Team Monterey,

Summer in the Northern hemisphere begins on Sunday 22 June with Solstice at 8:32 PM PT.

“In early June the world of leaf and blade and flowers explode, and every sunset is different.”

- John Steinbeck

Fly Navy!

Captain Paul Dale

NSAM Warriors,

In honor of Memorial Day, let me share with you an excerpt from The Fallen Soldier: “This Memorial Day, remember me—the fallen warrior. And remember me not for my sake, but for yours. Remember what I sacrificed so you can truly appreciate the incredible treasures you have: Life. Liberty. The pursuit of happiness. You have the joys of life—the joys that I gave up so that you can relish in them: a cool wind in the air…the gentle spring grass on your bare feet…the warm summer sun on your face. Family. Friends. And freedom. Never forget where it all came from. It came from sacrifice—the supreme sacrifice. Live a life that honors us, the fallen heroes. Remember us. And make every day…Memorial Day.”

-Jocko Willink

Very respectfully,

ITC Christian Pinon
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<thead>
<tr>
<th>CIVILIAN OF THE YEAR (FY20)</th>
<th>CIVILIAN OF THE QUARTER (FY21 Q2)</th>
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<tbody>
<tr>
<td>Austin Daniels, Senior Level</td>
<td>Thomas B. Davis, Mid-Level</td>
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<td>Dwayne Williford, Mid-Level</td>
<td>Rosalinda B. Arreola, Junior Level</td>
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<td>Jessica Dixon, Junior Level</td>
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**ADMINISTRATIVE NOTES**

1. **OMBUDSMAN MESSAGE.**

Dear NSAM Family,

It is my pleasure to join you as the new Command Family Ombudsman. I would like to take this opportunity to give a brief introduction of myself and what you can expect from me in this role.

I recently moved to Monterey last fall to join my husband, Christian (Ian) Pinon. While I am fairly new to the Navy life as a spouse, I am familiar with military life by being in the Army National Guard for 6 years. My civilian job is a Human Resources Manager where I interact with employees regarding their benefits, onboard new employees and process separations.

An Ombudsman is a volunteer designated by the CO to serve as a link between the Command and Sailors' families by providing information, links to resources, and being available for questions, especially when Sailors may not be reachable due to a mission. In case of emergencies such as natural disasters, the Ombudsman will be involved in checking up on the families and assist with dissemination of information and resources. I am here to support the Command’s mission. I am proud to serve the Command and its families - yes, significant others included (I've been there! It's not always great). I am committed to serving you with the highest standard of professionalism and confidentiality.

Please feel free to reach me by phone (831-236-7020) or email (danielle.pinon@nps.edu). I hope that many of you introduce yourselves and hopefully soon we will meet at in-person events. And finally, I want to thank CAPT Dale for welcoming and entrusting me with the role of Command Family Ombudsman.

Respectfully,

Danielle de Asis-Piñon
Command Family Ombudsman
Naval Support Activity Monterey
271 Stone Road
Monterey CA 93943
831-236-7020
danielle.pinon@nps.edu

2. **COVID SPECIAL LEAVE ACCRUAL (SLA) AND USE-OR-LOSE:** The original UNSECDEF Memo authorizing “up to” 120 max leave carryover may have been misinterpreted that all members may now carryover that number of days. That is not the case.

- First and foremost, check the “use-or-lose” block on your LES. If it’s showing a number, you need to use that number of days prior to 1 Oct 2021 or it will be lost.
- Leave accrued beginning 1 Oct 2020 is NOT at this time protected and is subject to use-or-lose under the traditional max carryover rule of 60 days.
- COVID-specific SLA is for the period 11 Mar 2020 to 30 Sep 2020.
- If you carried over more than 60 days of leave on 1 Oct 2020, a number over 60 will reflect as “COMBAT ZONE LV CARRYOVER BAL” in the comments section of your LES. This number MINUS 60 days of traditional max carryover EQUALS the number of SLA days you have to use before 1 Oct 2023.
- If you did not carry over 60 or more days beyond 1 Oct 2020, SLA will not apply, and you are limited to the traditional 60 days max carryover each Fiscal Year.
- If your leave balance drops below 60, the comment about SLA will no longer appear on your LES and you are limited to 60 days max carryover from that point forward.
- In order to use the SLA days, you must first use the “regular” leave days that have accrued beginning and subsequent to 1 Oct 2020 (“last-in-first-out”).


Feel free to contact Admin if you have specific questions or want to go over the numbers appearing on your LES for your specific situation.

3. **U.S. NAVAL COMMUNITY COLLEGE**

The U.S. Naval Community College will advance warfighting and enhance operational readiness by providing world-class, naval-relevant education to a globally deployed force. USNCC will develop warfighters across the force who are committed to lifelong learning, are steeped in naval traditions and values, have sound ethical decision-making ability, possess improved critical thinking and technical skills and have a deep understanding of the complex maritime environment in which they operate. For those Sailors and Marines who wish to explore or take advantage of the U.S. Naval Community College degree programs as part of Pilot II and beyond, they can request more info by registering on the USNCC website at [https://www.usncc.edu](https://www.usncc.edu)

4. **DOCUMENTING COVID VACCINES.** From Naval Medical Administrative Unit: If you have Navy and Marine Corps active duty personnel who receive their vaccine in town, please have them submit a copy of their vaccine card and DoD ID to HM1 Brian Sutton at brian.t.sutton2.mil@mail.mil and HM1 Elston Stewart at elston.c.stewart.mil@mail.mil

This will enable NMAU personnel to document their vaccine in the Navy Readiness System. Thank you.

5. **DELAYED RECEIPT OF HARDCOPY ORDERS.** From PERS-405 Detailing: “We have received numerous phone calls and emails from our Sailors in the fleet in regards to a timeline for their hard copy orders. Unfortunately, due to monetary constraints, NPC is only releasing orders around a month out from transfer for Sailors with schools en route. We understand that this is frustrating because this negates personnel.
from starting transfer related events. This is a problem that frustrates the Detailers as well, but ultimately this is the current fiscal environment we are in. All Detailers from every rating, are pushing orders out accordingly. If a Sailor finds themselves in a bind, please do not hesitate to contact their detailer. For special circumstances, we can issue LOI’s to help complete certain areas of transfer (i.e. Screenings).

6. NAVPERS 15665I VERBIAGE CHANGE. NAVADMIN 072/21 announces a series of uniform policy changes aimed to enhance clarity, interpretation and application of uniform policies found in reference by deleting subjective terms and phrases that lead to inconsistent application of uniform standards. The following update of terms, phrases and definitions in Navy grooming and appearance policies is directed:

- Faddish (delete term)
- Good Taste (delete term)
- Eccentric/Eccentricities (delete term)
- Complement the Individual (delete term)
- Complement the Skin Tone (delete term)
- Smartness (delete term)
- conspicuous/in conspicuous (delete term)
- Professional Appearance (revise term)
- Complementary Appearance (add term and definition)
- Professional Military Appearance (add term)
- Uniform Distraction (add term and definition)

7. USFF/NAVNORTH FRAGO 20-024.013 (and updates). With the transition to HPCON BRAVO, some of the restrictions associated with HPCON CHARLIE, acknowledged in Pg13’s signed by all members, are no longer applicable. Per NAVADMIN 073/21, all are reminded that adherence to Federal, State, and local health protection mandates is still required.

8. TEMPORARY ACCEPTANCE OF EXPIRED ID CARDS. Pursuant to an Office of Secretary of Defense memorandum and the PERS-23 Navy ICA Services (aka CAC/DEERS Office), acceptance of an expired USID card (aka Teslin card) for access to DoD installations has been further extended until June 30, 2021. The printed expiration date on qualifying Uniformed Services Identification (USID) cards must be January 1, 2020, or later, and the USID must be verified successfully using DBIDS.

9. OFF-LIMIT AREAS. Per CNRSW message DTG 281912Z APR 21, the following locations in the Monterey area are off-limits for military personnel:

- MARY JANES NOVELTIES, Monterey
- NORCAL SMOKE SHOP, Monterey
- TWISTED ROOTS, Monterey
- TWISTED ROOTS, Marina
- SANTA CRUZ PATIENT COLLECTIVE, Santa Cruz
- WAMM: WO/MENS ALLIANCE FOR MEDICAL MARIJUA NA, Santa Cruz
- INDIAN SUMMER, Monterey
- MIKES SMOKE SHOP, Castroville
- MONTEREY BAY ALTERNATIVE MEDICINE, Del Rey Oaks
- HEIDROMAMA, Carmel Valley
- BIG SUR CANNA BOTANICALS, Carmel

In addition to abiding by the off-limits orders, personnel are reminded to adhere to all COVID-19 policies and restrictions currently in effect.

NSAM directives and admin resources can be found at the installation Intranet website ("Admin") or the CNRSW G2 website ("About CNIC / Directives and Forms").

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<td>4500.1B Local Area Definition</td>
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<td>ALNAV 042/21 SECNAV Memorial Day Statement</td>
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<td>096/21 Battle of Midway Commemoration Planning Order</td>
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<td>088/21 SARS/COVID Vaccination and Reporting Update</td>
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<td>087/21 FY21 Early Release from AD in Lieu of Forced Conversion Eligibility Criteria</td>
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<td>086/21 Adjusting HPCON and Base Services</td>
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**ANTITERRORISM**

AT LEVEL 1 TRAINING. The Antiterrorism Officer offers in-person Antiterrorism (AT) Level 1 Training to all military members (US and foreign), DoD civilians, and their families. Like the online version, this in-person training satisfies the mandatory annual training requirement. For details, please contact the ATO, Thomas Davis, (831) 656-7555, thomas.davis@nps.edu.

**COVID**

Per NAVADMIN 095/21, mask wear for fully immunized personnel (two weeks beyond final dose) is no longer required indoors or outdoors at DoD facilities. Immunized personnel should continue to comply with Centers for Disease Control and Prevention guidance regarding areas where masks should be worn. This guidance applies only to fully immunized personnel.

Commanders and supervisors should not ask about an employee's vaccination status.

The best available medical and scientific data on risk to mission and current CDC guidance are available at: https://www.cdc.gov/coronavirus/2019-ncov/index.html.


To get the latest country travel advisories/restrictions from CDC visit their website at https://wwwnc.cdc.gov/travel/notices.

See COVID vaccination fact sheet, attached below.

**HUMAN RESOURCES**

1. **ADMIN LEAVE FOR COVID VACCINE.**
   - DoD employees shall be granted up to four hours of administrative leave to receive COVID-19 vaccinations, per vaccination event. Admin Leave is granted for time spent traveling to and from the vaccination location, time spent at the vaccination location, and if needed, a reasonable amount of recovery time.
   - Employees who experience an adverse reaction to a COVID-19 vaccination shall be granted no more than two workdays of administrative leave for recovery, per vaccination dose.
   - Employees should use leave code ‘LN’ with the environmental/hazard/other code ‘PF’ to record administrative leave for COVID-19 vaccinations and recovery.
   - Guidance for the use of Emergency Paid Leave (EPL) under the American Rescue Plan Act of 2021 will be issued under separate policy.

2. **EMERGENCY FEDERAL EMPLOYEE LEAVE (COVID).** Recently passed American Rescue Plan Act of 2021 (ARPA) provides, under Title IV Section 4001 of the legislation, funding for Emergency Federal Employee Leave (EFEL) if they experience a COVID-19 related absence which qualifies. Those employees wishing to request EMERGENCY FEDERAL EMPLOYEE LEAVE (EFEL) should request the form from HR and document their approved leave in SLCADA as “LV” for Type Hour Code. In addition, include a note that reflects the hours as “EPL” (emergency paid leave) in the remarks section of the request for tracking purposes. The paid leave is subject to available funds.

3. **CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP).** Counseling and other services are available: (1-844-366-2327, magellanascend.com). See flyer, attached below.

**INSPECTOR GENERAL**

See NSAM/CNRSW/CNIC/DOD IG contact information attached below.

**MEDICAL**

If you have Navy and Marine Corps active duty personnel who receive a vaccine in town, please submit a copy of the vaccine card and DoD ID to HM1 Brian Sutton at briant.sutton2.mil@mail.mil and HM1 Elston Stewart at elston.c.stewart.mil@mail.mil

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JOB OPENINGS AT FLEET AND FAMILY READINESS (FFR): FFR is hiring with postings on USA Jobs, Indeed, and Craig’s List. The minimum requirement for application in nearly all cases, i.e. Child Care Center / Student Age Care Center, is 18 years of age, graduated from High School, and ability to pass the National Agency Background check. In addition, DoD child care workforce members, per Secretary of Defense Directive, receive the highest priority placement for care of their children within the DoD network. NSA Monterey has a local FFR Human Resource (HR) point of contact for those desiring more information - Carrie Cota, email cecota@nps.edu, and office phone 831-656-3472.

PHYSICAL SECURITY OFFICER
SECURITY EDUCATION PROGRAM. Anyone requiring information on Crime Prevention, Loss Prevention, Theft Prevention, Operation ID, Neighborhood Watch, General Security Safety and Awareness Information, or any other Installation-specific security procedures, please contact Mr. David Gallardo, Physical Security Specialist: dsgallar@nps.edu, 831-656-7544.

PRIVACY ACT
Resources for Privacy Act, Personally Identifiable Information, and safeguarding emails containing PA/PII information can be found at the DON Chief Information Officer website: https://www.doncio.navy.mil/ContentView.aspx?ID=1877

RECORDS MANAGEMENT
All personnel detaching from the command must complete a Records Management check-out sheet to ensure all government records in their possession are properly accounted for, stored properly, and appropriately accessible following the individual’s departure. The RM check-out sheet, along with the command check-out sheet, is turned in to Command Admin upon departure.

SAFETY
Please see Supervisor Monthly Safety Talk flyer on “Mishaps” attached below.

SEXUAL Assault Prevention and Response
It is never a better time, to have BBQ’s and gatherings with friends and family, then during the summer months. During these gatherings, alcohol is usually present. As a reminder, alcohol can inhibit a person’s physical and mental abilities. In the context of sexual assault, this means that alcohol may make it easier for a perpetrator to commit a crime and can even prevent someone from remembering that the assault occurred.

These tips can help you feel safer and may reduce the risk of something happening. Though it is best to stay safe while under the influence of alcohol, it’s important to remember that sexual assault is never the victim’s fault, regardless of whether they were sober or under the influence of drugs or alcohol when it occurred.

Keep an eye on your friends. Have a backup plan. Know what you’re drinking. Trust your instincts. Don’t leave a drink unattended. Don’t accept drinks from people you don’t know or trust. Check in with yourself. Be aware of sudden changes in the way your body feels.

For more information visit: https://www.rainn.org/articles/alcohol-safety

Even if you were consuming alcohol when a sexual assault occurred, remember it was not your fault. You are not alone. To speak with someone who is trained to help, call DoD Safe Helpline at 877-995-5247. For your local area SAPR team, call either of the confidential 24/7 numbers below:

NSAM Unit Victim Advocate: 831-760-2329
NSAM SARC: 831-760-0020

SECURITY (INFO/PERSO NNEL/INDUSTRIAL)
INVESTIGATION NOTE - TIER 3 (T3). The ‘Tier 3’ or ‘T3’ is the personnel security investigation (background investigation) standard that is required for civilian personnel who have never worked for the U.S. Federal Government (first time federal employment). The T3 meets the investigative requirements for both appointment to non-critical sensitive positions and for eligibility to access Confidential or Secret level national security information. The T3 combines the condition of employment and suitability determination within the U.S. Federal Government in accordance with Executive Order (EO) 10450, and is used to determine security clearance eligibility as directed by EO 12968.

VOTING ASSISTANCE RESPONSIBILITY = VOTING
The U.S. Navy’s Voting Assistance Program (NVAP) consists of providing voting and enfranchisement assistance to all Navy personnel, Department of the Navy employees and their families around the world. NVAP helps ensure that all Navy personnel receive timely and accurate information regarding state and federal elections. Due to the overall importance of the right for all Department of the Navy personnel and their families to register and vote, the Secretary of Defense has mandated that service members and their families have access to election information and materials 24-hours a day,

MWR / QUALITY OF LIFE EVENTS
https://monterey.navylifesw.com/
Please see program flyers sent separately.

Mishaps
Upcoming special elections for federal office:
The following states have elections in the next 90 days:

June 1, 2021: New Mexico Special Election in U.S. Congressional District 1*
July 27, 2021: Texas Special Runoff Election in U.S. Congressional District 6**
August 3, 2021: Ohio Special Primary Election in U.S. Congressional District 11 & 15***

*The State of New Mexico will conduct a special election on Tuesday, June 1, 2021, to fill a vacancy for the 1st Congressional District, which includes all of Torrance and parts of Bernalillo, Sandoval, Santa Fe, and Valencia counties. The registration deadline was May 5, but New Mexico voters already registered can use the FPCA to request their absentee ballot up until May 25. All ballots must be returned to the appropriate election office by EMAIL, MAIL, or FAX so that they are received by 7PM, June 1. Detailed instructions and county contact information are available at fvap.gov/new-mexico.

**The State of Texas will conduct a special runoff election on Tuesday, July 27, 2021, to fill a vacancy for the 6th Congressional District, which includes parts of Ellis and Navarro counties and a portion of Tarrant County. Service members, eligible family members, and overseas citizens who are registering to vote for the first time can use the automated Federal Post Card Application (FPCA) completion tool available at fvap.gov/FPCA or use the fillable PDF version. Voters can send their completed and signed FPCA to their local election office by EMAIL, MAIL, or FAX by July 6. Ohio voters already registered can use the FPCA to request their absentee ballot up until 12PM on July 31. Voters who receive their absentee ballot must send it by MAIL by 12:01 AM, August 3, 2021. Detailed instructions and county contact information are available at fvap.gov/ohio.

Voters from all states can verify the status of their voting materials by contacting their election office directly.

Voters who do not receive their requested ballot in time to return it by the ballot return deadline can send the Federal Write-In Absentee Ballot (FWAB) to their election office as a backup ballot. If the voter’s official absentee ballot arrives after sending in the FWAB, he or she may complete and submit the official ballot, too. Only one ballot will be counted.

FVAP offers an email-to-fax forwarding service for voters from states that do not allow email return of voted ballots. Voters who do not have access to a fax machine can email their completed ballot to fax@FVAP.gov and FVAP will forward the ballot as a fax to the appropriate election office.

If you would like more information on the Federal Voting Assistance Program, or need help with the absentee voting process, please go to FVAP.gov, call 703-588-1584 (toll free 1-800-438-VOTE or DSN 425-1584), or email (vote@fvap.gov).

The Installation Voting Assistance Office (IVAO) remains open to serve customers: cabrowni@nps.edu / nsam.vote@nps.edu, (831) 656-6988, Bldg 271, Rm 115, 0800-1600 M-F.

S. R. CUSUMANO
REASONS TO CHOOSE A COVID-19 VACCINE

1. A vaccine builds an immune response that protects your health and the health of other people.

2. The COVID-19 vaccines are safe and effective. They do not contain SARS-CoV-2, and there is no live virus. The 2017-2018 flu season was the worst in the last 10 years, resulting in 61,000 American deaths. COVID-19 has killed more than 500,000 Americans.

3. Clinical trials for COVID-19 vaccines were five times larger than normal drug testing standards. For example, normal clinical trials have a few hundred to few thousand participants vs. over 30,000 participants just for the Moderna vaccine.

4. Early evidence suggests natural immunity from COVID-19 may not last long. The vaccine may help you develop a more lasting immune response and protect against some variants.

5. The New England Journal of Medicine released a report that studied more than 35,000 pregnant participants. The report concluded that mRNA vaccines did not show safety issues among pregnant women.

_All DoD personnel are encouraged to choose a COVID-19 vaccine to lower health risks associated with the COVID-19 pandemic._
**WHAT DO THE VACCINES DO?**

The Pfizer-BioNTech, Moderna and Janssen COVID-19 vaccines (Johnson & Johnson) and other COVID-19 candidate vaccines were developed to prevent infection from SARS-CoV-2, the virus that causes COVID-19.

- Vaccines activate your body to make antibodies that can block entry of the SARS-CoV-2 into your cells. They take advantage of the process that cells use to make proteins in order to trigger an immune response.

- The proteins are recognized by your immune system as foreign, and your body makes antibodies that prevent you from getting sick if exposed to real COVID-19 disease.

- Although the Pfizer and Moderna vaccines are the first mRNA vaccines, this technology has been under study for nearly two decades. These years of research are what make scientists confident that mRNA vaccines will not damage recipients’ genes.

- The Janssen vaccine is a viral vector vaccine type. An adenovirus was modified to instruct cells to make the COVID-19 virus “spike” protein, which protects the person from getting infected with COVID-19.

**ARE COVID-19 VACCINES SAFE?**

The same rigorous safety reviews of other vaccines authorized for use by the Food and Drug Administration have been applied to COVID-19 vaccines. The FDA and Centers for Disease Control continue to monitor safety.

- The Emergency Use Authorization, or EUA, currently in place means that these vaccines are not fully approved or yet licensed by the FDA.

- However, an EUA is issued based on the review of the scientific evidence available at this time that shows a vaccine is generally safe and effective.

- The EUA also establishes that known and potential benefits of the vaccine used to prevent COVID-19 outweigh its known and potential risks.

**HOW WAS THE VACCINE PRODUCED SO FAST?**

SARS-CoV-2, which led to the COVID-19 pandemic, is part of a large family of coronaviruses. It is one of seven types of coronavirus, which include Middle East respiratory syndrome (MERS) and sudden acute respiratory syndrome (SARS). Experts have been studying coronavirus for decades, so when SARS-CoV-2 emerged a vaccine was built on existing research.
The U.S. government dedicated a substantial amount of funding toward COVID-19 vaccine development. It took unprecedented steps to cut government red tape, but not safety.

Pfizer-BioNTech and Moderna research in mRNA technology began in the early 1990’s which has been tested on viruses like influenza and SARS.

The Janssen COVID-19 (Johnson & Johnson) vaccine uses viral vector technology which has been studied since the 1970s. Viral vector technology uses a weakened form of a different virus and carries instructions for cells to make the spike protein found on SARS-CoV-2, the virus which causes COVID-19.

**WHAT ARE THE KNOWN RISKS?**

### Vaccine Side Effects
- Fever
- Headache
- Fatigue
- Muscle and Joint Pain
- Injection Site Pain, Swelling, and/or Redness

### COVID-19 Symptoms
- Fever
- Headache
- Fatigue
- Muscle and Joint Pain
- Rare Allergic Reactions
- Chills
- Cough
- Sore Throat
- Shortness of Breath
- Difficulty Breathing
- Loss of taste or smell
- Sneezing
- Stuffy Nose
- Diarrhea
- Longer lasting symptom challenges

**GETTING A COVID-19 VACCINE IS YOUR CHOICE**

- Talk to your primary care physician and ask questions until you feel confident that you have received enough information.

- Millions of Americans have been vaccinated for COVID-19 with little to no side effects.

- Talk to friends and families who have chosen a COVID-19 vaccine. Ask them about their experience and why they decided to get vaccinated.

- COVID-19 vaccines have and continue to receive intensive safety monitoring.

- You can also reach out to the Military Health System Nurse Advice Line at 1-800-TRICARE (874-2273), option 1 in the United States. Or for those outside the United States, go to MHSNurseAdviceLine.com for country-specific phone numbers.

- The FDA and CDC also have a significant amount of information available to anyone interested in learning more about the COVID-19 vaccines.
WHERE CAN I GO TO GET A COVID-19 VACCINE?

TRICARE.mil/VaccineAppointments can help you find a vaccine site location near you.

- The DoD is currently providing the Pfizer-BioNTech, Moderna and Janssen COVID-19 (Johnson & Johnson) vaccines. The specific brand of vaccine for appointments may vary depending on what the hospital or clinic has available.
NAVAL SUPPORT ACTIVITY MONTEREY
SEXUAL HARASSMENT POLICY

Naval Support Activity Monterey (NSAM) is committed to ensuring all members of our workforce are treated with dignity and respect, and to promoting a work environment free from sexual harassment.

Sexual harassment is an unwelcome conduct of a sexual nature. Examples include sexual advances, requests for sexual favors, obscene remarks, or physical conduct of a sexual nature. Such conduct must be so objectively offensive as to alter the conditions of the victim’s employment, i.e., when submission of rejection of the conduct is explicitly or implicitly a condition of employment; submission or rejection of the conduct is a basis for employment decisions; or the conduct interferes with work performance or creates a hostile place in which to work. A victim may be anyone affected by the conduct, not just the person to whom the conduct is directed.

All individuals within the federal workplace are protected from sexual harassment. Anyone who believes that they are experiencing sexually harassing behavior should tell the offending person that their behavior is inappropriate, unwelcomed, and must stop. If the behavior continues, the individual should report the matter to someone within their supervisory chain. If an individual is uncomfortable reporting the matter within their chain, or the matter has been reported but to no avail, the individual is strongly encouraged to contact the Equal Employment Opportunity (EEO) office, or for military members, the Naval Postgraduate School (NPS) Command Managed Equal Opportunity (CMEO) Coordinator, as soon as possible.

NSAM will not tolerate sexual harassment of any kind or form at any level. It is imperative that all claims of sexual harassment be investigated immediately and that corrective action be taken against any manager, supervisor, or employee who is found to have engaged in or otherwise tolerated the behavior.

All managers, leaders, and supervisors must demonstrate proactive leadership in fostering a work atmosphere that is free of sexual harassment. Performance objectives for specific EEO program progress and achievements must be included in NSAM senior executive, managerial, and supervisory performance standards. In addition, all managers, leaders, and supervisors are responsible for the dissemination and implementation of this policy.

For more information, please contact the NPS EEO office at (831) 656-3600 or eeo@nps.edu. For military members, contact the NPS CMEO at cmeo@nps.edu, and LCDR Ian Tercero (ian.tercero@nps.edu).

P. M. DALE
Captain, U.S. Navy
Commanding Officer
May is Mental Health Month
Dealing with anger and frustration

In difficult times, you may find that you have little patience with other people or get upset about little things. Anger and frustration are complicated emotions that often stem from other feelings such as disappointment, anxiety and stress. Taking some extra steps to reduce your overall tension can prevent your feelings and the reactions they cause from spiraling out of control.

Pause before you react
If you feel yourself getting mad, take a moment to notice what you are thinking, then take a few deep breaths or count to ten in your head. By giving yourself a few seconds before you react, you can create a certain emotional distance between yourself and what excites you—and you might even realize that you are actually tense because of something else.

Change your environment
Anger can make you feel trapped. Whether you are angry with someone in the same room as you, or just angry with the world, sometimes a physical move can help you calm down. Go to another room or step outside for a few minutes of fresh air to help disrupt the track that your mind is on.

Get it all out
Keeping your feelings bottled up never works, so allow yourself time to be angry and complain. As long as you don’t focus too much on it, venting can be a healthy outlet for your anger. You can open up to a trusted friend or write everything down in a journal. Sometimes, it’s better to pretend to speak directly to the person or situation you’re angry with—choose an empty chair, pretend they’re sitting in it and say what you need to get off of your chest.

Organize yourself
If things around you feel chaotic, it is often much easier to get frustrated and snap at people. Devote a few minutes each day to tidying up, planning or reorganizing. Implementing a routine can also help you gain more control over things by giving structure and security to your daily life.

Manage your expectations
Negative feelings often stem from people or situations that do not meet your standards or assumptions. It is frustrating to feel let down but recognize that you cannot fully predict the behavior of others or how situations will play out.

Source: Mental Health America www.mhanational.org/mental-health-month
Release built-up energy
Anger is a high-energy emotion, and we store that energy and tension physically in our bodies. Exercise is a great way to get rid of extra energy and can improve your mood. Some people find grounding exercises such as meditation or deep breathing helpful to soothe intense feelings, while others prefer higher impact activities such as running or weightlifting. Think about what you normally do to decompress, such as taking a hot shower or playing your favorite music and use the tools you know work for you.

Eliminate stressors if possible
Sometimes there is no way to get rid of a big problem altogether, but often more than one issue contributes to your frustration. Things like an excessive workload or an unhealthy relationship can make you feel on edge. Pay attention to how and why you feel stressed and see if you can make small changes to improve a challenging situation to make it less stressful.

Don’t be afraid to ask for help
If you are working to deal with your anger, but feel unable to handle it, it is time to seek additional support. Anger can fester and become explosive if it is not resolved. Several mental illnesses can manifest as anger, so this can actually be a sign of depression or anxiety—treating an underlying illness can also help to heal your anger.

For more information, visit MagellanAscend.com or call your The DON CEAP at 1-844-366-2327 (TTY 711) for compassionate and caring support.
Report Fraud, Waste, Mismanagement, Military Whistleblower Reprisal Complaints AND Improper Mental Health Referrals to one of the following:

**Naval Support Activity Monterey Inspector General**

Commercial #: 805-989-8729  
Commercial #: 805-989-9268  
DSN #: 351-9268

**Commander, Navy Region Southwest Inspector General**

Commercial #: 1-619-705-5283  
E-mail: cnrsw_hotline.fct@navy.mil  
Website: https://www.cnic.navy.mil/ig/contact_ig/cnrsw_ig.html

**Commander, Navy Installations Command (CNIC) IG**

Toll Free Telephone #: 1- 888-850-7559; comm: (202) 433-2346; Fax #: (202) 433-2096  
E-mail: cnic_ig_hotline.fct@navy.mil  
Website: http://www.cnic.navy.mil/ig.html

**Naval Inspector General**

Toll Free Telephone #: 1- 800-522-3451; Comm: (202) 433-6743; Fax #: (202) 433-2613  
E-mail: NAVIGHotlines@navy.mil  
Website: https://www.secnav.navy.mil/ig/Pages/Investigations/ReadBeforeFilingComplaint.aspx

**DoD Inspector General**

Toll Free Telephone #: 1- 800-424-9098; comm: (703) 604-8799  
Website: http://www.dodig.mil/hotline
**MISHAPS: REPORTING, RECORDING, INVESTIGATING**

**“I’VE FALLEN & CAN’T GET UP!” WHAT HAPPENS NOW?**

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**MY INJURY AND ILLNESS**

Work-related injuries and illness all need to be reported to your organization! Report all cases to your supervisor even if you think your injury “isn’t worth mentioning.” It may not hurt today, but tomorrow may be different.

The Department of Labor has a form which should be posted on bulletin boards: CA-10: What A Federal Employee Should Do When Injured At Work. While this is a federal form to assist with the Federal Employee’s Compensation Act (FECA), the steps do apply to employees everywhere! All non-federal employers should have similar steps posted for their employees.

- Report to Supervisor
- Obtain Medical Care
- File Written Notice *
- Obtain Receipt of Notice
- Submit claim for COP/Leave &/or Compensation for Wage Lost

While you may suffer a momentary loss of dignity from an occupational injury, remember these things:

- Chances are you are not the first person to get hurt as you have.
- Reporting the injury (or illness) allows steps to be taken to prevent future occurrences.
- PREVENTION of future mishaps is the goal of investigation.

Your supervisor (with Sup(2) ESAMS access) can complete the Medical Referral and the Incident Report from Mishap Main (Resources) in ESAMS.

* CA-1 is the form for Occupational Injury; CA-2 is for Occupational Illness

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**REPORT OR NOT TO REPORT**

That is the question...

Some thought-provoking articles address some reasons especially younger workers do not report unsafe conditions & mishaps. It had been pointed out that for 18 years, these now-adults had been taught not to be a tattle-tale! Now suddenly, they are supposed to report circumstances and incidents that have been going on for quite some time. That is pretty nervy stuff for the new kid on the block.

Invincibility of youth, fear of failure, and inexperience are listed as reasons for not reporting “minor” mishaps. With their lack of experience or wisdom to know, when the initial adrenaline rush of the incident wears off, there can be an injury, or that certain movements and postures can cause cumulative traumas.

Common reasons for not reporting near misses are listed:

- Fear, Embarrassment, Reputation, Peer Pressure, Bureaucracy, Difficulty, Reputation, Lack of Interest from Organization, Laziness, & Perceived as Pointless.

Conversely, working safely is not merely a smart way of doing business, but reveals moral courage!

A study found the act of speaking with subordinates daily, even if not about safety, helped create a more personal relationship between supervisors and workers. They begin to see their supervisor not as an imposing figure, but someone to whom they can relate.

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**REPORTABLE? RECORDABLE?**

These are confusing terms, and their use is determined by where you are in the mishap chain. All mishaps are reportable. This is TRUE to the extent that if an injury or illness occurs on the job, it must be reported to the organization’s safety office. All employees’ mishaps are reportable.

The subtle difference in terminology use happens in the Safety office. When an employee Reports an incident to you, your job is to Record it. Therefore, it is TRUE that all incidents are recordable.

When one moves beyond the realm of the organization, 29 CFR 1904 has very clear criteria which determines which incidents must be Reported to OSHA. It is FALSE that all incidents outside of the organization are reportable. The Safety professional is the one trained to determine that in the course of the investigation.

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**CLASSIFIEDS**

**PUBLIC NOTICE: ESAMS electronically sends all mishap data from ESAMS to WESS that meet the OPNAVINST 5102.1 reporting requirements except for Class A mishaps. Note that ESAMS does not currently collect all WESS required fields for motor vehicle mishap reports, but can provide partial information for reporting. This will reduce the redundancy of data entry by Safety personnel into the two systems. A partial report is sent to WESS 30 days after mishap is determined to be valid.**

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