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ALNAV 038/13

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SUBJ/DEPARTMENT OF THE NAVY COMPREHENSIVE VISUAL INSPECTION OF ALL DON WORKPLACES//

REF/A/DOC/SECDEF/MEMO/06MAY13//

REF/B/DOC/SECNAVINST/5300.26D/03JAN06//

REF/C/DOC/SECNAVINST/5350.16A/18DEC06//

REF/D/DOC/OPNAVNOTE/5400/SNDL/01OCT12//

NARR/REF A is Secretary of Defense memo on Sexual Assault Prevention and Response.

REF B is

SECNAVINST 5300.26D, The Department Of The Navy (DON) policy on Sexual Harassment.

REF C is

SECNAVINST 5350.16A, Equal Opportunity within the DON. REF D is OPNAVNOTE 5400,

Standard Naval

Distribution List.//

RMKS/1. IAW REF A, this ALNAV directs that the Under Secretary of the Navy, Chief of Naval Operations

(CNO), and Commandant of the Marine Corps (CMC) perform a comprehensive visual inspection of all

DON workplaces to ensure they are free from materials that create a degrading, hostile, or offensive

work environment. Inspections of all DON workplaces, including the U.S. Naval Academy, must be

completed NLT 28 June 2013, and inspection results reported to me by 12 July 2013.

2. Applicability. this ALNAV applies DON-wide. The government workplaces of all DON Sailors, Marines, and civilian employees are subject to comprehensive visual inspections.

3. Purpose. All DON personnel shall be treated with dignity and respect. As stated in REFS A through C,

fostering a command climate free of all forms of unlawful discrimination, including sexual harassment, is

essential to maintaining high morale, good order, discipline, and readiness. The inspections directed by

this ALNAV aim to eliminate materials that create a degrading, hostile, or offensive work environment

and to ensure a professional workplace for all DON personnel.

4. Procedures

4.A. Authorized inspection locations. All DON Commanders, Commanding Officers, Officers-in-Charge,

and civilian directors shall direct comprehensive and regular inspections of all workplaces and common

access spaces under their control for materials listed in subparagraphs 4.D and 4.E.

4.B. Workplaces include but are not limited to:

4.B.1. Office buildings, facilities, naval vessels, aircraft, government vehicles, hangars, ready rooms, conference rooms, individual offices, cubicles, storage rooms, tool and equipment rooms, workshops, break rooms, galleys, recreation areas, Navy and Marine Corps Exchanges, and heads.

4.B.2. Sensitive compartmented information facilities, and other secure facilities.

4.B.3. Common areas of on-base military barracks and bachelor quarters, to include onbase Private-Public Venture (PPV) barracks.

4.B.4. Common areas of off-base PPV barracks if entry/inspection is allowed by the terms of the PPV agreement or if the PPV operator allows entry for this purpose.

4.B.5. All DON school houses and training facilities including, but not limited to, the U.S. Naval Academy, the Naval Academy Preparatory School, Officer Candidate School, Naval Reserve Officers Training Corps Units, the Basic School, Officer Development School, Recruit Training Command, and Marine Corps Recruit Depots.

4.C. Limitations. For purposes of this specific inspection, DON Commanders, Commanding Officers, Officers-in-Charge, and civilian directors will not inspect assigned government laptop or desktop computers (with the exception of visible screensavers), assigned individual barracks rooms/living quarters, assigned desk drawers, assigned cabinet drawers, clothing (e.g., coats), assigned lockers, purses, brief cases, backpacks, private automobiles, and personal electronic devices (e.g., iPads, iPhones, etc.).

4.D. Removal and documentation of degrading or offensive materials.

4.D.1. DON Commanders, Commanding Officers, Officers-in-Charge, and civilian directors will effect the removal of material that a reasonable person would consider degrading or offensive and document any material discovered during the course of workplace inspections.

4.D.2. Degrading or offensive material includes, but is not limited to, documents, logs, books, pictures, photographs, calendars, posters, magazines, videos, props, displays, or other media, including electronic media, that contain inappropriate depictions and are detrimental to a professional working environment.

4.D.3. Degrading or offensive materials are to be immediately removed from the workplace by the

service member/civilian who possesses such materials or by the responsible supervisor if the responsible individual is not present for the inspection.

4.D.4. Appropriate disciplinary or administrative action may be considered if an individual fails to comply with an order to remove degrading or offensive material from the workplace.

4.D.5. If there is doubt as to whether material is degrading or offensive, the individual conducting the inspection shall remove the material from the workplace to ensure a professional work environment.

4.E. Command seizure and documentation of contraband.

4.E.1. Individuals conducting the inspection will immediately seize and document any contraband discovered during the course of workplace inspections.

4.E.2. Contraband includes materials that are patently lewd, lascivious, obscene, or pornographic, as well as supremacist images, publications, or materials.

4.E.3. If evidence of a crime is discovered during an inspection (e.g., child pornography, illegal drugs or paraphernalia, unauthorized weapons, stolen property, etc.), individuals conducting the inspection are to immediately contact the Naval Criminal Investigative Service and comply with applicable standard procedures.

5. Additional guidance

5.A. The authority to conduct workplace inspections may be delegated to an appropriate level within a command, unit, or activity, but no lower than the E-7 or civilian supervisory level. Individuals conducting an inspection shall have the appropriate access and clearance.

5.B. While not the focus of this inspection, government computers remain subject to inspection pursuant to applicable laws and regulations. Commanders, Commanding Officers, Officers-in-Charge, and civilian directors have a continuing responsibility to ensure appropriate procedures are in place which prevent degrading, offensive or unlawful material from being stored on government computers.

5.C. DON Commanders, Commanding Officers, Officers-in-Charge, and civilian directors remain responsible and accountable for ensuring compliance with this ALNAV, and must provide clear guidance and intent to those members delegated authority to conduct inspections.

5.D. Each area and person affected by the inspection is to be subject to the same level of inspection.

5.E. Commands should leverage their Equal Opportunity Advisors, Staff Judge Advocates, and Command Counsel when determining what material creates a degrading or offensive work environment.

Commands should consult their Staff Judge Advocate or Command Counsel on any questions related to the handling of contraband or suspected criminal activity revealed during the inspection.

5.F. With respect to PPV inspections, installation Commanding Officers will coordinate with the responsible PPV partner.

5.G. DON Commanders, Commanding Officers, Officers-in-Charge, and civilian directors will insure that a copy of this ALNAV is provided to their local bargaining unit pursuant to the terms of the applicable collective bargaining agreement.

## 6. Reporting

6.A. Deadline for submission to SECNAV. The Under Secretary of the Navy (for the Office of the Secretary of the Navy), CNO, and CMC will submit final reports of inspection results from their respective claimancies to the DON SAPRO NLT 12 July 2013.

6.B. Inspection results from each echelon shall report the amount and type of inappropriate material found, the location where discovered (individual workspace, common workspace, or electronic media), and how the material was removed.

6.C. All commands shall document inspection results using the standardized reporting template that can be downloaded at: [HTTP://WWW.DONSAPRO.NAVY.MIL](http://www.donsapro.navy.mil).

### 6.D. Report submission

6.D.1. The Office of the Secretary of the Navy. The Heads of Echelon I commands/activities under the direct supervision of SECNAV per REF D shall receive and consolidate inspection results from their subordinate commands/activities, and submit results to the DON Assistant for Administration.

6.D.2. Commands Administrative Control (ADCON) to CNO. Echelon II Commanders shall receive and consolidate inspection results from their subordinate commands/activities as delineated by REF D, and submit results to Director, Navy Staff.

6.D.3. Commands ADCON to CMC. Echelon II Commanders shall receive and consolidate inspection results from their subordinate commands/activities, and submit results to Director, Marine Corps Staff.

7. DON Commanders, Commanding Officers, Officers in Charge, and civilian directors will ensure that visual inspections of all DON workplaces are conducted on a regular basis, not less than annually. The Naval Inspector General and Deputy Naval Inspector General for Marine Corps Matters are directed to review and address this ongoing requirement during regular command inspections and assessments.

8. Leaders at all levels are responsible and accountable for ensuring DON workplaces remain professional and free from degrading, hostile, and offensive material.

9. Released by Ray Mabus, Secretary of the Navy.//

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