



**DEPARTMENT OF THE NAVY**  
COMMANDER US NAVAL FORCES JAPAN  
COMMANDER NAVY REGION JAPAN  
PSC 473 BOX 12  
FPO AP 96349-0001

11 Apr 23

**COMMANDER'S EQUAL OPPORTUNITY/  
EQUAL EMPLOYMENT OPPORTUNITY MISSION POLICY STATEMENT**

As the Commander for U.S. Naval Forces Japan/Navy Region Japan, I am committed to ensuring Equal Opportunity (EO) for each Sailor and Equal Employment Opportunity (EEO) for each Civilian.

Acts of discrimination or harassment are contrary to our core values of Honor, Courage, and Commitment. Sailors and Civilians who model Navy Core Values do not engage in or condone these negative behaviors. Additionally, discriminatory or harassment practices adversely affect good order and discipline, unit cohesion, mission readiness, and deters an individual's ability to reach their full potential.

It is my policy that all members of this organization be treated with respect and dignity, and be valued equally, regardless of race, color, religion, sex (including pregnancy, gender identity or sexual orientation), national origin, as well as, age, disability, or genetic information for civilian employees. If you believe you have been discriminated against or harassed based on any of these categories, you are encouraged to promptly notify the chain of command and/or the EO/EEO staff. Reprisal against any victim or witness of discrimination or harassment is strictly prohibited and will result in prompt and appropriate action against offenders.

**Responsibilities of personnel**

All personnel must adhere to this policy by monitoring their own behavior. Each employee, leader, or commander shall neither condone nor ignore discrimination or harassment of which they have knowledge or have reason to have knowledge. Reported incidents of discrimination will be thoroughly investigated and dealt with swiftly, fairly, and effectively. If the alleged offense is substantiated, immediate and appropriate action will be taken to remedy the situation. Individuals responding to the incident will maintain confidentiality to the greatest extent possible. Any Sailor or civilian who is found to have committed unlawful discriminatory or harassment behavior may be subject to corrective or administrative action.

**If you believe you have an Equal Opportunity complaint**

**Military:** Contact your Command Managed Equal Opportunity (CMEO) Manager or Installation Command Climate Specialist (CCS) if you have any EO questions or concerns. If a report cannot be handled to your satisfaction utilizing the informal complaint guidelines, you may file a formal report.

**Civilian:** Contact the regional servicing EEO Office within 45 calendar days of the alleged discriminatory action by contacting the DON Office of EEO, Overseas Japan at 243-7092 or by e-mail: CNFJ-CNRJ-EEO@US.NAVY.MIL. Complainants may request to participate in the Alternative Dispute Resolution (ADR) process or utilize traditional EEO Counseling. If counseling or ADR is unsuccessful, individuals may then file a formal complaint. The complaint process and timelines will be explained in detail to all members upon their counseling visit to the regional servicing EEO Office.

DON regulations afford all military and civilian personnel the right to present a complaint to the command without fear of intimidation, reprisal, or harassment. All DON employees and applicants are also specifically protected against retaliation. Acts of retaliation against employee or applicants who engage in protected activity will not be tolerated. The entire chain of command will respond with commitment to swiftly and fairly resolve any complaints of discrimination or harassment. Our mission success depends on it. The strength of our EO and EEO programs are the foundation of our continued success. We are committed to excellence and the fair treatment of all.

  
C. A. LAHTI