



## DEPARTMENT OF THE NAVY

U.S. NAVAL AIR FACILITY  
ATSUGI, JAPAN  
FPO AP 96306-0001

5354  
N00  
3 Aug 17

### MEMORANDUM

From: Commanding Officer, U.S. Naval Air Facility Atsugi Japan  
To: All U.S. Naval and Civilian Personnel assigned to NAF Atsugi  
Subj: EQUAL OPPORTUNITY PROGRAM POLICY  
Ref: (a) OPNAVINST 5354.1(Series), Navy Equal Opportunity Program

1. It is Department of Defense (DOD) and Department of Navy (DON) policy to prohibit unlawful discrimination and harassment against persons or groups based on race, color, national origin, sex, sexual orientation, or religion. Service members shall be evaluated only on individual merit, fitness, and capability.

2. Acts of unlawful discrimination and harassment are contrary to our Core Values of honor, courage and commitment. Sailors and Civilians who model Navy Core Values do not engage in negative behaviors nor condone these actions in others. Additionally, these practices adversely affect good order and discipline, unit cohesion, mission readiness, and prevent our Navy from attaining the highest level of operational readiness.

3. I will not tolerate discriminatory behavior in this command. Incidents of unlawful discrimination or harassment cover a wide range of behaviors, from verbal comments to physical acts, and can be subtle or overt. A full range of administrative and disciplinary actions are available, and will be utilized, to address unlawful discrimination and harassment. In the case of military personnel, these include, but are not limited to, informal counseling, comments in fitness reports and evaluations, punitive measures under the Uniform Code of Military Justice (UCMJ), and administrative separation. Civilian employees who experience unlawful discrimination or harassment will be referred to the appropriate servicing equal employment opportunity (EEO) office. My Chain of Command will fully support your right to utilize the established grievance procedures without reservation, or fear of reprisal.

Examples of inappropriate behavior include, but are not limited to:

- a. Assigning less desirable duties to a person based on their race, gender or religion.
- b. Making racially or sexually inflammatory comments or jokes.
- c. Hindering a person from performing certain tasks that would help them in their own advancement because of their gender, race or religion.

Subj: EQUAL OPPORTUNITY PROGRAM POLICY

4. I am committed to providing a working environment in which all of our members are treated with dignity and respect. If you have any questions or concerns related to Equal Opportunity and/or Grievance Procedures, contact your Chain of Command, Command Legal Officer, or the Command Managed Equal Opportunity Manager.



L. B. MACK

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