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21 Aug 18

## MEMORANDUM

From: Director, Fleet and Family Readiness (N9)

To: Non-appropriated Fund Fleet and Family Readiness Employees

Subj: FLEET AND FAMILY READINESS NON APPROPRIATED FUND EQUAL  
EMPLOYMENT OPPORTUNITY STATEMENT

1. The Commander, Navy Installations Command (CNIC) Fleet and Family Readiness (FFR) is a premiere organization that provides essential support services to Sailors, Soldiers, Airmen, Civilians and their families. We value the contributions of all employees by committing to treat them with respect and recognizing the importance of equal employment opportunity (EEO). VADM Jackson and I are both committed to EEO and will hold every employee, including managers and supervisors, accountable for discriminatory practices and behaviors. It is FFR policy to consistently adhere to established personnel practices for all regardless of race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, disability, and genetic information.
2. FFR has no tolerance for discrimination and harassment in any form – sexual or nonsexual. It is inconsistent with our organizational values. Unlawful harassment includes unwelcome and inappropriate workplace conduct that becomes a term or condition of continued employment, or that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Discriminatory harassment should immediately be reported to any supervisor in your chain of command, the Nonappropriated Fund (NAF) Human Resources Office, or the servicing EEO Office. Retaliation for reporting harassment or using the EEO complaint process will not be tolerated. Once reported, allegations will be investigated promptly and corrective action taken where warranted.
3. If you believe that discrimination has occurred in your work environment or during the application process, you must contact the EEO office to use designated complaint procedures. Contact must be made within 45 calendar days of the discriminatory incident or personnel action. NAF employees should contact the CNIC NAF EEO Service Center at (866) 295-0320 or e-mail: [MILL\\_CNIC\\_NAF\\_EEO@navy.mil](mailto:MILL_CNIC_NAF_EEO@navy.mil).
4. The FFR community strives to be a model employer and, with you, I am committed to cultivating an environment where our employees can excel.
5. This FFR EEO Policy Statement Memorandum supersedes the EEO policy for NAF Employees dated 27 July 2016.

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6. My point of contact is Dr. Pamela Ray, who may be reached at (901) 581-2383 or e-mail:  
j.pamela.ray@navy.mil.



E. J. CANNON

Distribution:  
FF4 (N91, N92, N93, N94, N95)  
FF4A (N9)