



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

IN REPLY REFER TO

12713

00

29 Jul 22

From: Commanding Officer, Naval Facilities Engineering Systems Command Southwest

Subj: EQUAL EMPLOYMENT OPPORTUNITY AND PERSONAL CONDUCT
POLICY STATEMENT

Ref: (a) Civilian Human Resources Manual (CHRM) §1606
(b) 29 Code of Federal Regulations (CFR) §1614

1. Pursuant to references (a) and (b), 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, sex, age, reprisal, genetic information, or physical or mental disabilities. NAVFAC Southwest's EEO goals and objectives fully support this policy.

2. As the Command EEO/EO Officer for NAVFAC Southwest, it is my desire to resolve EEO issues at the lowest level within the chain of command as quickly as possible. All individuals have the right to present an allegation of discrimination without fear of intimidation, reprisal or harassment. Baseless accusations, however, are unhelpful, detract from mission accomplishment and erode healthy working relationships. An informal and formal complaint process is available and all complaints will be aggressively investigated and appropriate corrective action will be taken. Every effort will be made to resolve complaints at the earliest opportunity, including use of Alternate Dispute Resolution techniques, however, there is no requirement to attempt informal resolution prior to filing a formal claim. Individuals determined to have committed acts of discrimination after a complete investigation and review will be subject to the full range of disciplinary action, as appropriate.

3. Our strength as an organization is dependent on empowering our people to achieve their highest potential. The diversity of our workforce is a critical enabler that dramatically improves our effectiveness as a Command. Recognizing and fostering the inherent worth of every member of our team requires the personal commitment of every one of us.

4. While proper personal conduct is the responsibility of every employee, achieving our command objectives is a leadership responsibility. I expect every supervisor to support these objectives fully and to be personally involved in the EEO and EO programs. The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (the No FEAR Act) supports our antidiscrimination laws by assigning accountability for failure to comply and to assure employee rights under existing discrimination and whistleblower attributes. It is my policy that fair and equitable treatment is not only the law, it is the right thing to do and is expected from every member of the command.

5. For information concerning EEO processing, to include filing a discrimination complaint with the EEO Office within forty-five (45) calendar days of the incident. For more information, contact the NAVFAC Southwest's Deputy Director, Equal Employment Opportunity (EEO) Officer by email: NAVFAC_SW_Equal_Employment_Office_UD@us.navy.mil or (619) 532-1816.

L. SCOTT

Distribution:
ALL NAVFAC SW Personnel

Enclosure (1)



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29 Jul 22

From: Commanding Officer, Naval Facilities Engineering Systems Command Southwest

Subj: DISCRIMINATION AND HARASSMENT POLICY STATEMENT

Ref: (a) OPNAVINST 5300.13 of 24 Jul 17
(b) Alternative Dispute Resolution Act of 1996

1. Pursuant to references (a) and (b), harassment in the work place is prohibited. Furthermore, it is NAVFAC Southwest's policy to maintain a work environment that is free from harassment based on race, color, religions, sex, national origin, age, disability (mental or physical), genetics, and from retaliatory harassment based on opposition to discrimination or participation in the discrimination complaint process. I will not tolerate harassment or any other form of unlawful retaliation against any employee for reporting matters under this policy, or for assisting in any inquiry about such a report. Harassment is any unwelcome verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment), national origin, age (40 and over), disability (mental or physical), genetics, or retaliation for prior EEO activity.

2. As Commanding Officer for the Naval Facilities Engineering Systems Command (NAVFAC) Southwest, I want to ensure that all personnel (military and civilian) clearly understand that any form of harassment in the workplace is **unacceptable**, is in direct conflict with our core values, and **will not be tolerated**.

3. All employees at NAVFAC Southwest are entitled to work in an environment that is free from all forms of harassment. Sexual harassment is particularly demeaning, inappropriate, and unacceptable, and no one should experience this type of behavior. Any employee who feels that they have been subjected to harassment should promptly follow the available Command procedures for reporting harassment, without fear of retribution. Rest assured that allegations of harassment will be promptly investigated and that appropriate action will be taken when such allegations are substantiated. I expect supervisors and other management officials to act promptly and effectively to correct any harassment occurring in the workplace and to create and maintain a professional work environment.

4. All NAVFAC Southwest personnel are responsible for implementing this policy and for cooperating fully in its enforcement. We each play a role in creating a work environment that is free from discrimination or harassment. Employees **must not** engage in any form of harassing conduct. Each and every one of us shares in the responsibility to ensure that our actions demonstrate our commitment to prevention and elimination of harassment.

5. Prevention of harassment contributes to our ability to recruit, develop, and retain the best and the brightest across the total force. For more information, contact the NAVFAC Southwest's Deputy Director, Equal Employment Opportunity (EEO) Officer by email: NAVFAC_SW_Equal_Employment_Office_UD@us.navy.mil or (619) 532-1816.

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Enclosure (2)



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29 Jul 22

From: Commanding Officer, Naval Facilities Engineering Systems Command Southwest

Subj: ALTERNATIVE DISPUTE RESOLUTION POLICY STATEMENT

Ref: (a) Civilian Human Resources Manual (CHRM) §773
(b) Alternative Dispute Resolution Act of 1996
(c) 5 U.S.C. 572§

1. Pursuant to references (a) through (c), the Alternative Dispute Resolution (ADR) Act of 1996 encourages Federal agencies to use ADR methods to address and resolve workplace disputes. Conflicts or disputes arise in the workplace for various reasons, including perceived miscommunications or misunderstandings. All activities have conflict, but it is the way in which conflicts or disputes are managed that prevents a workplace from becoming hostile. Early intervention and resolution can result in strengthened communication and morale and the rebuilding of working relationships between co-workers, subordinates, and supervisors.

2. As Commanding Officer for the Naval Facilities Engineering Systems Command (NAVFAC) Southwest, I want to emphasize my commitment to the Department of the Navy's voluntary ADR Program. ADR provides an option to address conflicts, disputes, grievances, complaints or other dissatisfactions arising in the workplace in a creative, effective, and efficient manner. Voluntary participation in this process does not adversely affect any individual's statutory and/or regulatory avenues of redress such as Equal Employment Opportunity (EEO) complaints, formal grievances, and appeals.

3. Voluntary ADR is an effective method of resolving workplace conflict through assisted negotiations between two (or more) parties with an impartial mediator facilitating the process. It is a private process with each party empowered to decline further discussion and to independently determine whether an agreement is possible or necessary. ADR is a powerful tool in resolving conflicts in that the parties retain control over decisions and agreements rather than relinquishing power to a third party adjudicator. To ensure prompt resolution of a workplace dispute or complaint at the earliest stage, I ask that all supervisors and managers support this program and engage in ADR efforts when requested by your employees.

4. I strongly encourage all employees to consider voluntary ADR as a means of resolving workplace dissatisfactions as they arise. For further information regarding the ADR process, contact the ADR Coordinator by email: NAVFAC_SW_Equal_Employment_Office_UD@us.navy.mil or (619) 532-2457.

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Enclosure (3)



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29 Jul 22

From: Commanding Officer, Naval Facilities Engineering Systems Command Southwest

Subj: REASONABLE ACCOMMODATION POLICY STATEMENT

Ref: (a) Civilian Human Resources Manual (CHRM) §1606
(b) Rehabilitation Act of 1973
(c) Executive Order 13164

1. Pursuant to references (a) through (c), it is policy of the United States Government and the Department of the Navy (DON) to provide reasonable accommodation (RA) to qualified employees and applicants with disabilities. An effective reasonable accommodation policy is an important aspect of DON's commitment to create employment opportunities for individuals with disabilities.
2. As Commanding Officer for the Naval Facilities Engineering Systems Command (NAVFAC) Southwest, I am personally and fully committed to providing reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause an undue hardship.
3. All NAVFAC Southwest military and civilian supervisors and employees will make every effort to provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause an undue hardship.
4. It is NAVFAC Southwest policy to reassign a qualified employee with a disability to a vacant, funded position within the agency if the employee is unable to perform the essential functions of their present position with or without reasonable accommodation because of their disability and is able to perform the essential functions of the identified position, with or without reasonable accommodation.
5. 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.
6. For further information regarding the RA process, contact the RA Coordinator by email: NAVFAC_SW_Equal_Employment_Office_UD@us.navy.mil or (619) 532-2361.

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Enclosure (4)



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From: Commanding Officer, Naval Facilities Engineering Systems Command Southwest

Subj: DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY POLICY STATEMENT

1. As Commanding Officer, Naval Facilities Engineering Systems Command Southwest, I am personally committed to recruiting, developing and sustaining a diverse workforce. Diversity encompasses not only the traditional categories of race, color, religion, age, gender, disability, and national origin, but also all the different characteristics and attributes of individuals that enhance the mission readiness of NAVFAC Southwest and that strengthen the capabilities of our workforce. Furthermore, I fully support the Navy's inclusion of persons with disabilities and wounded warriors.
2. All employees, applicants, and military personnel are valued members of the NAVFAC Southwest team.
3. Diversity is viewed throughout the workforce as a force multiplier to accomplish our mission. Valuing and integrating the different perspectives of our workforce into how we support the Fleet, Fighter, and Family will enable their sense of belonging and inclusion. Consistent with Navy policy, we need to encourage and facilitate a work environment, which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute to how we make decisions. NAVFAC Southwest already has these attributes, but we will continue leverage our commitment to the excellence and fair treatment of all.
4. I am confident that through teamwork and sensitivity to each other's differences, we will enhance our ability to leverage everyone's strengths and accomplish the mission of the Department of Navy and NAVFAC Southwest. Our commitment to diversity, equity, and inclusion is the foundation to building our workforce.
5. For information concerning diversity, equity, inclusion and accessibility, contact the NAVFAC Southwest Deputy Equal Employment Opportunity (DEEO) Officer by email: NAVFAC_SW_HR_Equal_Employment_Office@navy.mil or (619) 705-4152.

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This policy is available electronically only via NAVFAC Southwest portal

Enclosure (5)



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IN REPLY REFER TO

5355

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29 Jul 22

From: Commanding Officer, Naval Facilities Engineering Systems Command Southwest

Subj: DRUG-FREE WORKPLACE POLICY

1. As Commanding Officer, I want to highlight the benefits on what the Drug-Free Workplace Program brings to employers, workers and communities. Employees having a substance abuse problem are encouraged to seek assistance with the NAVFAC Program. The use of illegal drugs is "zero" tolerance so we must work towards making every day a drug-free work day!
2. A drug-free workplace protect employers and employees alike from the potentially devastating consequences of worker alcohol or drug abuse. Establishing policies, educating about the dangers of alcohol and drug use, deterring, detecting and urging people to seek help for alcohol and drug problems are smart safety and business strategy.
3. All employees are expected to refrain from illegal drug use. Disciplinary action, including removal from federal service, will be initiated for the first failure to remain drug-free. It is time to reinforce the importance of working drug-free in positive, proactive ways.
4. If you, a co-worker, or a family member needs help with a substance abuse issue, NAVFAC Southwest can help. The Department of the Navy values its civilian employees and their extraordinary contribution to the mission. To support employees and their families, the Department of the Navy implemented an enterprise-wide Civilian Employees Assistance Program (CEAP) which includes an extensive work life program. Employees can access program information and data online at : <https://magellanascend.com>. On the top right of the page select "Find My Company | Log in," type "Navy" into the search box and select "Department of the Navy." Confidential assistance is available 24 hours a day, 7 days a week at a toll free number: 1.844.366.2327.
5. The NAVFAC Southwest Drug-Free Workplace Program Managers are Ms. Emily Friesen, 619-705-5078 and Ms. Cheryl Acosta, 619-705-5097.



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