



DEPARTMENT OF THE NAVY

DEPARTMENT OF NAVAL SCIENCE
MASSACHUSETTS MARITIME ACADEMY
BUZZARDS BAY MA 02532-3132

MAMARACADINST 5000.1
Ser 17/009
03 Feb 2017

MAMARICAD INSTRUCTION 5000.1

From: Officer in Charge, Department of Naval Science,
Massachusetts Maritime Academy

Subj: DPTNAVSCI MAMARICAD COMMAND POLICY STATEMENTS

Ref: (a) NSTCINST 5000.1C
(b) OPNAVINST 6100.2A
(c) MAMARACAD M-1533.2A
(d) OPNAVINST 5100.23G
(e) NETCINST 5100.1A
(f) OPNAVINST 5350.6C
(g) SECNAVINST 5350.16A
(h) OPNAVINST 1752.1B
(i) SECNAVINST 5300.28E
(j) NETCINST 5000.2C

Encl: (1) Policy Statement Regarding Health and Wellness Promotion
(2) Policy Statement Regarding Equal Opportunity and Diversity
(3) Policy Statement Regarding Sexual Harassment
(4) Policy Statement Regarding Hazing
(5) Policy Statement Regarding Sexual Assault
(6) Policy Statement Regarding Safety

1. Purpose. To issue the Policy Statements for Department of Naval Science (DNS) at Massachusetts Maritime Academy Strategic Sealift Midshipman Program (SSMP) Unit #73.

2. Cancellation. This is a re-issue of MAMARACADINST 5000.1, Ser 15/119, dated 21 August 2015 following change of command. Minor typographical errors have been corrected.

3. Background. DPTNAVSCI MAMARACAD members will fully comply with the Department of Defense (DoD) and Department of the Navy (DoN) policies as set forth in references (a) through (j). These policies are reiterated in enclosures (1) through (6).


M. R. RAGUSA



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POLICY STATEMENT REGARDING HEALTH AND WELLNESS PROMOTION

1. Due to the unique isolated environment and small command size of DPTNAVSCI MAMARACAD, all facets of the Department of the Navy Health and Wellness Promotion Program of reference (b) cannot be feasibly met. However, each DPTNAVSCI MAMARACAD member shall promote healthy lifestyle choices within the command by actively supporting health and wellness promotion programs to the greatest extent possible. An optimum level of health and wellness among Sailors, both active and reserve, family members and federal civilian employees as a total force directly supports fleet readiness. Unhealthy lifestyles are a major health and economic burden, reduce overall medical and dental readiness and substantially increase healthcare costs.
3. The DoN Health and Wellness Promotion Program is covered by three levels of programming: Awareness, Education/Motivation and Intervention. The elements of the program are Drug Abuse Prevention and Control, Alcohol Abuse Prevention and Control, Tobacco use Prevention and Cessation, Overweight and Obesity Elimination and Nutrition Education, Sedentary Lifestyle Elimination and Physical Fitness Promotion, Injury and Illness Prevention, Sexual Health and Sexual Responsibility, Suicide Prevention and Stress/Anger Management, and Interpersonal Violence Reduction.
4. As OIC, I am personally committed to providing an environment that fosters and promotes healthy lifestyle choices. All staff will support this endeavor through leading by example and integrating health and wellness program elements into trainings, activities, counseling. Additional information and resources can be found in reference (b), www.militaryonesource.org and the Navy and Marine Corps Public Health Center website at www.med.navy.mil/sites/nmcphc/health-promotion/Pages/default.aspx.

A handwritten signature in blue ink, appearing to read "M. R. Ragusa", is positioned above the printed name.

M. R. RAGUSA



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POLICY STATEMENT REGARDING EQUAL OPPORTUNITY AND DIVERSITY

1. Each DPTNAVSCI MAMARACAD military and civilian member deserves to work in an environment that allows them to perform to their maximum ability. Merit, ability, performance and potential must be the only factors that affect an individual's professional and personal development. Additionally, each person deserves to work in an environment that allows them to live and grow safely, peacefully and without discrimination or harassment. Equal opportunity is a matter of sound leadership and human decency for all. Each and every member has an individual and collective responsibility to actively support an equal opportunity environment. Any violation of our equal opportunity environment will not be condoned or tolerated. Incidents of misconduct, discrimination, or harassment will be dealt with appropriately. Every effort will be made to access and retain a high-quality and an ethnically-diverse workforce and committed civilians and Sailors who share our Navy's core values of honor, courage and commitment.

2. As OIC, I am personally committed to providing an equal opportunity environment and maintaining a diverse workforce. Additional information and resources regarding Department of the Navy equal opportunity and diversity policies and practices are available at: <http://www.donhr.navy.mil/> or <http://www.public.navy.mil/bupers-npc/support>.


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POLICY STATEMENT REGARDING SEXUAL HARASSMENT

1. Sexual harassment is unacceptable, inappropriate and demeaning behavior that undermines the integrity of workplace relationships. It creates a hostile, offensive and intimidating environment and will not be tolerated. Anyone in a supervisory position who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or position of another person is engaging in sexual harassment. Anyone who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment. Corrective action will be taken swiftly, fairly and effectively on those who violate these principles.

2. As OIC, I am personally committed to ensuring a safe, healthy and supportive work environment. For more information on prevention of sexual harassment and complaint procedures, consult reference (d) and <http://www.public.navy.mil/donhr/eeo/programelements/Pages/DiscriminationComplaints.aspx>.


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POLICY STATEMENT REGARDING HAZING

1. Hazing is an action in which a person is subjected to physical, mental or verbal abuse. It is also a senseless and dangerous behavior that can subject a member to injury, ridicule or personal degradation. Hazing is any situation where a person subjects another to cruel, meaningless conduct. Whether or not an individual consents or volunteers to participate is immaterial. In order to ensure human dignity for everyone and that the highest professional standards are upheld, hazing of any type will not be tolerated. Anyone having knowledge of a hazing incident must immediately inform their chain of command.

2. As OIC, I am personally committed to ensuring a safe environment throughout the program. Training environments are especially susceptible to incidents of hazing. Hazing is contrary to our core values of honor, courage and commitment. These core values are our guiding principles for treating everyone with dignity and respect. Hazing degrades and diminishes the ability of victims to perform in their assigned role, it destroys confidence and trust, and is destructive to unit cohesion. NAVADMIN 034/13 contains guidance for reporting incidents of hazing.


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POLICY STATEMENT REGARDING SEXUAL ASSAULT

1. Sexual assault impacts our mission readiness and contradicts our Navy core values. Sexual assault involves inappropriate touching without mutual consent. Any allegation of sexual assault will be responded to appropriately through official investigation as well as support services for the victim. Active duty victims, including midshipman on active duty orders, of sexual assault will be advised of the support services available and their reporting options - restricted and unrestricted. Midshipmen also have support services available through the Academy campus crisis center. Unrestricted reports will be handled by the NSTC SARC and unit chain of command. I will be briefed within 30 days on the status of the victim and any command impact.

2. As OIC, I am personally committed to preventing sexual assault throughout the program. Training, support, resources and references regarding sexual assault prevention and response are available at <http://public.navy.mil/BIPERS-NPC/SUPPORT/SAPR/Pages/default.aspx>.


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POLICY STATEMENT REGARDING SAFETY

1. The Department of Naval Science has a vital interest in providing all personnel with a safe and healthy place of employment and learning, as well as to conduct business and training in the safest possible manner. The safety and health of all personnel is our utmost priority. The only acceptable level of safety and health performance is one that prevents unnecessary risk regarding injuries, illnesses and incidents. Safety and health are an integral part of our organization which cannot be separated from other business functions and must be shared equally by all employees within the command.
2. While we cannot reasonably remove all levels of risk inherent to our daily operations, we can strive to accept risks only when benefits outweigh costs. Unnecessary risks have no place in the workplace or our daily lives. Reducing risk protects individual members in reducing fatalities, injuries and disease, loss of property, and ultimately promotes training readiness.
3. As supervisors, we are responsible and will be held accountable for ensuring that effective risk management principles are incorporated into the planning and execution of every training evolution and activity. Each member of DNS has a personal responsibility for effectively managing risks associated with their own activities, at all times, and to safeguard themselves, their families and fellow shipmates from harm. These responsibilities cannot be delegated and must not be compromised.
4. I challenge each and every member of DNS to strive and make operational and non-operational/off-duty risk management a daily reality at DNS.


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