionally, each member is expected to abide by the Navy core values of honor, courage, and commitment. The Command Managed Equal Opportunity (CMEO) program promotes Equal Opportunity (EO) as being critical to mission accomplishment, unit cohesiveness, and military readiness. Harassment and unlawful discrimination must not be ignored or condoned.

Each Naval Service Training Command (NSTC) civilian and military member deserves to work in an environment that allows them to perform to their maximum ability. Merit, ability, performance, and potential must be the only factors that affect an individual’s professional and personal development. Additionally, each person deserves to work in an environment that allows them to live and grow safely, peacefully, and without discrimination or harassment. Equal opportunity is a matter of sound leadership and human decency for all. Each and every member has an individual and collective responsibility to actively support an equal opportunity environment. Any violation of our equal opportunity environment will not be tolerated. Incidents of misconduct, discrimination, or harassment will be dealt with appropriately. Every effort will be made to access and retain a high-quality and an ethnically-diverse workforce of motivated and committed civilians and sailors who share our Navy’s core values of honor, courage and commitment.

It is Department of the Navy policy to prohibit harassment and unlawful discrimination against persons or groups based on race, color, religion, sex (including gender identity), national origin, or sexual orientation. This applies to, but is not limited to, recruitment, recruitment advertising, training, advancement and promotion, job assignments, collateral duties, transfers, and all other aspects of employment. The Navy is committed to maintaining a work environment that is free of harassment and unlawful discrimination.

As Commander, I am personally committed to providing an environment of equal opportunity and maintaining a diverse workforce. Additional information and resources regarding Department of the Navy equal opportunity and diversity policies and practices are available in reference (a) and at http://www.donhr.navy.mil/ and http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/equal_opportunity/Pages/ResolvinganIssue.aspx.

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NSTCINST 5000.1G
22 May 19

COMMANDER
NAVAL SERVICE TRAINING COMMAND

POLICY STATEMENT REGARDING SEXUAL HARASSMENT

Naval Service Training Command does not tolerate or condone sexual harassment. Sexual harassment jeopardizes combat readiness and mission accomplishment, weakens trust within the ranks, and erodes unit cohesion. It is unacceptable, inappropriate, and demeaning behavior that undermines the integrity of workplace relationships. It creates a hostile, offensive, and intimidating environment and will not be tolerated. Anyone who makes deliberate or repeated unwelcome comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment. Corrective action will be taken swiftly, fairly, and effectively on those who violate these principles. All available counseling support or referral services will be identified and made available to personnel who are the object of sexual harassment incidents.

Department of Defense will hold leaders at all levels appropriately accountable for fostering a climate of inclusion that supports diversity, is free from harassment, and does not tolerate retaliation against those filing harassment complaints.

This demeaning activity is not how we treat teammates. We depend on each other to accomplish our mission. In teams, there are no bystanders. We have high expectations of each other, hold each other accountable, and treat each other with respect. We do not allow anybody to disrespect another teammate. It requires a culture of dignity and respect consistent with our core values to create a winning team. There is no room in our Navy for such toxic behavior.

As Commander, I am personally committed to ensuring a safe, healthy, and supportive work environment. For more information on prevention of sexual harassment and complaint procedures, consult references (b), (c), and http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/equal_opportunity/Pages/Resolvinganissue.aspx.

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Enclosure (2)
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COMMANDER
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POLICY STATEMENT REGARDING HAZING

Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator.

Being that we are the initial training commands and almost complete control is given to the instructors, Recruit Training Command, Officer Training Command Newport, and the Naval Reserve Officers Training Corps units must especially guard against hazing. Intensive training of recruits, midshipmen, or officer candidates can NEVER be a personal attack or degradation. Intensive training is sometimes required in initial training pipelines but must always be restricted to authorized correction of failed professional conduct after first being properly instructed.

Hazing has never been condoned in our Navy, although many of our traditions over time have been altered from their original intent. For example, “tacking” on of a crow was not about abuse but about brotherhood – when a shipmate was advanced, the entire crew would celebrate and “tack” (or put in a stitch) to sew on the new rank. We take care of each other and those under our charge, as that is the Navy way. We must ensure human dignity for everyone and that the highest professional standards are upheld. Hazing of any type will not be tolerated; it is not who we are. It is all of our Military and Moral obligation to stop any hazing immediately and report it up the chain of command.

As Commander, I am totally committed to ensuring a safe environment throughout the domain. Hazing is contrary to our core values of honor, courage, and commitment. These core values are our guiding principles for treating everyone with dignity and respect. Hazing degrades and diminishes the ability of our shipmates to perform in their assigned role. It destroys confidence and trust, and it is destructive to unit cohesion and the core of who we are. Reference (d) provides further details and reference (e) contains guidance for reporting incidents of hazing.

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Enclosure (3)
COMMANDER
NAVAL SERVICE TRAINING COMMAND

POLICY STATEMENT REGARDING
SEXUAL ASSAULT, PREVENTION, AND RESPONSE (SAPR)

Sexual assault impacts our mission readiness and is contrary to our Navy core values. Sexual assault is defined as intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. It is every person's responsibility to step up and step in to help when they observe or become aware of undesired and destructive behavior. Elimination of sexual assault requires an all-hands effort. Any allegation of sexual assault will be appropriately responded to immediately through support services for the victim and an official investigation. Per references (f) and (g), I will be briefed regarding all incidents of sexual assault within 30 days of the initial report on the status of the victim/alleged offender and any command impact.

Dependents or active duty victims of sexual assault, including midshipmen on summer training, will be advised of the support services available as well as their reporting options - restricted and unrestricted. At all times, all midshipmen have sexual assault support services available to them through their campus Title IX office. All reports of sexual assault received from midshipmen, including those who are not a dependent or on active duty, will be handled by the unit's trained Point of Contact (POC), unit chain of command, NSTC SAPR POC, and regional Sexual Assault Response Coordinator (case dependent).

As Commander, I am committed to providing timely and proper services to all sexual assault victims. I am also committed to eliminating sexual assault throughout the domain. Constant emphasis on prevention training that focuses on the continuum of harm and holding all to the highest standard will greatly improve our potential to preemptively decrease the number of incidents of sexual assault throughout the NSTC domain. Training, support, resources, and references regarding sexual assault prevention and response are available at https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/sapr/Pages/default.aspx and https://www.public.navy.mil/netc/nstc/SAPR/sapr_index.aspx.

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COMMANDE
NAVAL SERVICE TRAINING COMMAND

POLICY STATEMENT REGARDING SAFETY

Naval Service Training Command has a vital interest in providing all personnel with a safe and healthful place of employment and to conduct business and training in the safest possible manner. The safety and health of all personnel is our utmost priority. The only acceptable level of safety and health performance is one that prevents all injuries, illnesses, and incidents. Safety and health are an integral part of our organization, which cannot be separated from other business functions and must be shared equally by all employees within our domain. All personnel will be protected from, and all activities will be free of, discrimination, restraint, interference, coercion, or reprisal for participating in Naval Service Training Command’s safety and health program.

While we cannot reasonably remove all levels of risk inherent to our daily operations, we can strive to accept risks only when benefits outweigh costs. Unnecessary risks have no place in the workplace or our daily lives. This principle is applied by identifying potential hazards, assessing the risks associated with those hazards, and controlling risks to acceptable levels, consistent with the training or activity being performed. Reducing risk protects individual members in reducing fatalities, injuries and disease, loss of property, and ultimately promotes training readiness.

Every commanding officer, officer-in-charge, and supervisor is responsible and will be held accountable for ensuring that effective risk management principles provided in reference (h) are incorporated into the planning and execution of every training evolution and activity. They must also ensure that safe driving practices of government vehicles, in accordance with reference (i), are followed. Each member of Naval Service Training Command has a personal responsibility for effectively managing risks associated with their own activities, both on and off duty, and to safeguard themselves, their families and fellow shipmates from harm. These responsibilities cannot be delegated and must not be compromised.

I challenge each and every one of you to strive and make operational and non-operational/off-duty risk management a daily reality in Naval Service Training Command.

MILTON J. SANDS III

Enclosure (5)
COMANDER
NAVAL SERVICE TRAINING COMMAND

POLICY STATEMENT REGARDING ALCOHOL AND DRUG ABUSE

Alcohol and drug abuse is incompatible with high standards of performance and discipline and is a severe detriment to the Command's overall mission readiness. It is my policy to maintain a command climate intolerant of alcohol or drug abuse.

Alcohol and drug abuse by Navy members degrades our ability to execute the mission, can seriously damage physical and mental health, jeopardizes the safety of the individual and the safety of others, and can lead to criminal prosecution and separation from the service. Alcohol and drug abuse is detrimental to operational readiness, impairs judgment, is a significant enabling factor in destructive behavior, and is inconsistent with the Navy Core Values and initiatives to promote personal excellence and healthy lifestyles among Navy members. Furthermore, alcohol and drug abuse impairs decision-making and contributes to an error-chain that can lead to further misconduct. All personnel will be held fully accountable for any substandard performance or illegal acts that result from such use. It is my goal for the Naval Service Training Command domain to be free of the effects of alcohol and drug abuse.

Leadership must exercise sound judgment in enforcing the Navy's alcohol and drug policies and ensure the proper disposition of individual cases. All available evidence will be investigated to determine whether drug or alcohol abuse exists, and leadership shall respond to unacceptable behavior or substandard performance with appropriate corrective actions. Trainers will ensure that the newest Sailors and Marines understand Navy policy and procedures with regard to alcohol and drug use and are informed of the resources available to them to comply with those policies. The consistent enforcement of the Navy's rules, regulations, and policies by officers, enlisted leadership, and civilian supervisors is vital to our success.

Alcohol consumption is a personal decision by individual members. Those who choose not to consume alcoholic beverages shall be supported in that decision. Those members who choose to purchase and/or consume alcoholic beverages must do so lawfully and responsibly and encourage their shipmates to do the same. Moderation and common sense must be exercised when consuming alcohol. Alcohol shall not be consumed to the extent that it reflects discredit upon the member or the Armed Forces. References (j) and (k) provide additional information regarding drug and alcohol abuse prevention.

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Enclosure (6)
POLICY STATEMENT REGARDING THE CONFEDERATE BATTLE FLAG

It is critical that all Naval Service Training Command (NSTC) Sailors, Marines, and civilians, as well as the general public, trust that NSTC is committed to providing an environment of equal opportunity (EO) and maintaining an ethnically-diverse workforce. To promote a positive EO environment, Command leaders must avoid associating the Navy with any symbols of non-inclusion that will undermine the message that NSTC is dedicated to providing an environment free of discrimination or harassment.

Reasonable minds differ on what the Confederate battle flag signifies. Some Americans see it as a symbol of racism and hatred, others view it as a symbol of Southern pride and heritage, while yet others consider it an outright political message. When Command leaders associate their unit with the Confederate battle flag, such as by displaying the Confederate battle flag or presenting an award that conspicuously emphasizes the Confederate battle flag, they link the Navy with the meanings that people associate with that symbol - good and bad. Command leaders should not connect the Navy to the Confederate battle flag in a way that undermines the Navy's message of inclusiveness. However, not all displays of the Confederate battle flag will result in such inferences. A cased Confederate battle flag displayed alongside other Civil War artifacts in a Navy museum is unlikely to be viewed as a partisan statement by the Navy. Command leaders must use good sense in deciding which uses will not undermine our positive EO message.

While the First Amendment does not limit which messages the Navy as an organization chooses to convey, it does limit Navy regulation of individual expression rights. Therefore, Command leaders must preserve the free expression rights of NSTC Sailors, Marines, and civilians to the maximum extent possible in accordance with the Constitution and statutory provisions. However, no Command leader should be indifferent to conduct that, if allowed to proceed unchecked, would destroy the cohesion and effectiveness of a unit. Command leaders must use calm and prudent judgment when balancing these interests.

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