



## DEPARTMENT OF THE NAVY

NAVAL ACQUISITION CAREER CENTER  
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5354  
D/0012  
23 April 2015

From: Director, Naval Acquisition Career Center, Mechanicsburg, PA  
To: Naval Acquisition Development Program (NADP) Employees

Subj: SEXUAL HARASSMENT POLICY STATEMENT

1. This memorandum reinforces the Naval Acquisition Career Center (NACC) commitment to ensure that all employees are guaranteed a work environment free from sexual harassment.
2. I fully support the Department of the Navy's (DON) Prevention of Sexual Harassment Policy and the mandatory annual training requirements.
3. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other unwelcome deliberate or repeated offensive comments, gestures or physical conduct of a sexual nature.
4. Sexual harassment is contrary to good morale and discipline, violates both civil and criminal law and will not be tolerated in this organization. It also runs counter to my personal and professional beliefs which emphasize respect for the individual and seek support for both personal and professional growth. Accordingly, all employees will be held accountable for fostering a climate free of sexual harassment.
5. Employees who perceive they are victims of sexual harassment are encouraged to use informal measures such as confronting the offending party, reporting the incident to their Supervisor, Career Manager at NACC or Equal Employment Opportunity (EEO) Intake Specialist at 850-452-4180.
6. Additional information can be found at:  
<http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/EEOOCHR.aspx>

A handwritten signature in black ink, appearing to read "HUGH C. SMITH".

HUGH C. SMITH