



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 12720.1B
(HRO-PEN)

APR 28 1995

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 12720.1B

From: Commander, Naval Training Center, Great Lakes

Subj: DEPARTMENT OF THE NAVY (DON) CIVILIAN TRAINING REQUIREMENTS
FOR PREVENTION OF SEXUAL HARASSMENT (POSH)

Ref: (a) CPI 720
(b) SECNAVINST 5300.26B

1. Purpose. To provide updated information on DON POSH training requirements.

2. Cancellation. NTCGLAKESINST 12720.1A.

3. Scope. This instruction applies to all Navy activities serviced by the Human Resources Office - Pensacola (HRO-PEN), Great Lakes Service Center as well as those non-appropriated fund entities receiving Equal Employment Opportunity services.

4. Background. Reference (a) contains POSH training requirements for Department of the Navy (DoN) civilian personnel. Reference (b) modifies and expands POSH initiatives to include additional educational training requirements in the areas of identification, prevention, resolution, and elimination of sexual harassment.

5. Policy. The Commander, Naval Training Center (CNTC) is committed to maintaining a work environment free from unlawful discriminatory practices and inappropriate behavior to assure all personnel are treated fairly, with dignity and respect. Leadership is the key to eliminating all forms of unlawful discrimination, including sexual harassment. In support of this commitment, it is the DON and CNTC policy that, as a minimum, all civilian personnel will be educated and trained in POSH upon accession (within 90 days to the extent possible) and annually thereafter, in the areas of identification, prevention, resolution, and elimination of sexual harassment. The training program used will include the requirements set forth in reference (b) as well as any other subsequent materials provided by DON.

6. Action. To comply with DON requirements and the policy of CNTC, the following actions shall be taken by NTC commands serviced by the HRO-PEN, Great Lakes Service Center.

a. Activity heads will assure all new employees attend New Employee Orientation within 90 days of accession, to the extent possible, where they will receive POSH training.

b. Activity heads will assure annual POSH training for all employees. Training will include any requirements set annually by DoN.

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c. Additional training materials are available for loan from the EEO Branch of the HRO-PEN, Great Lakes Service Center in order to meet the CNTC commitment of ongoing training in POSH.


J. E. SANDKNOP
By direction

Distribution:

NTCGLAKESINST 5216.5M

Lists I, II (Case A), III-A, B, C and V