



DEPARTMENT OF THE NAVY
FLEET ACTIVITIES OKINAWA
PSC 480 BOX 710
FPO AP 96370

1000
N00
3 Mar 16

From: Commander, Fleet Activities Okinawa
To: All Hands

Subj: COMMAND POLICY ON REPRISALS AGAINST INDIVIDUALS
SUBMITTING GRIEVANCES

1. Reprisals directed against anyone inside or outside this command who has filed or is contemplating filing a grievance involving Fleet Activities Okinawa will not be tolerated. The grievance system allows Navy personnel an avenue for receiving fair consideration of any complaints they may have, and the effectiveness of the system is dependent on the trust and confidence of the personnel who utilize it. Any act of reprisal is a serious violation of Navy Policy, the Uniform Code of Military Justice and our Core Values. Anyone guilty of reprisal will be held fully accountable.

2. Reduction in fitness reports/evaluation marks, unequal watch standing duties, or increased work assignments are examples of reprisal. More severe reprisals may include withholding recommendations for advancement, retention, or choice assignments. These actions cannot be tolerated, either actively or tacitly. Fleet Activities Okinawa personnel must immediately bring to the attention of the chain of command any suspected acts of reprisal.

3. It is the responsibility of every member of this command to ensure necessary trust and confidence exists to maintain an effective grievance system. Managers and supervisors must actively monitor the performance and evaluations of personnel who have initiated grievances in accordance with Navy procedure. If you have questions regarding this policy, seek advice immediately from your supervisor, Staff Judge Advocate, the Command Master Chief, or the Command Equal Opportunity Advisor - or me.

A handwritten signature in red ink, appearing to read "R. W. Matheuson", is located below the third paragraph.

R. W. MATHEUSON



DEPARTMENT OF THE NAVY
FLEET ACTIVITIES OKINAWA
PSC 480 BOX 710
FPO AP 96370

5354
N00
3 Mar 16

From: Commander, Fleet Activities Okinawa
To: All Hands

Subj: EQUAL OPPORTUNITY AND WORKPLACE DIVERSITY POLICY

1. A command climate in which our people have an equal opportunity to succeed is essential to esprit de corps, discipline, readiness, and military effectiveness. I am committed to providing an environment founded on mutual respect, which values equal opportunity and a diverse workforce. We will take a proactive stance on any and all forms of discrimination and harassment - we do not engage in them, we do not tolerate them and we do not ignore them.

2. Supporting diversity in the workplace simply means recognizing and embracing our differences, differences often rooted in upbringing, culture, language, sex and race - a reality we are reminded of daily at Fleet Activities Okinawa. We must respect, understand and encourage these differences to further our mission. Our nation's diversity is one of its most enduring strengths, and our ability to attract, recruit, train, and retain a diverse workforce is critical to our success. Diversity does not dilute our drive toward common goals - it strengthens it. We must draw on it to see problems and solutions from different points of view and create and shape a climate where all our people can achieve their individual potential while contributing to the command's mission success.

3. This policy is nothing new. It's about treating each other with respect and dignity - concepts central to the Navy's core values of honor, courage and commitment. I charge each of you with ensuring your actions and the actions of those around you conform to the letter and spirit of this policy.

A handwritten signature in red ink, appearing to read "R. W. Matheuson", is located below the text.

R. W. MATHEWSON



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FLEET ACTIVITIES OKINAWA
PSC 480 BOX 710
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5354
N00
16 Feb 17

From: Commander, Fleet Activities Okinawa
To: All Hands

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM POLICY

1. All Navy personnel are responsible for understanding the Navy's sexual assault policy, the penalties and consequences for engaging in any form of sexual assault, and the adverse impact of sexual assault on unit and Navy mission accomplishment. Navy personnel must not:

- a. Commit sexual assault or other acts of sexual misconduct, in violation of the Uniform Code of Military Justice.
- b. Retaliate or take reprisal against a person who provides information on an incident of alleged sexual assault.
- c. Knowingly make a false accusation of a sexual assault.
- d. Condone or ignore sexual assaults.

2. This policy is nothing new. It's about treating each other with respect and dignity - concepts central to the Navy's core values of honor, courage and commitment. I charge each of you with ensuring your actions and the actions of those around you conform to the letter and spirit of this policy.

A handwritten signature in red ink, appearing to read "R. W. Matheuson", is positioned above the printed name.

R. W. MATHEWSON



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3 Mar 16

From: Commander, Fleet Activities Okinawa
To: All Hands

Subj: FRATERNIZATION POLICY

Ref: (a) OPNAVINST 5370.2D, Fraternalization Policy

1. Social interaction among Officers, Chief Petty Officers and junior enlisted members has always been encouraged as it enhances unit morale and esprit de corps. However, unduly familiar personal relationships between Officers, Chief Petty Officers and Junior Enlisted Sailors undermine respect for authority essential to the Navy's ability to accomplish its military mission.

2. "Fraternalization" is a personal relationship which ignores differences in rank. Respect for rank and deference to authority are fundamental to the good order and discipline of any military organization. Just as rendering a salute is a symbol of respect, exchanged with pride and in no way demeaning to the Sailor rendering it, the maintenance of professional relationships that do not tolerate fraternalization does not adversely affect teamwork at Fleet Activities Okinawa - it strengthens it.

3. Although fraternalization is frequently and appropriately associated with Officer and Enlisted Sailor relationships, Chief Petty Officers also hold distinct leadership positions in the Navy, unique among the Military Services. Relationships between Chief Petty Officers and junior enlisted personnel (E-1 to E-6) that do not respect differences in grade or rank are also prejudicial to good order and discipline.

4. Any person guilty of disobeying this policy will be held accountable in accordance with the Uniform Code of Military Justice. If you are aware of fraternalization within Fleet Activities Okinawa, seek guidance from your chain of command, the Command Managed Equal Opportunity Manager, the Staff Judge Advocate, the Equal Opportunity Advisor - or me.

A handwritten signature in red ink, appearing to read "R. W. Matheuson", is located below the text of the fourth paragraph.

R. W. MATHEUSON



DEPARTMENT OF THE NAVY
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5100
N00
3 Mar 16

From: Commander, Fleet Activities Okinawa
To: All Hands

Subj: OCCUPATIONAL SAFETY AND HEALTH POLICY

1. Your safety is essential for the success of this command's mission. It is my goal to provide a safe and healthy work environment to enhance our operational readiness, prevent accidental injury or death, and reduce property damage. Early recognition and elimination of hazards will be the key factor in successfully achieving this goal.

2. Safe operations and fulfillment of the mission at Fleet Activities Okinawa are inseparable. We will use Operational Risk Management by formally evaluating and refusing to accept unnecessary risks. We will integrate safety into our planning, training and all aspects of our daily lives on a continuing basis. Every member of this command must commit to maintaining a safe workplace. This will be accomplished by ensuring every member of this command is able to recognize the hazards to which they are exposed while performing their duties and properly trained and equipped to protect themselves from these hazards.

3. Every manager, supervisor and employee shall comply with the requirements of the Navy Occupational Safety and Health (NAVOSH) Program, CNFJ/CNRJ and CFAO Safety Directives. Command safety reports and copies of NAVOSH standards, records of all Safety Committee meetings, abatement actions and annual mishap summaries are available from the Fleet Activities Okinawa Safety Office.

4. I consider our military members and civilian employees to be our most valuable resource. A measure of our success is our ability to provide a safe environment, one that protects our resources from accidental loss while promoting the effective and efficient production of our quality work. Fleet Activities Okinawa is committed to promoting the health, safety and wellbeing of our most valuable resource - our people.

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R. W. MATHEUSON



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5090
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3 Mar 16

From: Commander, Fleet Activities Okinawa
To: All Hands

Subj: ENVIRONMENTAL POLICY STATEMENT

1. Fleet Activities Okinawa operations have the potential to impact the environment in a number of ways. To identify and manage these potential impacts, Fleet Activities Okinawa has established the Environmental Management System (EMS). Our duty to both protect our freedom and preserve the environment heightens our dedication to integrate environmental concerns into our daily operations to create a sustainable mission. Fleet Activities Okinawa personnel, activities, tenant commands and contractors shall:

a. Integrate environmental considerations into our business practices from the earliest stages of planning, design and procurement in order to reduce our impact on the environment while maximizing mission readiness now and in the future.

b. Meet or exceed all applicable Japan Environmental Governing Standards and local environmental laws and regulations, as well as DoD and Navy policies.

c. Reduce resource consumption, avoid waste and prevent pollution to minimize our ecological footprint.

d. Maintain a culture of continual improvement using our EMS to achieve our objectives and targets.

2. EMS is the formal framework for setting and reviewing our environmental objectives and targets to help the command improve environmental performance while maintaining focus on the mission. Each and every individual is expected to actively support our environmental programs to reduce environmental impacts to create a stronger Navy and a healthier environment. The point of contact for EMS is Mr. Mitchell Ferrell. He can be reached at DSN: 622-1396 or via email at mitchell.ferrell@fe.navy.mil.

A handwritten signature in red ink, appearing to read "R. W. Matheuson".

R. W. MATHEUSON



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3 Mar 16

From: Commander, Fleet Activities Okinawa
To: All Hands

Subj: SUBSTANCE ABUSE POLICY STATEMENT

1. Substance abuse and addiction continues to claim thousands of lives in our country, and affect the health and happiness of many more. Substance abuse violates Department of the Navy policy and undermines personal combat readiness, performance, reliability, and judgment. It undermines health, safety, discipline, and destroys the Navy's efforts to instill pride, promote professionalism, and enhance personal excellence. Furthermore, it can result in criminal prosecution and discharge from the Navy under less than honorable conditions.

2. In our line of work, substance abuse is an extremely damaging behavior, affecting the safety of our operations and trust among our shipmates. I am committed to the Navy's zero tolerance of drug abuse. Anyone violating this policy will be held accountable in accordance with the Uniform Code of Military Justice. I insist that all managers, supervisors, Navy personnel, U.S. Civil Service, and Japanese National employees exercise positive, intrusive leadership and support for this policy. Encourage your co-workers and dependents to reject drug abuse and reinforce positive drug-free activities on the job, in the schools, and in the home.

3. The following steps shall be taken when persons are found in violation of this policy:

a. Civilian Status of Forces Agreement (SOFA) personnel, including juveniles, will be subject to debarment from the installation and face immediate removal. Commander, Fleet Activities Okinawa will cooperate with U.S. or Japanese civilian authorities in criminal prosecutions against SOFA personnel found in possession of, using, or distributing illegal drugs.

b. Military members will be prosecuted to the fullest extent possible and processed for administrative separation.

c. Base residents will be subject to immediate removal from government quarters. Those awaiting base quarters will be removed from the waiting list.

Subj: SUBSTANCE ABUSE POLICY STATEMENT

4. The Navy's policy on alcohol is responsible use, in an appropriate place, at an appropriate time, and in appropriate quantities. Although alcohol is a legal substance, alcohol abuse is never acceptable and will never serve as an excuse for irresponsible behavior. The command will emphasize moderation and responsibility at all events, and shall deglamorize alcohol use during traditional ceremonies by forbidding those practices which may encourage personnel to drink irresponsibly. As ambassadors of the U.S., we are responsible in the management of ourselves and all others to neither condone nor ignore behavior that brings discredit upon the U.S. or the Navy. All members and employees of this command shall comply with Japanese law: absolutely no drinking and driving.

5. I need your full support. The days when commands would ignore these behaviors are - thankfully - behind us. Let's work together to ensure drug and alcohol abuse is not tolerated on our bases.



R. W. MATHEWSON

Captain Mathewson's Occupational Safety and Health Policy



- Your safety is essential for the success of this command's mission!
- Safe operations and fulfillment of the mission are inseparable.
- Every member of this command must commit to maintaining a safe workplace.
- CFAO is committed to promoting the health, safety and well being of our most valuable resource - **OUR PEOPLE.**

R. W. MATHEWSON
CAPTAIN, U.S. NAVY
COMMANDER, FLEET ACTIVITIES OKINAWA



DEPARTMENT OF THE NAVY
FLEET ACTIVITIES OKINAWA
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5354
N00
22 Mar 17

From: Commander, Fleet Activities Okinawa
To: All Hands

Subj: SEXUAL HARASSMENT POLICY

Ref: (a) OPNAVINST 5354.1F, Navy Equal Opportunity Policy
(b) SECNAVINST 5300.26A, Department of the Navy Policy on Sexual Harassment

1. As Commander, Fleet Activities Okinawa, I am dedicated to creating a working environment where each of you will be treated with dignity, respect, and fairness. To accomplish our mission, the workplace must be free from any form of sexual harassment. Such behavior impairs our productivity and affects the morale, readiness, and teamwork vital for supporting our mission.

2. Per reference (b), Sexual harassment is defined as a form of sex discrimination that involves unwelcome sexual advances, request for favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's job, pay, or career, or

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

c. Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

3. Sexual harassment is prohibited under references (a) and (b) and **will not be tolerated**. Individuals who believe they have been sexually harassed are encouraged to directly confront the offensive conduct or report the incident to the appropriate level in the chain of command, or a designated civilian/military equal opportunity official. Such complaints will be investigated and resolved promptly and decisively. I will not tolerate acts of reprisal, retaliation, intimidation or further acts of harassment. Leaders who fail to take appropriate action to eliminate or who tolerate such conduct will be held accountable for contributing to the hostile environment.

4. Harassment on any other protected basis (race, ethnicity, national origin, gender/sexual orientation, religion) is also strictly prohibited. Such harassment can be defined as conduct that shows hostility or aversion toward an individual because of his/her protected characteristic and that has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive work environment.

5. I expect our command to be a model of fair and professional treatment for all and encourage each of you to enforce this policy at all times.


R. W. MATHEWSON