



DEPARTMENT OF THE NAVY  
U.S. FLEET FORCES COMMAND  
1562 MITSCHER AVENUE SUITE 250  
NORFOLK VA 23551-2487

1 May 2024

## U.S. FLEET FORCES COMMAND EQUAL EMPLOYMENT OPPORTUNITY / EQUAL OPPORTUNITY POLICY STATEMENT

1. I am personally and professionally committed to Equal Employment Opportunity(EEO)/Equal Opportunity (EO) at U.S. Fleet Forces Command (USFLTFORCOM), because it fosters a work environment free of discrimination and harassment.
2. EEO applies to all USFLTFORCOM civilian employees and applicants, regardless of race, color, religion, sex (including pregnancy, child birth, gender identity, and sexual orientation), national origin, age (40 and over), disability (physical and mental), genetic information (including family medical history), or reprisal for previous EEO activity. All military personnel are covered by EO regardless of race, color, religion, sex, sexual orientation, gender identity, and national origin.
3. EEO and EO are integral to personnel and employment programs, management practices, and decisions including merit promotion, recruitment/hiring, transfer, reassignments, training, career development, benefits, and separation. We must ensure all military personnel and civilian employees are free to compete on a fair and level playing field.
4. Any form of discrimination in the workplace will not be tolerated. In addition, reprisal against personnel engaged in protected activity will not be tolerated. Such allegations will be immediately investigated and if substantiated, appropriate action will be taken. We support the right of all employees to exercise their rights under civil rights statutes.
5. Leaders should empower employees with the means to reach their full career potential and judge them based on merit and ability. When issues arise, managers and supervisors are responsible and accountable for attempting resolution through informal and formal means.
6. I will make every effort to support the EEO Commission goals for the participation of qualified individuals with disabilities in our workforce and providing appropriate accommodations to employees in accordance with applicable laws and regulations.
7. Finally, through our efforts to maintain sensitivity to our cultural differences and valuing individual contributions, I am confident we will continue to accomplish our mission. All military personnel and civilian employees are responsible for adhering to EEO/EO principles and fostering an inclusive work environment. Your efforts towards these goals are greatly appreciated and essential to our success.
8. The USFLTFORCOM point of contact for military personnel is the Command Managed Equal Opportunity Advisor, number can be found in the Plan of the Week. The point of contact for civilian personnel is Mr. Elijah Ramsey, who can be reached at: (757) 396-2221 or personnel can use the EEO hotline at: (757) 396-7888. In addition, the Navy's EO/Sexual Harassment Advice Line is 1-800-253-0931.



D. L. CAUDLE



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**U.S. FLEET FORCES COMMAND ANTI-HARASSMENT POLICY STATEMENT**

1. I am personally and professionally committed to maintaining a work environment free of harassment. Maintaining a positive and harassment-free workplace is essential to mission accomplishment and requires an all hands effort.
2. Harassment is any unwelcome verbal or physical conduct, demonstrated on the basis of race, color, religion, sex (pregnancy, child birth, gender identity, and sexual orientation), national origin, genetic information (including family medical history), disability, or retaliation which is so severe or pervasive that it interferes with an individual's performance and creates an intimidating, hostile, or offensive working environment. Harassing behavior can include, but is not limited to epithets, slurs, jokes, name-calling, obscene gestures and sounds, obscene, vulgar, or abusive language, threatening, intimidating or hostile acts, physical assault, written or graphic material on Department of the Navy premises or circulated in the workplace, including electronically.
3. Sexual Harassment (SH) is defined as any repeated or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made either explicitly or implicitly a term of, or condition of, an individual's employment.
  - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual.
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
4. Employees who believe they are being harassed are encouraged but not required make it clear to the offender that such behavior is offensive, unwelcome, and must stop immediately. Employees should report inappropriate behavior to their chain of command. Anyone who observes or is made aware of possible harassment has an obligation to immediately report it to an appropriate supervisor.
5. It is my policy to protect any individual who reports actual or suspected incidents of harassment from retaliation. Managers who become aware of harassment have a duty to take all necessary investigatory and corrective actions and to protect privacy rights of individuals as required.
6. The U.S. Fleet Forces Command point of contact for military personnel is the Command Managed Equal Opportunity Advisor, number can be found in the Plan of the Week. The point of contact for civilian personnel is Mr. Elijah Ramsey, who can be reached at: (757) 396-2221 or personnel can use the Equal Employment Opportunity hotline at: (757) 396-7888. In addition, the Navy's Equal Opportunity/SH Advice Line is 1-800-253-0931.

  
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## U.S. FLEET FORCES COMMAND REASONABLE ACCOMMODATION POLICY STATEMENT

1. I am personally committed to ensuring processes are in place and followed to promote the employment and retention of Individuals with Disabilities.
2. I fully support the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended and the Americans with Disabilities Act of 1990. We will implement reasonable accommodations for employees and applicants who are qualified individuals with a disability as soon as reasonably possible, unless to do so would cause undue hardship. Managers, supervisors, and leaders will process requests for reasonable accommodation in compliance with Department of the Navy requirements.
3. An individual with a disability is someone who (1) has a mental or physical impairment that substantially limits one or more major life activity, (2) has a record of such impairment, or (3) is regarded as having such impairment. A qualified individual with a disability is someone who can perform the essential functions of the position in question with or without an accommodation, meets the requisite skills, experience, education, and other job related requirements of the position.
4. A reasonable accommodation is a change in the work environment or how jobs are customarily performed, to enable individuals with a disability to enjoy equal opportunities and access to benefits available to other individuals in the workplace.
5. The Pregnant Workers Fairness Act requires agencies to provide reasonable accommodations to employees or applicants with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship.
6. The U.S. Fleet Forces Command point of contact for Reasonable Accommodations is Ms. Damita Gabriel, who can be reached at: (757) 396-2218.

  
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**U.S. FLEET FORCES COMMAND ALTERNATIVE DISPUTE RESOLUTION  
POLICY STATEMENT**

1. U.S. Fleet Forces Command (USFLTFORCOM) offers voluntary Alternative Dispute Resolution (ADR) and Conflict Coaching to address conflicts, disputes, complaints, grievances, or other dissatisfactions arising in the workplace. Voluntary participation in this process will not adversely affect any individual's statutory and/or regulatory avenues of redress such as Equal Employment Opportunity (EEO) complaints, inspector general complaints, formal grievances, appeals, etc.
2. ADR is an effective method of resolving workplace dispute and is best described as assisted negotiations between two (or more) parties with neutral mediators facilitating the process but not representing either side of the dispute. ADR is one of the most powerful tools in resolving conflict in that two or more parties retain control over the decision-making process and agreements rather than relinquishing that power to a third-party adjudicator. It is particularly useful when the parties must continue some type of relationship (e.g., subordinate/supervisor work relationships or co-workers).
3. Conflict coaching is a structured and individualized process that facilitates enhanced awareness, knowledge, and competency for effectively engaging in and managing interpersonal conflict. Conflict coaching can help individuals build conflict management competence and confidence in one's own decisions.
4. Group facilitation is the process of guiding discussion and may include exploring issues, clarifying decision making criteria, asking questions to focus ideas, managing group dynamics, resolving conflict, and achieving outcomes fully supported by the participants.
5. To ensure prompt resolution of complaints at the earliest stage, I encourage all supervisors and managers to engage in ADR efforts requested by employees and when appropriate. Likewise, I strongly encourage all employees to consider voluntary ADR as a means of resolving EEO complaints or workplace disputes as they arise.
6. Civilians should report conflicts, disputes, or grievances arising in the workplace through their chain of command or the EEO office.
7. The USFLTFORCOM point of contact for ADR is Ms. Damita Gabriel, who can be reached at: (757) 396-2218.

  
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**U.S. FLEET FORCES COMMAND DIVERSITY POLICY STATEMENT**

1. Diversity and inclusion is a leadership and strategic imperative. It is the strength of the U.S. Fleet Forces Command (USFLTFORCOM) workforce. Diversity and Inclusion sparks innovation, incorporates fresh approaches, and is fundamental to full engagement and sustainable mission readiness.
2. The USFLTFORCOM workforce is diverse and comes from multiple and varied walks of life. Members of the workforce have different perspectives, attributes, talents, characteristics, backgrounds, diversity of thought, and experiences that are reflective of the nation we serve. We recognize and appreciate the efforts of our workforce; they are our most valued asset and we cannot accomplish our mission without them.
3. Our mission success and core values require us to ensure our workforce environment is not only diverse but also inclusive and enhances the potential and contributions of all employees by promoting equity and respect. Each of you, regardless of who you are and where you sit in our organization, play a key role in the success of USFLTFORCOM. Your creativity, unwavering commitment, collective experience, and collaboration make the difference between the command achieving optimal results or just getting the job done.
4. Mission execution, organizational culture, leadership, and reputation are the cornerstones defined primarily by the abilities and performance of the people in USFLTFORCOM. Embracing diversity strengthens sustainable mission accomplishment and helps to create a positive and inclusive environment where all employees have the opportunity to reach their full potential and maximize their contributions to the mission of USFLTFORCOM.
5. I am personally committed to driving change and ensuring the USFLTFORCOM provides an inclusive work environment that appreciates, values, and embraces the contributions of every member of our diverse command. I urge you to help me identify, attract, develop, recruit, and retain a diverse, high performing command by treating one another with dignity and respect and actively looking for ways to achieve the full potential of all employees.
6. Our core values of Honor, Courage, and Commitment are fundamental to our individual and collective success. Be the example. Live these values every day.
7. The USFLTFORCOM point of contact for Diversity and Inclusion is Ms. Raquel E. Victoriano, who can be reached at: (757) 396-1681.

  
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