

1700  
27 Jul 16

MEMORANDUM

From: Director, Fleet and Family Readiness

Subj: FLEET AND FAMILY READINESS EQUAL EMPLOYMENT OPPORTUNITY  
POLICY STATEMENT

1. The Commander, Navy Installations Command (CNIC) Fleet and Family Readiness (FFR) organization values the contributions of all its employees and recognizes the importance of equal employment opportunity (EEO). I fully endorse VADM Smith's commitment to EEO and holding leaders accountable for any discriminatory practices and behaviors. FFR leadership is committed to employee success in support of providing high quality services to Sailors, their families, and customers. Therefore it is our policy to provide equal opportunity in employment to all employees and applicants regardless of race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, disability, or genetic information.
2. EEO principles are mainstays of every work environment. All employment decisions, to include hiring, compensation, benefits, training, and termination, will be administered per established policies and procedures.
3. To provide superior customer service and produce quality work, we must maintain an environment that reinforces productive and healthy work behaviors. As such, harassment, in any form, will not be a part of the FFR workplace. Unlawful harassment includes unwelcome and inappropriate workplace conduct that becomes a term or condition of continued employment, or that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. There is zero tolerance for any form of harassment in FFR. Harassment should be immediately reported to any supervisor in your chain of command, Human Resources office, or servicing EEO office. Once reported, allegations will be investigated promptly and corrective action taken where warranted.
4. If you believe that discrimination has occurred in your work environment or during the application process, you must contact the EEO office to use designated complaint procedures. Contact must be made within 45 calendar days of the incident or effective date of the personnel action.
  - a. Non-appropriated Fund (NAF) employees should contact the CNIC NAF EEO Service Center phone at (866) 295-0320 or email [MILL\\_CNIC\\_NAF\\_EEO@navy.mil](mailto:MILL_CNIC_NAF_EEO@navy.mil).
  - b. APF employees should contact their servicing Region EEO Office.
5. I ask that all FFR employees promote EEO principles and treat each other with the dignity and respect that will sustain FFR as a high-performing organization. Managers and supervisors will monitor their environments and communicate EEO tenets to their employees. No employee or applicant will be treated adversely or retaliated against for reporting violations of this policy.
6. This policy supersedes the EEO Policy for NAF Employees letter of 11 June 2015.



J. MIEB

Distribution:  
N91, N92, N93, N94, N95