



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND SOUTHWEST
1220 PACIFIC HIGHWAY
SAN DIEGO, CA 92132-5190

12713
Code 00
10 Oct 13

From: Commanding Officer, Naval Facilities Engineering Command Southwest

Subj: REASONABLE ACCOMMODATION POLICY

1. It is the policy of the United States Government to provide reasonable accommodations (RA) for all persons with a physical or mental disability for the purpose of providing equal opportunity to fulfill the essential functions of their position. The Department of the Navy's Equal Employment Opportunity (EEO) goals and objectives fully support this policy.
2. As the EEO Officer for the Naval Facilities Engineering Command (NAVFAC) Southwest, I am personally and fully committed to the principles of providing RA and encourage full utilization of the skills of every individual.
3. The obligation to support the EEO Program and to carry out the successful RA Program is shared by all personnel, both military and civilian, and especially by managers and supervisors who provide organizational leadership. Managers and supervisors have significant responsibility in this area and must ensure their personnel decisions and actions are consistent with the principles and intent of the Navy's RA Program.
4. It is the policy of NAVFAC Southwest to provide RA to all employees and applicants with a physical or mental disability for employment. Every Command member should support our goals and policy regarding employment opportunities. Employment decisions shall be based on merit and fitness and in accordance with laws and regulations.


D. BANAJI

Distribution:
ALL NAVFAC SW Personnel



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1220 PACIFIC HIGHWAY
SAN DIEGO, CA 92132-5190

12700
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OCT 18 2013

From: Commanding Officer, Naval Facilities Engineering Command
Southwest

Subj: ALTERNATIVE DISPUTE RESOLUTION (ADR) POLICY

1. The Department of the Navy's (DON) ADR Policy outlines organizational requirements to utilize ADR to resolve issues in controversy. ADR is efficient and enables DON to more effectively devote its resources and personnel to its overall mission. Mediations, as part of the Navy's ADR Program, promotes principles and practices that facilitate communication and maintain or improve working relationships. Using mediation to resolve workplace differences demonstrates a commitment to a positive approach and joint ownership of concerns and solutions. The mediation process allows parties the opportunity to resolve their differences quickly, less formally and with more efficient use of resources than traditional dispute mechanisms.

2. Mediation is a process where a neutral third person acts to encourage and facilitate the resolution of a dispute between two or more parties. It is a confidential, informal, private, non-adjudicative and non-adversarial process with the objective of helping the disputing parties collaboratively reach a mutually acceptable and voluntary agreement. In mediation, the mediator does not make a decision or force a decision on any party to the dispute. The role of the mediator includes, but is not limited to, assisting the parties to identify issues, fostering joint problem solving, and exploring settlement opportunities in a neutral environment.

3. Command Leadership is committed to ensuring we are providing every means possible to resolve workforce disputes at the lowest practicable level. As such, it is the policy of NAVFAC SW to utilize ADR wherever feasible. All employees are strongly encouraged to use ADR. Furthermore, should a supervisor decline to participate in ADR, the next level supervisor in the chain must document the reasons for the declination in writing and provide them to the ADR Program Manager (Mr. Richard Hickman), as well as to our Business Director and Executive Officer for review.

A handwritten signature in black ink, appearing to read "D. BANAJI", is positioned above the printed name.

D. BANAJI

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From: Commanding Officer, Naval Facilities Engineering Command
Southwest

Subj: EQUAL EMPLOYMENT OPPORTUNITY POLICY

1. It is the policy of the United States Government to provide equal employment opportunity (EEO) for all persons regardless of race, color, national origin, religion, gender, sexual orientation, age or non-disqualifying physical or mental disabilities. The Department of the Navy's EEO goals and objectives fully support this policy.

2. As the EEO Officer for the Naval Facilities Engineering Command (NAVFAC) Southwest, I am personally and fully committed to the principles of EEO and encourage full utilization of the skills of every individual.

3. The obligation to support the EEO Program and to carry out the successful affirmative action effort is shared by all personnel, both military and civilian, and especially by managers and supervisors who provide organizational leadership. Managers and supervisors have significant responsibility in this area and must ensure their personnel decisions and actions are consistent with the principles and intent of the Navy's EEO Program.

4. It is the policy of NAVFAC Southwest to accord EEO to all employees and applicants for employment. Every Command member should support our goals and policy regarding employment opportunities. Employment decisions shall be based on merit and fitness and in accordance with laws and regulations.


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5370
Code 00
OCT 10 2013

From: Commanding Officer, Naval Facilities Engineering Command Southwest

Subj: COMMANDING OFFICER'S POLICY STATEMENT REGARDING PREVENTION OF SEXUAL HARASSMENT

1. The Naval Facilities Engineering Command (NAVFAC) Southwest is an organization comprised of professional civilian and military personnel providing vital support to the Navy, Marine Corps and other supported commands. Our effectiveness is dependent on our ability to interact with each other with mutual respect and dignity. Sexual harassment fundamentally undermines the integrity of professional relationships, debilitates morale, interferes with the productivity of our team, and is harmful to individuals.

2. Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature when: 1) 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 2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

3. Sexual harassment involves conduct that a reasonable person would find sexual in nature in light of the relevant facts and circumstance. Behavior does not need to be overtly sexual if it creates an offensive work environment; examples include sexist remarks, sexual advances, displays of pornographic material, touching, language, gestures, mannerisms, or similar behavior.

4. Sexual harassment will not be tolerated; nor will false accusations or acts of reprisal. Anyone who is being sexually harassed is strongly encouraged to make it clear to the harasser that such behavior is offensive and unwelcome. Employees subjected to or observing harassing behavior should report the

Subj: COMMANDING OFFICER'S POLICY STATEMENT REGARDING
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incident to their supervisor if: 1) the behavior does not stop after the harasser has been told their behavior is offensive; 2) the employee is uncomfortable in addressing the harasser; or 3) the behavior is severe. Other avenues of redress available include filing a discrimination complaint with the Human Resource Office, Equal Employment Opportunity Program, at (619) 532-2392, or the Sexual Assault Prevention and Response Line at toll free 1-877-995-5247, or using either the administrative or negotiated grievance procedures, where applicable.

5. Refusal to accept sexual harassment is a key element to our values and culture of upholding the highest standards of personal conduct and leadership. Each supervisor is responsible and accountable for ensuring proper training and guidance is provided to his/her personnel, as well as taking proper action upon encountering any evidence of inappropriate conduct. Sexual harassment is unacceptable, inappropriate, demeaning, and will not be tolerated. I ask for your continued strong support so that NAVFAC Southwest can maintain an environment free from all forms of discrimination.



D. BANAJI

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