



DEPARTMENT OF THE NAVY

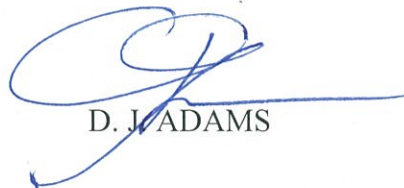
COMMANDER FLEET ACTIVITIES
SASEBO, JAPAN
PSC 476 BOX 1
FPO AP 96322-0001

5354
Code 00
25 Sep 20

From: Commander, Fleet Activities Sasebo
To: All, Fleet Activities Sasebo

Subj: POLICY ON REPRISALS AGAINST INDIVIDUALS WHO SUBMIT GRIEVANCES

1. Any grievance system requires the trust and confidence of the personnel who must use the system. Too often, service members are afraid to use Navy grievance procedures because they fear reprisal. I want every Commander, Fleet Activities, Sasebo (CFAS) staff member to be aware that I will not tolerate reprisal of any nature directed against anyone inside or outside of this command who files a grievance involving CFAS. I will consider any act of reprisal a serious breach of my personal trust and will hold anyone found guilty of reprisal fully accountable.
2. Reprisal can take either overt or subtle form. Examples include a reduction in fitness report/evaluation marks, inequity in watch standing duties or increased workload/watch standing assignments. The most severe forms of reprisal include withholding recommendations for advancement, retention or specialized programs. It's the responsibility of every CFAS member to bring to my attention any suspected act of reprisal.
3. To maintain an environment free of reprisal, this command will actively monitor the performance and evaluations of individuals who have initiated complaints or grievances per Navy Grievance Procedures. All performance will be properly and fairly documented and monitored by the chain of command. Likewise, affected individuals must be given accurate counseling and feedback on their questions or concerns regarding this policy.
4. If you have questions, talk to your immediate supervisor, the Navy Legal Service Office, the Command Master Chief, the Command Equal Opportunity Officer or the Human Resources Office/Contracting Officer's Representative.



D. J. ADAMS