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Department of the Navy Sexual Harassment Survey--1991

David A. Tyburski



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David A. Tyburski

Reviewed by
Emanuel P. Somer

Approved by
Delbert M. Nebecker

Released by
Thomas F. Finley
Captain, U.S. Navy
Commanding Officer
and
Richard C. Sorenson
Technical Director (Acting)

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Navy Personnel Research and Development Center
San Diego, CA 92152-6800

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13. ABSTRACT (Maximum 200 words) This survey collected data concerning the attitudes of Navy civilian employees toward sexual harassment. It compares the results to those of the Navy respondents to the 1987 Merit Systems Protection Board (MSPB) sexual harassment survey. A sample of 3800 male and female Navy civilian personnel were mailed a modified version of the 1987 MSPB survey. The survey included questions concerning behaviors that respondents consider sexual harassment, actions available to those harassed, actions taken by the Navy to reduce sexual harassment, and questions about specific incidents of sexual harassment experienced by the respondents. Two questions were added concerning prevention of sexual harassment training being conducted by the Navy. Findings include responses to the 1991 survey by gender and occupation as well as comparisons to the results of the 1987 MSPB survey.				
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Foreword

This report was funded by reimbursable work unit 98 OP0Z1003 under the sponsorship of Office of Civilian Personnel Management (OCPM-112). This report documents the current attitudes of Navy civilian employees concerning sexual harassment and changes in attitudes since the 1987 Merit Systems Protection Board sexual harassment survey.

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Any questions about this report can be directed to Emanuel P. Somer, Survey Research Division, 619-553-9248 or AUTOVON 553-9248.

THOMAS F. FINLEY
Captain, U.S. Navy
Commanding Officer

RICHARD C. SORENSON
Technical Director (Acting)



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Summary

Purpose

In 1991 a survey was used to collect data concerning the attitudes of Navy civilian employees toward sexual harassment. This report provides the results of that survey. It also compares the results to those of the Navy respondents to the 1987 Merit Systems Protection Board (MSPB) sexual harassment survey.

Approach

A sample of 3800 male and female Navy civilian personnel were mailed a modified version of the 1987 MSPB survey. The survey included questions concerning behaviors that respondents consider sexual harassment, actions available to those harassed, actions taken by the Navy to reduce sexual harassment, and questions about specific incidents of sexual harassment experienced by the respondents. Two questions were added concerning prevention of sexual harassment training being conducted by the Navy.

Findings

Key findings included:

1. Respondents continued to define unwanted and uninvited sexual behaviors listed in the survey as sexual harassment. The percentages of respondents who defined the unwanted sexual behaviors as sexual harassment increased.
2. The types of unwanted and uninvited sexual behaviors experienced by respondents continued to be diverse, ranging from sexual remarks to rape/assault. However, since 1987, for most categories, reports of sexual harassment behaviors decreased slightly.
3. The percentage of respondents who reported experiencing at least one instance of unwanted and uninvited sexual behaviors increased from 1987, by 3 percent for females and 4 percent for males. These differences are not statistically significant.
4. More co-workers and fewer supervisors were the source of sexual harassment.
5. Respondents continued to take informal actions in response to incidents of sexual harassment. Consistent with 1987 data, current respondents took informal actions which stopped short of reporting the incident to their supervisors.
6. While respondents continued to be aware of formal actions they could take in response to incidents of sexual harassment, very few actually took any formal action. The most common reason for not taking formal action was there was no need to report it.
7. Respondents continued to believe that the Navy took actions to reduce sexual harassment when it occurred. There was an increase in the percent of respondents who stated they believed these actions were effective.
8. Seventy-one percent of respondents have received prevention of sexual harassment training and the training taught the prescribed topics.

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Introduction

Background

In 1987, the Merit Systems Protection Board (MSPB) conducted a survey of a sample of 8523 employees from 22 Federal departments and agencies, including the Navy, to determine their attitudes and experiences concerning sexual harassment. The Navy ranked third in reported incidents of sexual harassment in that survey. Since 1988, the Navy has conducted specific training to inform the civilian work force of the policies related to sexual harassment and their responsibilities for preventing it.

Purpose

This survey collected data concerning the attitudes of Navy civilian employees toward sexual harassment. This report provides the results of that survey. It also compares the results to those of the Navy respondents to the 1987 MSPB sexual harassment survey.

Approach

A modified version of the 1987 MSPB survey was mailed to a sample of 3800 male and female Navy civilian personnel. The survey, contained in Appendix A, included questions concerning behaviors that the respondents consider sexual harassment, actions available to those harassed and *their effectiveness*, actions taken by the Navy to reduce sexual harassment, and questions about any specific incidents of harassment suffered by the respondents. The wording in the survey was slightly changed because it was being administered only to Navy civilian personnel. Additionally, two questions were added concerning Navy prevention of sexual harassment training. The survey was administered in April-May 1991 using optically scanned survey booklets with a layout similar to the 1987 MSPB survey. The results of the surveys were analyzed to determine the attitudes of the respondents and differences between the 1987 and 1991 responses.

Sample Description

Three thousand eight hundred surveys were mailed to Navy, full-time, U.S. citizen, civilian personnel at over 100 activities in the continental United States. The sample consisted of equal numbers of men and women. It also included equal numbers of personnel selected from three groups of Department of Navy Occupation-level (DONOL) codes. The occupational groups were: (1) clerical, (2) blue collar (which included craftsmen, mechanics, and service workers), and (3) other white collar (which included engineering and science technicians, scientists and engineers, other professionals, management and administrative, other technicians, and other general schedule [GS] employees). One hundred ten surveys were returned unopened because they were undeliverable to the addressee. Respondents returned 1,817 surveys for a return rate of 49 percent for delivered surveys. An overlap in the identification codes for paygrade made a small number of surveys unusable. The 1991 data were weighted to adjust the sample to reflect the Navy population by using the same weighing scheme as the MSPB survey. Responses were weighted by paygrades (all GS [1-12], male/female general management [GM] [13-15], and all wage grades [WG]). The demographics in questions 34-46 of the survey for the weighted sample are shown in Appendix B.

Findings

Figures 1-29 provide the survey results for questions 1-33 of the survey. Where possible the results were compared to the results of Navy respondents to the 1987 MSPB survey¹. Figures 30 and 31 provide the responses to questions 47 and 48 related to Navy prevention of sexual harassment training.

This survey used the list of uninvited and unwanted behaviors in the 1987 MSPB survey to determine if respondents were sexually harassed. The seven behaviors were:

1. Letters, telephone calls, or sexual materials.
2. Deliberate touching, leaning over, cornering, or pinching.
3. Sexually suggestive looks, or gestures.
4. Pressure for sexual favors.
5. Pressure for dates.
6. Sexual teasing, jokes, remarks, or questions.
7. Rape/assault.

When there are differences in responses by occupation these are noted in the text. The responses to questions 1-33, 47, and 48 by occupation are in Appendix C.

Section I. Definition of Sexual Harassment

Questions 1-10 asked respondents how they defined sexual harassment and their overall views toward sexual harassment.

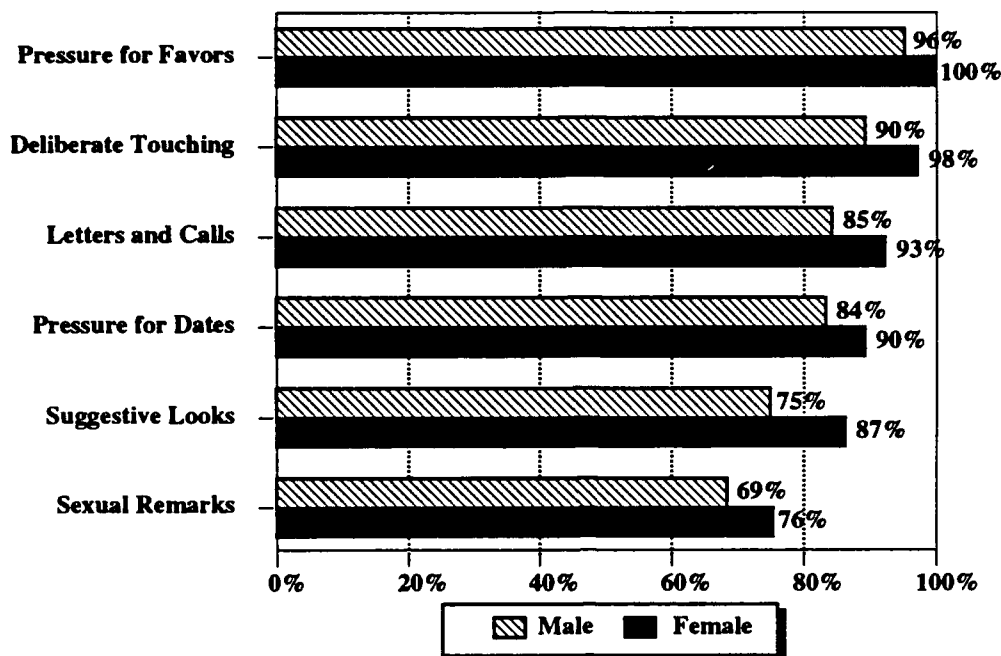
Definition of Sexual Harassment When Supervisor is the Offender

Females were more likely than males to define unwanted and uninvited behaviors as sexual harassment. For both males and females, the top three behaviors considered harassment were: pressure for favors, deliberate touching, and letters or calls. Figure 1 shows the behaviors considered sexual harassment when a supervisor is the offender. For females, responses varied from 76 percent who considered sexual remarks as sexual harassment to 100 percent who considered pressure for favors as such. The largest change for females since 1987 was an increase of 9 percent for sexual remarks. For males, responses varied from 69 percent who considered sexual remarks as sexual harassment to 96 percent who considered pressure for favors as such. The largest change for males since 1987 was an increase of 15 percent for sexual remarks. Blue collar/service employees were more likely to classify behaviors such as sexually suggestive looks and gestures and uninvited teasing and remarks, as sexual harassment than were office/clerical or professional/technical/management employees.

Definition of Sexual Harassment When a Co-worker is the Offender

Females were more likely than males to consider uninvited behavior by a co-worker as sexual harassment. For males and females, the top three behaviors were: pressure for favors, deliberate

¹MSPB provided Navy only data from the 1987 survey



Note. More than one behavior may be considered harassment.

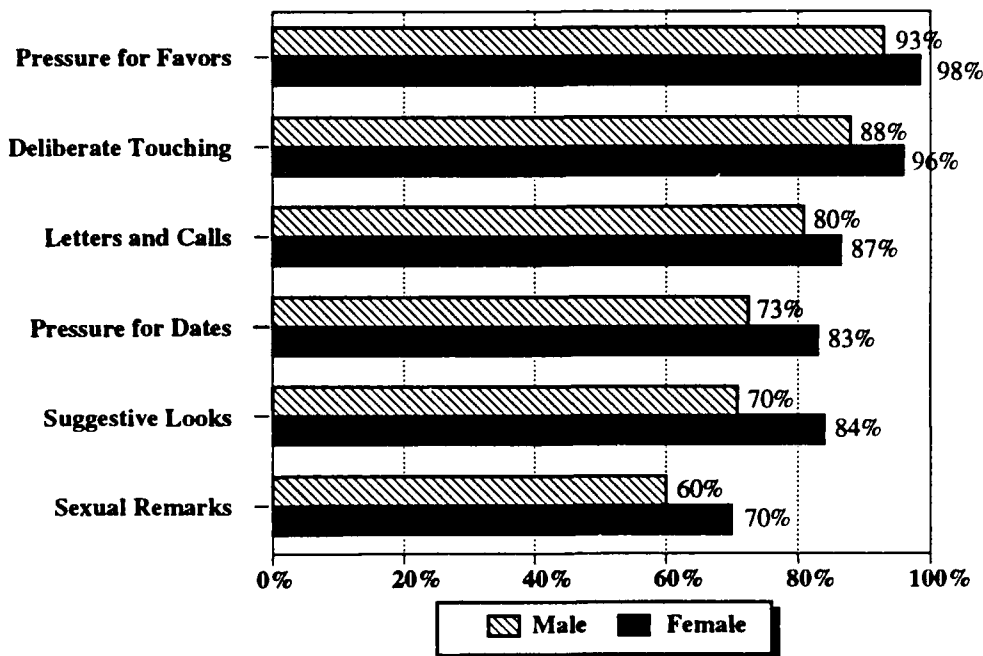
Figure 1. Comparison of behaviors by a supervisor considered sexual harassment (Questions 1- 6A).

touching, and letters or calls. Figure 2 shows the behaviors defined as sexual harassment when a co-worker is the offender. For females, responses varied from 70 percent who considered sexual remarks as sexual harassment to 98 percent who considered pressure for favors as such. The largest changes in definition for females since 1987 were increases of 9 percent for sexual remarks and suggestive looks. For males, responses varied from 60 percent who considered sexual remarks as sexual harassment to 93 who considered pressure for favors as such. The largest change for males since 1987 was an increase of 16 percent for sexual remarks. Blue collar/service employees were more likely to classify behaviors such as sexually suggestive looks and gestures and uninvited teasing and remarks, as sexual harassment than were office/clerical employees or professional/technical/management employees.

Overall, respondents considered uninvited attention from supervisors as sexual harassment more often than the same behavior from co-workers. Irrespective of source, compared to 1987, the percent of respondents who defined these behaviors as sexual harassment increased for almost all behaviors.

Federal vs. Non-Federal Sexual Harassment

The opinions of respondents concerning harassment in non-Federal jobs compared to Federal jobs have not changed greatly since 1987. Females and males most often reported that harassment was the same in the Federal and non-Federal workplace. Figure 3 shows how respondents who have worked in both the Federal and non-Federal sectors compared sexual harassment. Ten percent of female respondents reported that sexual harassment occurred less often in non-Federal jobs.



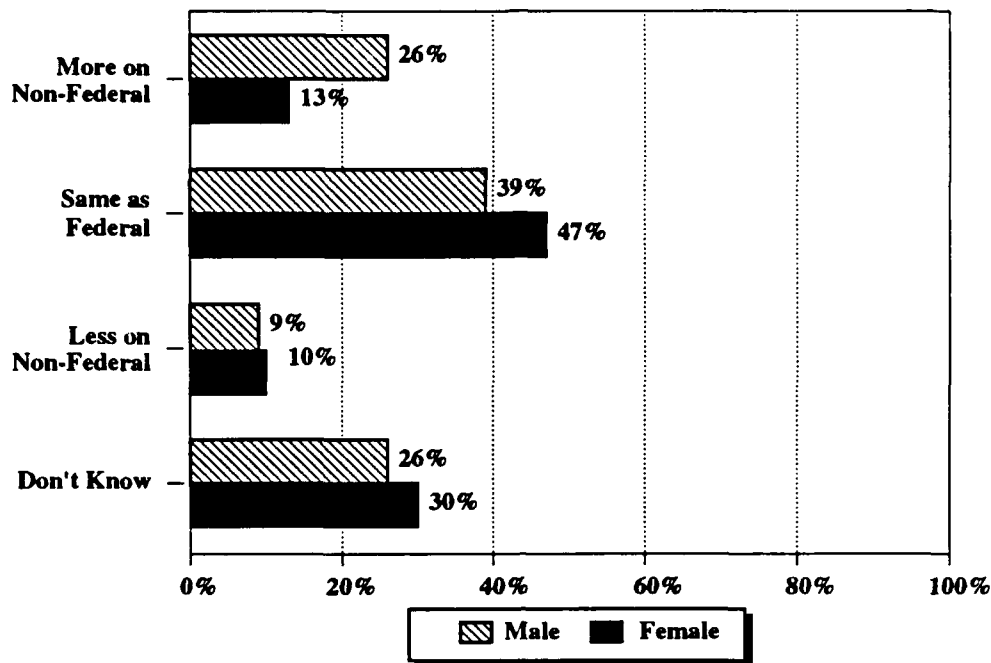
Note. More than one action may be considered harassment.

Figure 2. Comparison of behaviors by a co-worker considered sexual harassment (Questions 1-6B).

Thirteen percent reported that it occurred more often. Forty-seven percent considered it to be the same in both jobs. The largest change for females since 1987 was a 5 percent decrease for those who considered it to be the same in both sectors. Nine percent of male respondents reported that sexual harassment occurred less often in non-Federal jobs. Twenty-six percent reported that it occurred more often. Thirty-nine percent considered it to be the same in both jobs. The largest change for males since 1987 was a 6 percent decrease for those who did not know if there was more or less sexual harassment in non-Federal jobs.

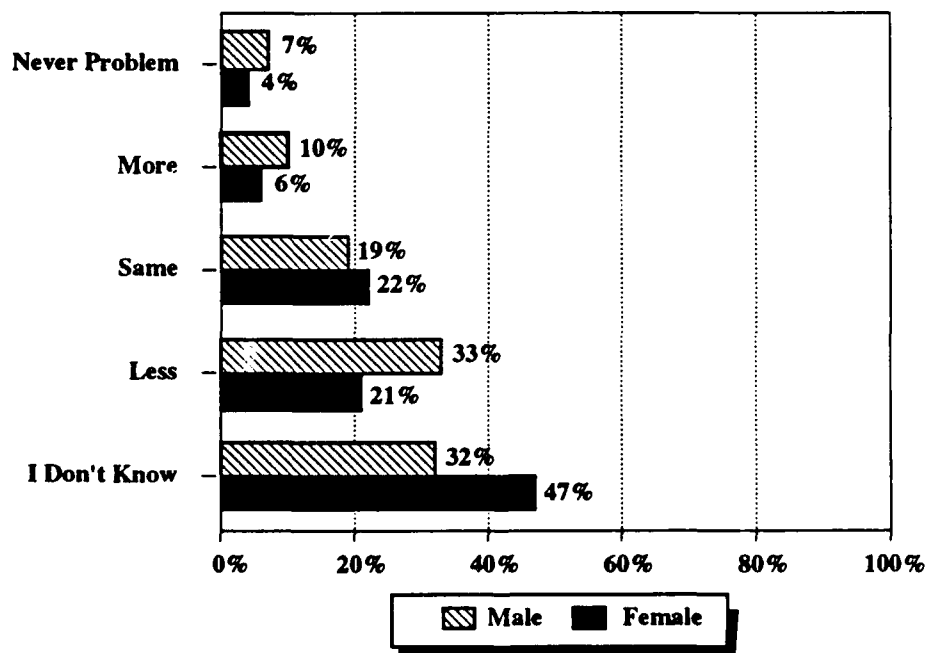
Sexual Harassment Compared to 5 Years Ago

Of those respondents who could compare sexual harassment in the workplace over the last 5 years, most reported that it was either the same or less of a problem than it was 5 years ago. Figure 4 shows how much more or less of a problem respondents considered sexual harassment to be compared to 5 years ago. Twenty-two percent of females reported it was the same and 21 percent reported it was less of a problem. For males, 19 percent reported it was the same and 33 percent reported it was less of a problem. For females and males, respectively, 4 and 7 percent reported that it never was a problem and 47 and 32 percent reported they did not know. Only 6 percent of females and 10 percent of males reported that it was more of a problem. This compares well to the 1987 results where overall, 10 percent of females and males believed it was more of a problem and 21 percent believed it was less of a problem.



Note. Males, $N = 741$; Females, $N = 693$.

Figure 3. Comparison of amount of sexual harassment in Federal and non-Federal jobs (Question 7).

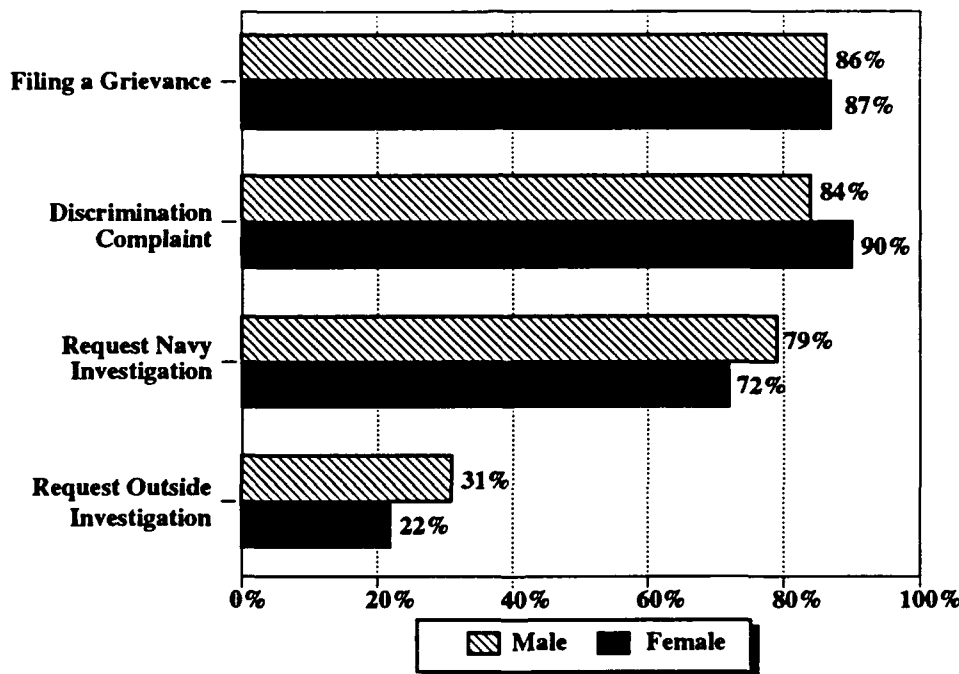


Note. Males, $N = 739$; Females, $N = 693$.

Figure 4. Comparison of how much of a problem sexual harassment is today compared to 5 years ago (Question 8).

Awareness of Availability of Formal Actions

The awareness of formal actions that could be taken by those who have been sexually harassed was high for most respondents. Figure 5 shows the formal actions respondents believed could be taken following sexual harassment. Responses for females varied from 22 percent who believed they could request an outside investigation to 87 percent who believed they could file a grievance. Since 1987, the responses increased 4 percent for females who believed they could file a discrimination complaint and request an outside investigation. They decreased 4 percent for those who believed they could file a grievance and 1 percent for those who believed they could request a Navy investigation. Responses varied for males from 31 percent who believed they could request an outside investigation to 86 percent who believed they could file a grievance. The percentages did not change meaningfully from 1987 for any of the actions for males. Professional/technical/management employees were most knowledgeable of the formal actions available to those harassed.



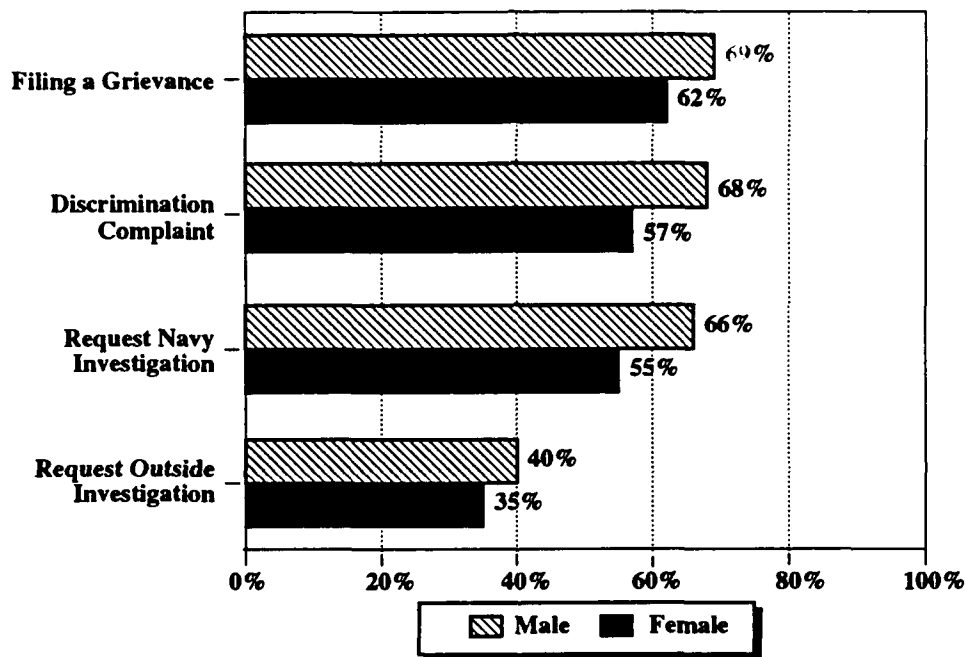
Note. More than one action may be known.

Figure 5. Comparison of actions available in response to sexual harassment (Question 9A).

Effectiveness of Formal Actions

Respondents continued to rate most formal actions as effective in helping victims of sexual harassment. Figure 6 shows the formal actions considered effective following sexual harassment. Responses varied from 35 percent of females who believed requesting an outside investigation would be effective to 62 percent who believed filing a grievance would be effective. Compared to 1987, the only action that increased in effectiveness was requesting an outside investigation.

Responses varied for males from 40 percent who believed requesting an outside investigation would be effective to 69 percent who believed filing a discrimination complaint would be effective. Compared to 1987, males believed all the listed actions would be more effective. The largest change since 1987 was an increase of 10 percent for requesting a Navy investigation. Ratings of effectiveness increased more for males than for females for most actions since 1987. Professional/technical/management employees reported that most actions were more effective than did employees in the other occupations.



Note. More than one formal action may be considered efficacious.

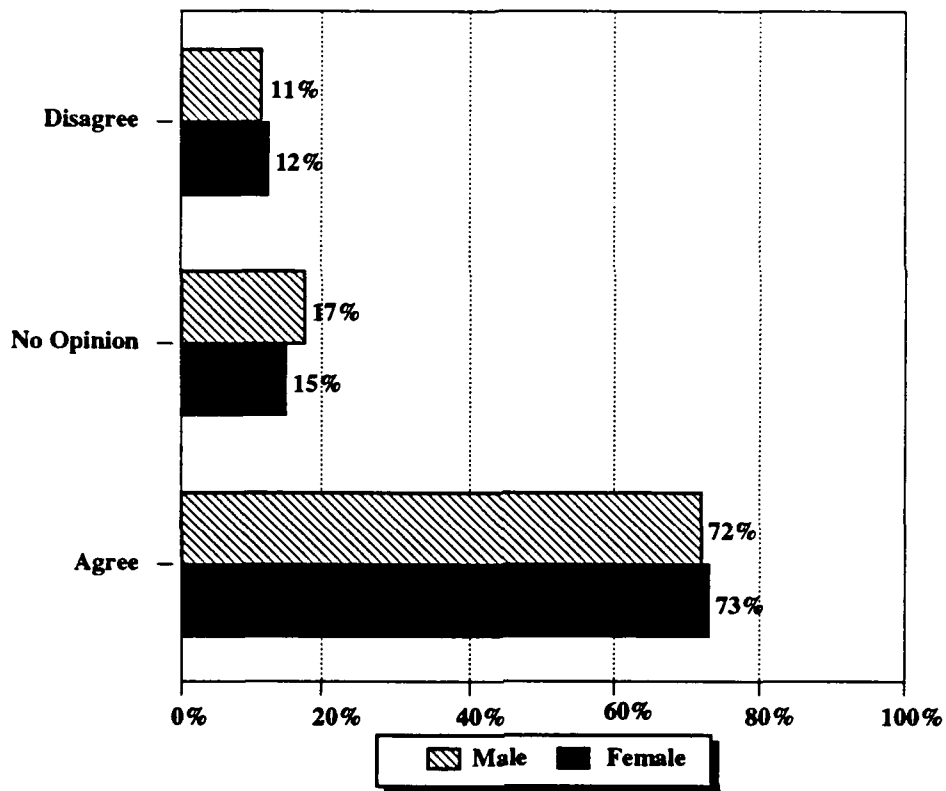
Figure 6. Comparison of actions effective in helping victims of sexual harassment (Question 9B).

Reasonable Efforts to Stop Sexual Harassment

Most respondents agreed that the Navy makes reasonable efforts to reduce sexual harassment. Figure 7 shows the amount of agreement with this premise. Response varied for females from 12 percent who disagreed to 73 percent who agreed. For males, they varied from 11 percent who disagreed to 72 percent who agreed. There was very little change since 1987 for the percentages reported by females or males.

Section II. Actions Considered Useful to Reduce Sexual Harassment

Questions 11-12 asked respondents which actions they considered effective to reduce sexual harassment in the workplace.

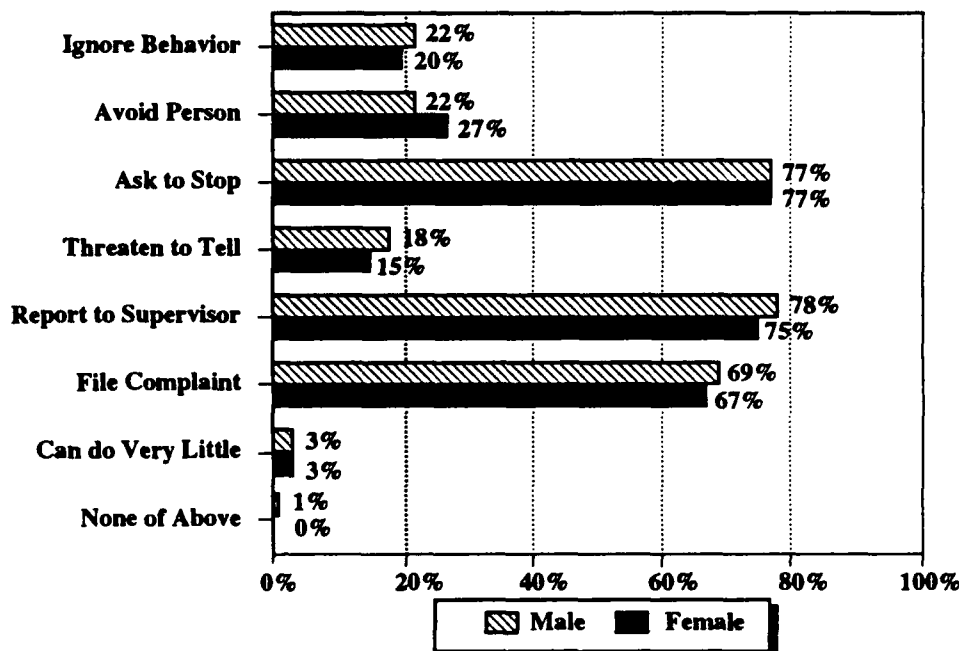


Note. Males, $N = 712$; Females, $N = 676$.

Figure 7. Comparison of Navy efforts to stop sexual harassment (Question 10A).

Effective Actions to Make Others Stop Sexual Harassment

Respondents considered proactive actions such as reporting sexual harassment to the supervisor as more effective than passive behaviors such as ignoring it. Figure 8 shows which of the listed actions would be effective to stop sexual harassment. The responses for females varied from 15 percent who considered threaten to tell as effective to 77 percent who considered ask the person to stop as effective. Since 1987, the selection by females of actions as effective decreased for: ignore the behavior, avoid the person, report it to the supervisor, and threaten to tell others. The percentages of females who identified actions as effective increased for asking the person to stop and filing a complaint. The largest change was a decrease of 10 percent for those who considered ignore the behavior as effective. The responses for males varied from 18 percent for those who considered threaten to tell as effective to 78 percent for those who considered report it to supervisor as effective. Since 1987, males reported that the effectiveness of most actions increased or stayed the same. Decreases in effectiveness of 5 and 4 percent were reported for ignore the behavior and avoid the person, respectively. The largest change in effectiveness was a 7 percent change for file a complaint. Office/clerical employees reported passive behaviors as effective more often than the other occupations.



Note. More than one behavior may be considered effective.

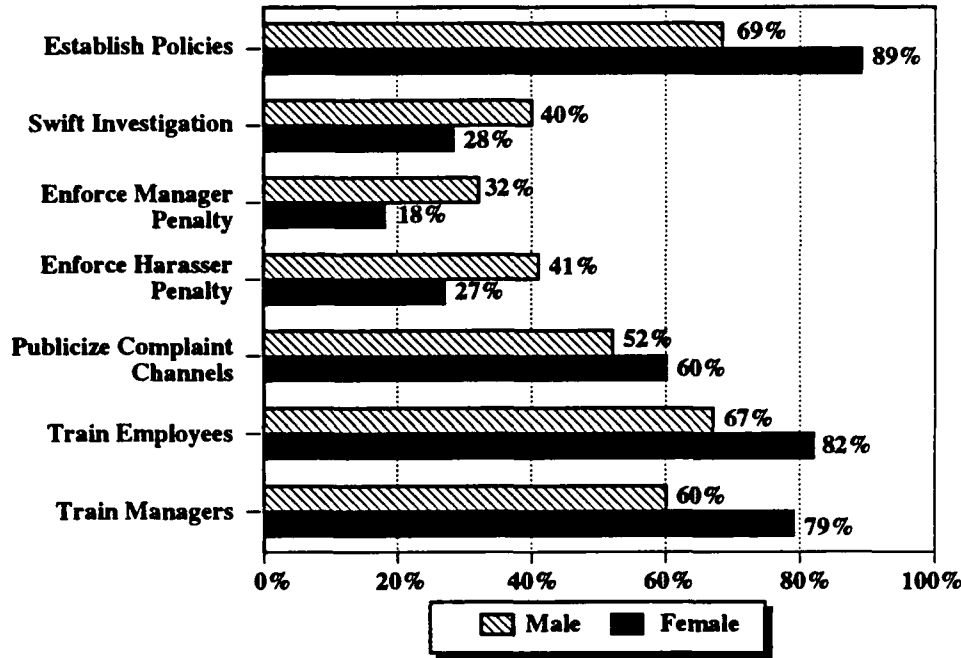
Figure 8. Comparison of actions that make others stop bothering them sexually (Question 11).

Actions Taken by the Navy to Reduce Sexual Harassment

The actions taken by the Navy to reduce sexual harassment that increased the most since 1987 are employee training, manager training, and establishing policies against it. Figure 9 shows the actions respondents reported the Navy has taken to reduce reported sexual harassment. For females, responses varied from 18 percent for actions taken to enforce manager penalties to 89 percent for actions taken to establish policies against sexual harassment. Since 1987, respondents reported an increase for most actions. The exception was providing swift and thorough investigations, which decreased 4 percent. The largest change for females was an increase of 29 percent for train employees. For males, responses varied from 34 percent for enforce manager penalties to 93 percent for establish policies. The largest change for males since 1987 was an increase of 33 percent for train employees. The highest response for all occupations was for establish policies against it, which varied between 90 and 92 percent.

Effective Actions Taken by the Navy to Reduce Sexual Harassment

The most effective actions taken by the Navy to reduce sexual harassment were training employees, training managers, and establishing policies against it. These actions also increased the most since 1987. Males reported every action to be more effective than females. Figure 10 shows how effective these actions were considered. For females, responses varied from 19 percent for those who indicated enforce manager penalties was effective to 62 percent who believed that training employees was effective. The effectiveness of most actions increased since 1987. The effectiveness decreased for providing swift and thorough investigations, enforce manager penalties, and publicize complaint channels. The largest change for females was a 17 percent increase for train employees. For males, the responses varied from 32 percent for enforce manager



Note. More than one action may be reported.

Figure 9. Comparison of actions taken by the Navy to reduce sexual harassment (Question 12A).

penalties to 69 percent for establish policies against it. Since 1987, males reported that the effectiveness of all actions increased. The largest change was a 26 percent increase for train employees. Blue collar/service employees reported establish policies against it (68%) was the most effective action. Office/clerical employees and professional/technical/management employees reported train employees (65% and 68%, respectively) was the most effective action.

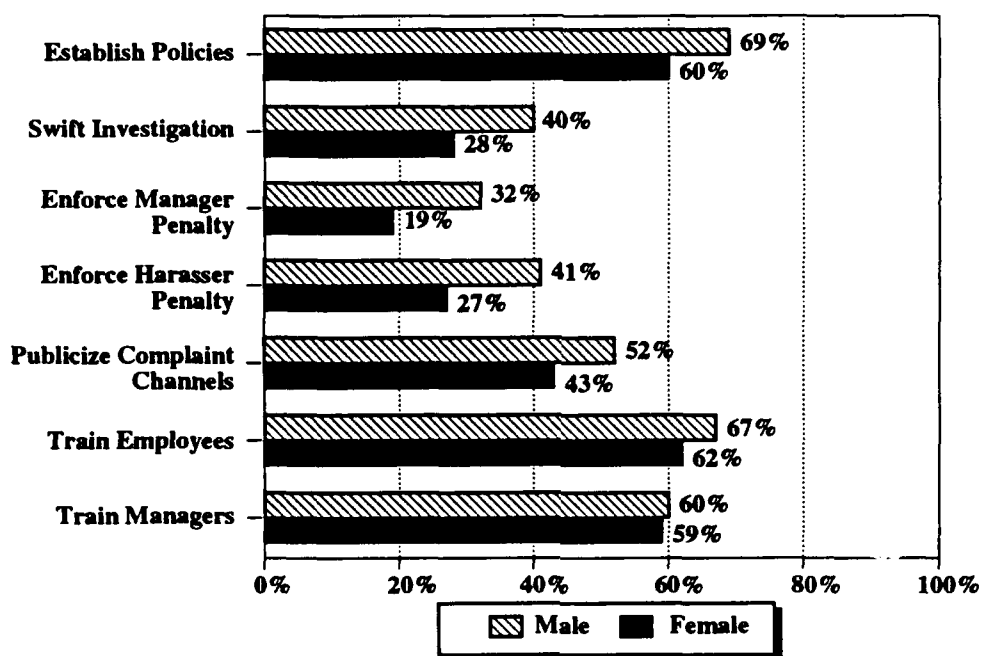
Section III. Sexual Harassment Experience

Questions 13-33 reported the respondents' experiences of sexual harassment. Question 13 was answered by all respondents. Questions 14-33 were answered only by respondents who were harassed in the last 24 months. They provide information about one sexual harassment experience selected by the respondent as the most recent one or the one that had the greatest effect on them.

The demographics of respondents who were harassed were analyzed to create a profile of the victims of harassment.

Compared to other females, female victims were:

1. More likely to have been in a job where they were one of the first of their sex.
2. More likely to have worked for the Navy for less than 15 years.
3. More likely to have a male supervisor.
4. More likely to have worked mostly with men.
5. More likely to have been in paygrades 1-8.
6. Less likely to be a supervisor.



Note. More than one action may be reported.

Figure 10. Comparison of actions taken by the Navy to effectively reduce sexual harassment (Question 12B).

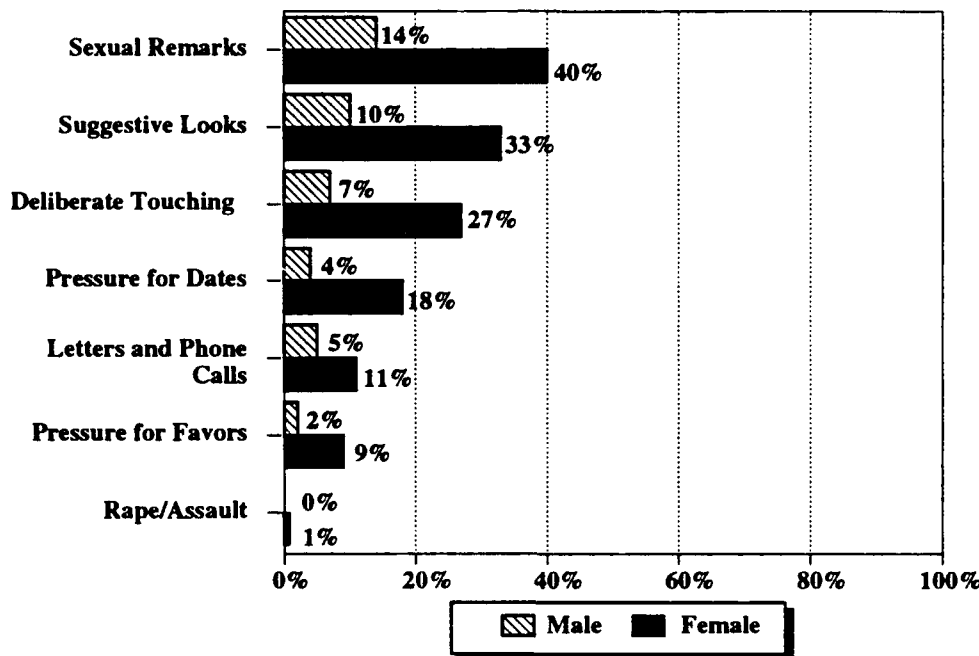
Compared to other males, male victims were:

1. More likely to have worked for the Navy for less than 15 years.
2. More likely to have been a trainee or blue collar employee.
3. More likely to have been in paygrades 1-8.

Experience of Sexual Behaviors

Respondents were asked if they experienced any unwanted and uninvited sexual behavior during the last 24 months from someone where they work. The forms of sexual behaviors experienced by respondents continued to be diverse, ranging from sexual remarks to rape/assaults. However, for each behavior, the reported occurrence of unwanted and uninvited sexual behaviors consistently decreased from 1987 levels.

Females were almost three times more likely to report unwanted and uninvited sexual attention for most behaviors except rape/assault. Figure 11 shows the forms of sexual behavior experienced by the respondents. For females, the responses varied from 1 percent who experienced rape/assault to 40 percent who experienced sexual remarks. Compared to 1987, female respondents reported a decrease of about 3 percent for most unwanted and uninvited behaviors. For males, responses varied from no experience of rape/assault to 14 percent who experienced sexual remarks. Compared to 1987, male respondents reported a decrease in 4 categories: deliberate touching, pressure for dates, letters or calls, and pressures for favors. There was a 4 percent increase for sexual remarks. Office/clerical employees reported experiencing all forms of sexual harassment more often than blue collar or professional/technical/management employees except for rape/assault.



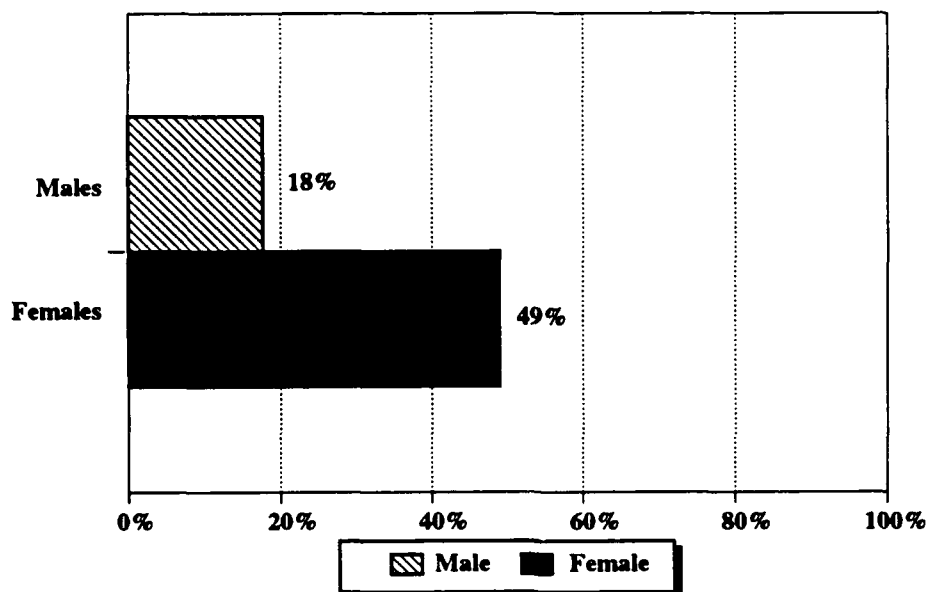
Note. More than one form may be reported.

Figure 11. Comparison of forms of sexual behaviors in the last 24 months (Question 13).

Incidence of Sexual Harassment

The 1987 MSPB survey considered respondents to be sexually harassed if they experienced any of the unwanted and uninvited sexual behavior listed in Figure 11 during the 24 months prior to the survey. An incidence rate of sexual harassment was defined as the percentage of respondents who experienced *any* of the unwanted and uninvited sexual behaviors. Using the same definition, the incidence rate for respondents was calculated using the 1991 data. Figure 12 shows that the Navy incidence rate of sexual harassment for males and females, respectively, increased by 4 and 3 percent. For females, the incidence rate for blue collar employees was 56 percent, for office/clerical employees 49 percent, and for professional/technical/management employees 47 percent. For males, the rate for office/clerical employees was 22 percent, for blue collar employees 17 percent, and for professional/technical/management employees 17 percent.

The reported incidence rates of sexual harassment must be viewed with caution. They do not consider that the unwanted and uninvited behaviors may have occurred more than once during the period reported or that a respondent may have been reporting more than one incident if more than one behavior was selected. Also, because of the training provided to the work force for the prevention of sexual harassment since 1988, employees and supervisors may have become sensitized to what actions might constitute sexual harassment leading to an increase in the calculated incidence rate. This is supported by the responses to Questions 1-6, which indicated an increase, since 1987, of the percentages of respondents who considered most of the listed behaviors as sexual harassment. Even though there was a reported increase since 1987 in the incidence rate, the increase is not significant at the .05 level of significance.



Note. Males, $N = 720$; Females, $N = 674$.

Figure 12. Reported incidence rate of sexual harassment.

Type of Sexual Harassment Experience

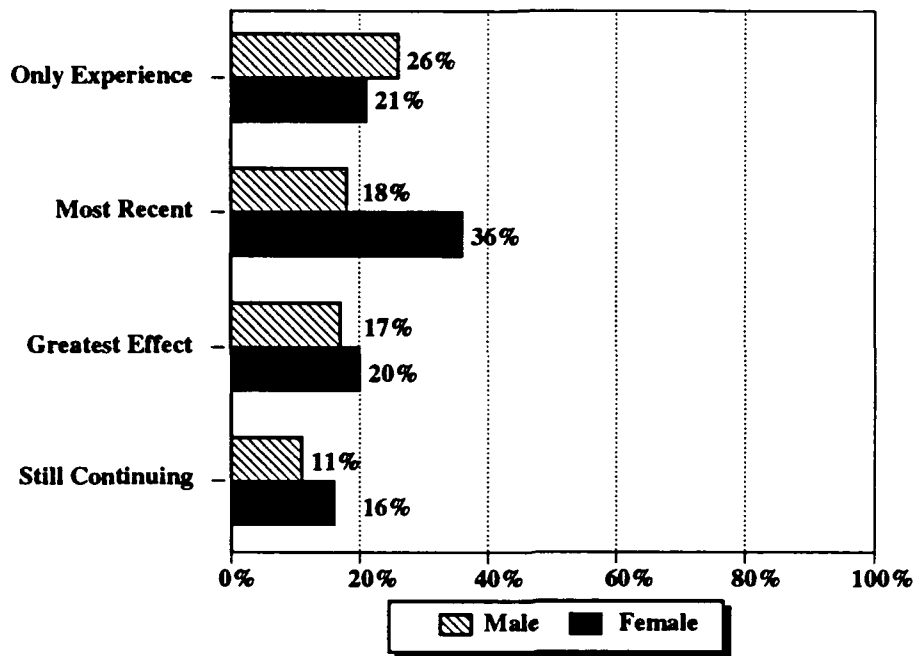
Female respondents indicated that the sexual harassment incident they reported was likely the most recent and not the only experience, while males indicated that it was most likely the only one. Figure 13 shows the types of incidents reported. For females, the responses varied from 16 percent who reported it was still continuing to 36 percent who reported it was the most recent. Since 1987, the largest change reported by females was a 26 percent increase for it being the most recent incident. For males, responses varied from 11 percent who reported it was still continuing to 26 percent who reported it was the only experience. Since 1987, the largest change for males was an increase of 9 percent for the incident was still continuing. Blue collar/service employees were most likely to report this to be the only experience (36%), followed by office/clerical (27%) and professional/technical/management (18%) employees.

Location of Sexual Harassment Reported

As shown in Figure 14, most of the described sexual harassment incidents occurred on the respondents' present job. Eighty-two percent of females reported that the incident occurred on their present job, which was a 16 percent increase since 1987. Eighty-seven percent of males reported the incident occurred on their present job, which was an increase of 2 percent since 1987.

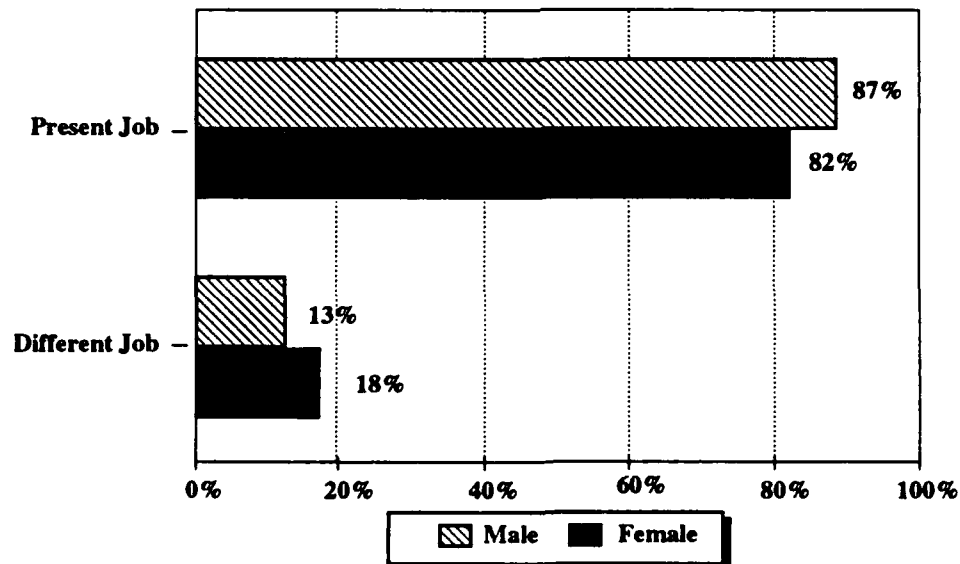
Types of Sexual Harassment Behaviors Reported

For most unwanted behaviors, women reported the behaviors more often than men for the described sexual harassment incident. As shown in Figure 15, the types of behaviors reported were diverse. Sexual remarks was the most reported behavior for females and males while rape/assault was the least reported behavior. Since 1987, pressure for favors decreased for females by 8 percent



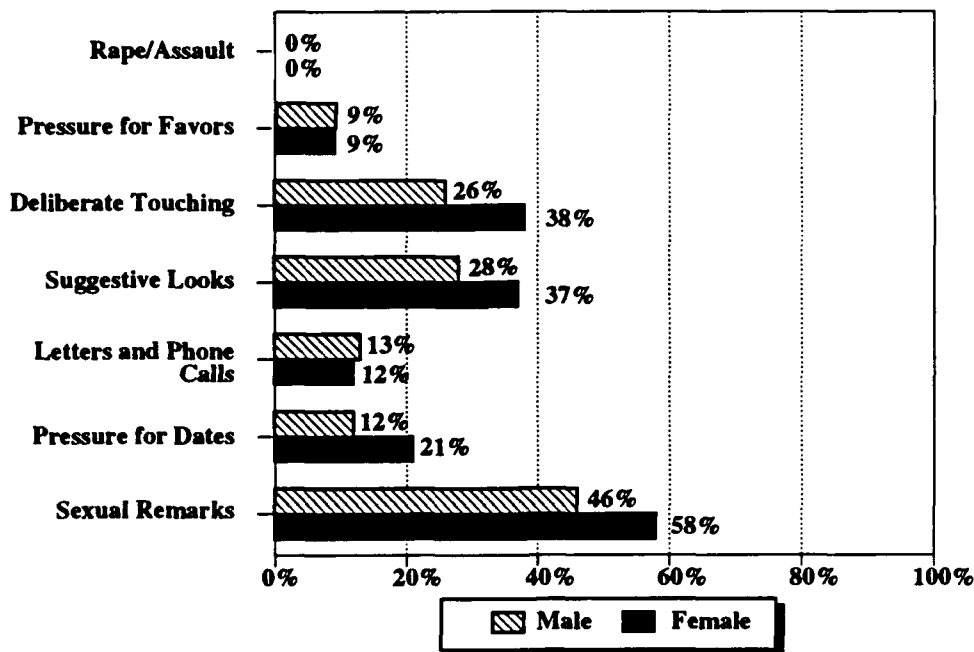
Note. More than one option may have been chosen.

Figure 13. Comparison of type of selected sexual harassment experience (Question 14).



Note. Males, $N = 105$; Females, $N = 350$.

Figure 14. Comparison of job location of selected sexual harassment experience (Question 15).



Note. More than one behavior may have been experienced.

Figure 15. Comparison of type of behaviors experienced during selected sexual harassment experience (Question 16).

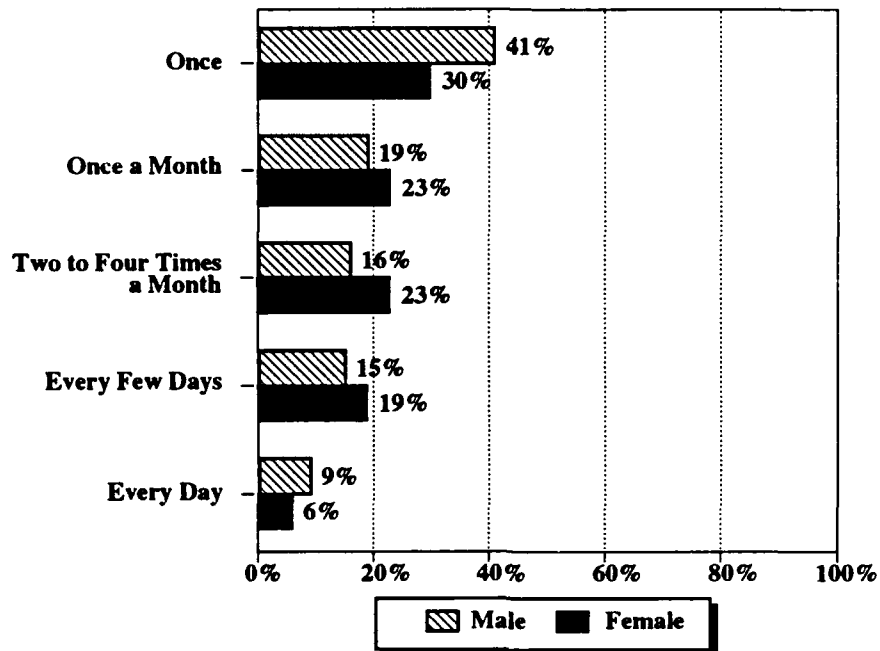
and deliberate touching increased by 4 percent. Since 1987, most behaviors decreased for males, except for sexual remarks which increased 13 percent.

Frequency of Sexual Harassment

Figure 16 shows how often the selected sexual harassment incident occurred. Females and males most often reported the incident occurred once. The least reported frequency for both was every day. For females, responses varied from 6 percent who reported it occurred every day to 30 percent who reported it occurred once. Since 1987, females reported a 9 percent increase in the frequency of every few days, and a decrease of 8 percent for 2 to 4 times a month. For males the responses varied from 9 percent who reported it occurred every day to 41 percent who reported it occurred once. Since 1987, males reported an increase of 4 percent for every few days and 16 percent for once a month. Blue collar/service employees (42%), office/clerical (33%), and professional/technical/management employees (32%) most frequently responded that the incident occurred once.

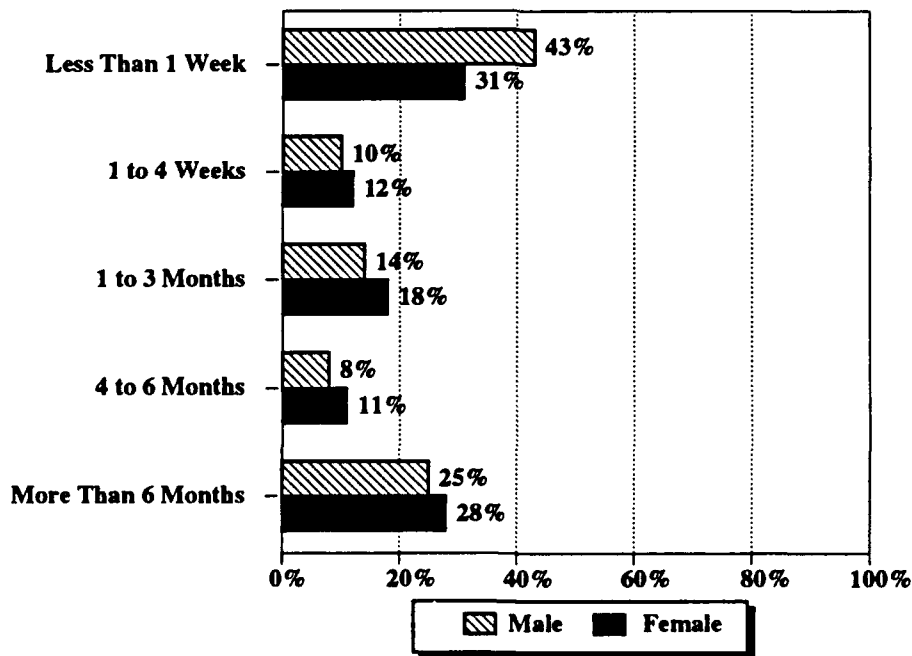
Length of Sexual Harassment

Twenty-eight percent of females and 25 percent of males reported the selected sexual harassment incident lasted more than 6 months. Figure 17 shows the reported duration for the selected incident. For females, responses varied from 11 percent who reported it lasted 4 to 6 months to 31 percent who reported it lasted less than 1 week. Since 1987, response for females decreased 11 percent for less than 1 week and increased 7 percent for 1 to 4 weeks. For males,



Note. Males, $N = 104$; Female, $N = 357$.

Figure 16. Comparison of frequency of selected sexual harassment experience (Question 17).



Note. Males, $N = 104$; Females, $N = 350$.

Figure 17. Comparison of length of selected sexual harassment experience (Question 18).

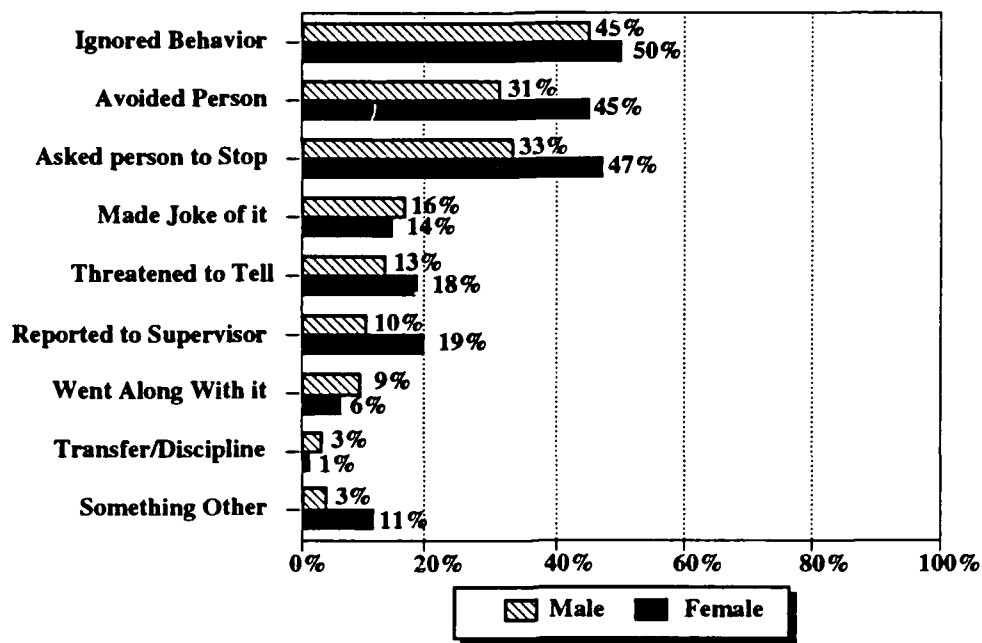
responses varied from 8 percent who reported it lasted 4 to 6 months to 43 percent who reported it lasted less than 1 week. Since 1987, responses for males increased for 1 week to 6 months and decreased for less than 1 week and more than 6 months. The largest change was an increase of 9 percent for 1 to 3 months.

Informal Actions Taken

Many of those who experienced a sexual harassment incident reported they took informal actions in response to it. Consistent with 1987 data, in terms of the severity of the action, most stopped short of reporting the incident to a supervisor. Females were more likely than males to take informal actions in response to the unwanted sexual attention. The three most popular informal actions for females and males were: ignored the behavior, asked the person to stop, and avoided the person. Figure 18 compares the informal actions taken in response to the selected sexual harassment incident. For females, actions ranged from 1 percent who disciplined the person to 50 percent who ignored the behavior. The percentages of respondents taking informal actions increased in most categories since 1987. There was a decrease of 7 percent for joked about the behavior and 4 percent for ignored the behavior. The largest change since 1987 for females was an increase of 10 percent who asked the person to stop. For males, response varied from 3 percent who disciplined the person to 45 percent who ignored the behavior. The percentages of males who took informal actions decreased from 1987 for most actions. Percentages increased for ignored the behavior, joked about the behavior, and threatened to tell others. The largest change was an increase of 7 percent for ignored the behavior. Blue collar/service employees were most likely to have asked the person to stop (51%). Office/clerical employees and professional/technical/management employees were most likely to have ignored the behavior (47% and 48%, respectively).

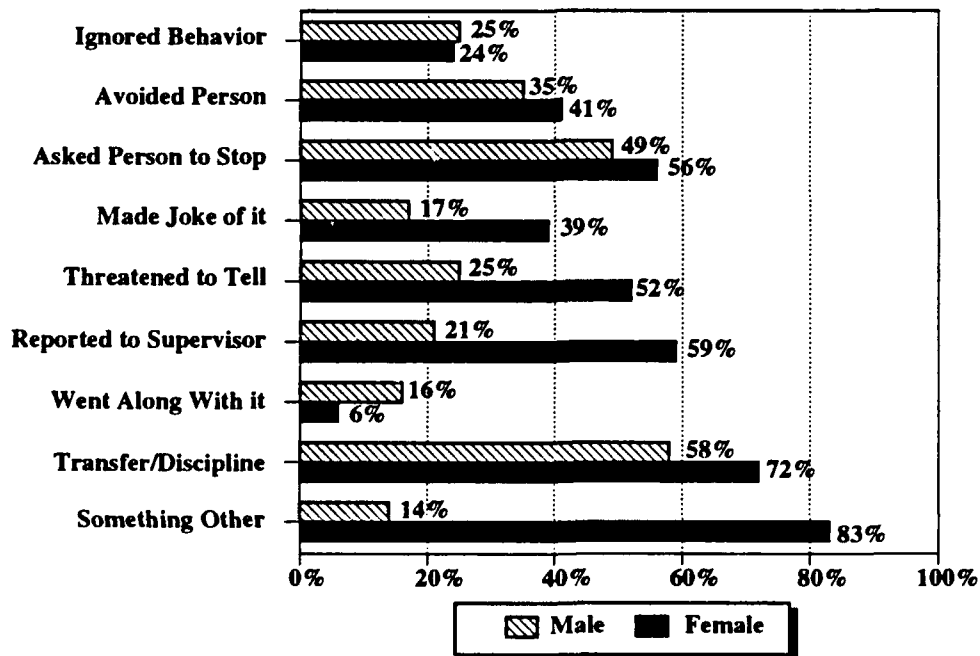
Effectiveness of Informal Actions

Figure 19 shows the informal actions that were effective following the selected sexual harassment incident. The informal actions reported as effective have changed over time. The effectiveness of avoidance behaviors such as ignored the behavior decreased since 1987, while the effectiveness of proactive behaviors such as threatened to tell others increased. Females generally reported informal actions as effective more frequently than males for the same actions. The top three effective informal actions were different for women and men. For females, the most effective actions were: actions other than those listed, disciplined the person, and reported it to supervisor. For males, the most effective actions were: transferred/disciplined the person, asked the person to stop, and avoided the person. For females, responses varied from 6 percent who went along with it to 83 percent who did something other than the listed actions. The effectiveness of actions taken by females decreased for most types since 1987. Reported effectiveness increased for threatened to tell others, reported to the supervisor, and transferred/disciplined the person. For males, responses varied from 14 percent who did something other than the actions listed to 58 percent who transferred/disciplined the person. The effectiveness of actions taken by males increased for most types since 1987. Reported effectiveness for ignored the behavior and avoided the person decreased. The largest change was an increase of 50 percent for transferred/disciplined the person. Blue collar/service employees reported asked the person to stop as the most effective action (55%). Office/clerical employees found reported it to the supervisor the most effective action (74%). Professional/technical/management employees reported transferred/disciplined the person as the most effective action (71%).



Note. More than one action was often taken.

Figure 18. Comparison of informal actions taken in response to sexual harassment experience (Question 19A).

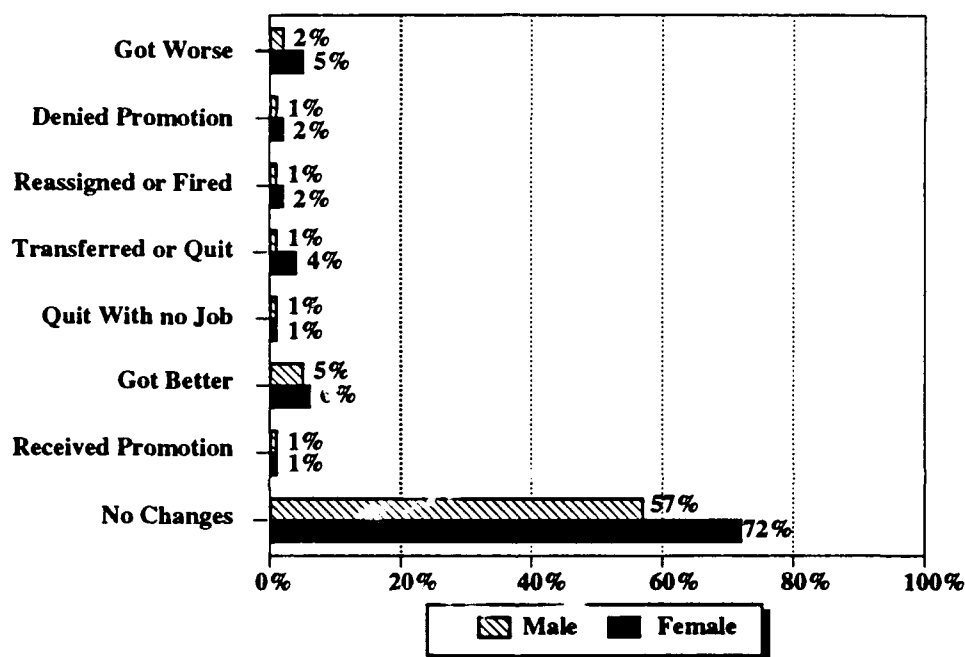


Note. More than one action was often taken.

Figure 19. Comparison of effective informal actions for selected sexual harassment experience (Question 19B).

Changes at Work

Figure 20 shows the changes that occurred at work as a result of the reported sexual harassment incident. Seventy-two percent of females and 57 percent of males reported there were no changes. When changes occurred, 6 percent of females reported working conditions got better and 5 percent reported they got worse. Since 1987, females reported an increase of 4 percent for no changes. For males, when there were changes, 5 percent reported conditions got better and 2 percent reported they got worse. From 1987, males reported an increase of 8 percent for no changes.



Note. More than one change may have been affected.

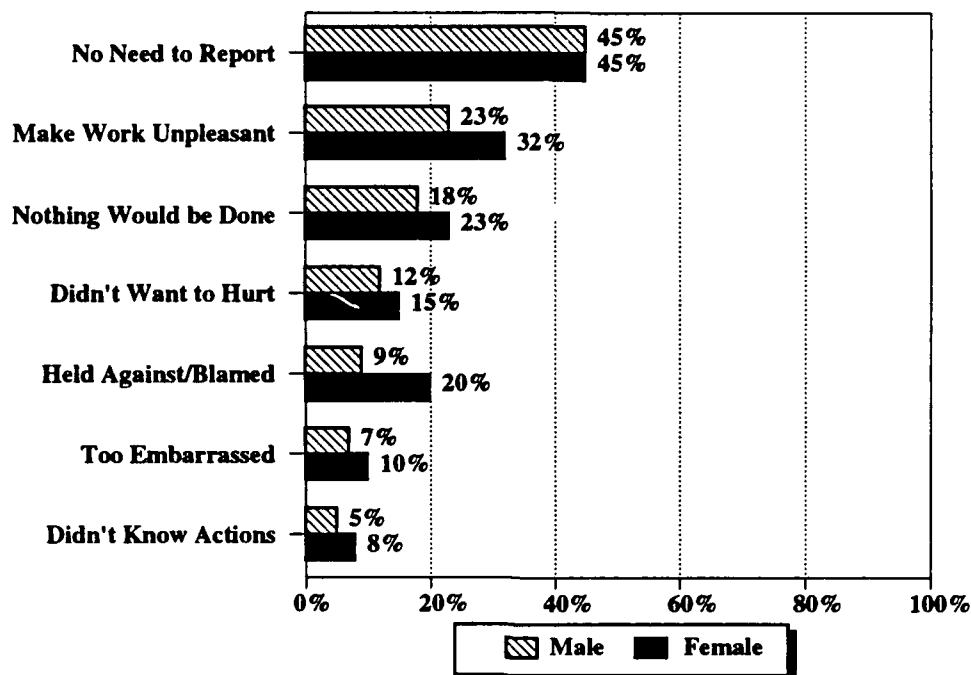
Figure 20. Comparison of changes at work from selected sexual harassment experience (Question 20).

Formal Actions Taken and the Effectiveness of Those Actions

Only 4 percent of females and 2 percent of males took any formal action in response to the sexual harassment incident they reported. When they did report an action, it was most likely to request a Navy investigation. Blue collar/service employees were more than twice as likely (9%) as office/clerical employees (4%) to take action and three times more likely than professional/technical/management employees (3%). No figures are provided for questions 21 and 22 because of the low response rate for both questions.

Reasons for not Taking Formal Actions

Most of those reporting an incident of sexual harassment did not take formal action. Consistent with the 1987 data, the reason provided most often was there was no need to report it. Figure 21 shows the reasons for not taking formal actions in response to the selected sexual harassment experience. For females, responses varied from 8 percent for did not know what actions to take to



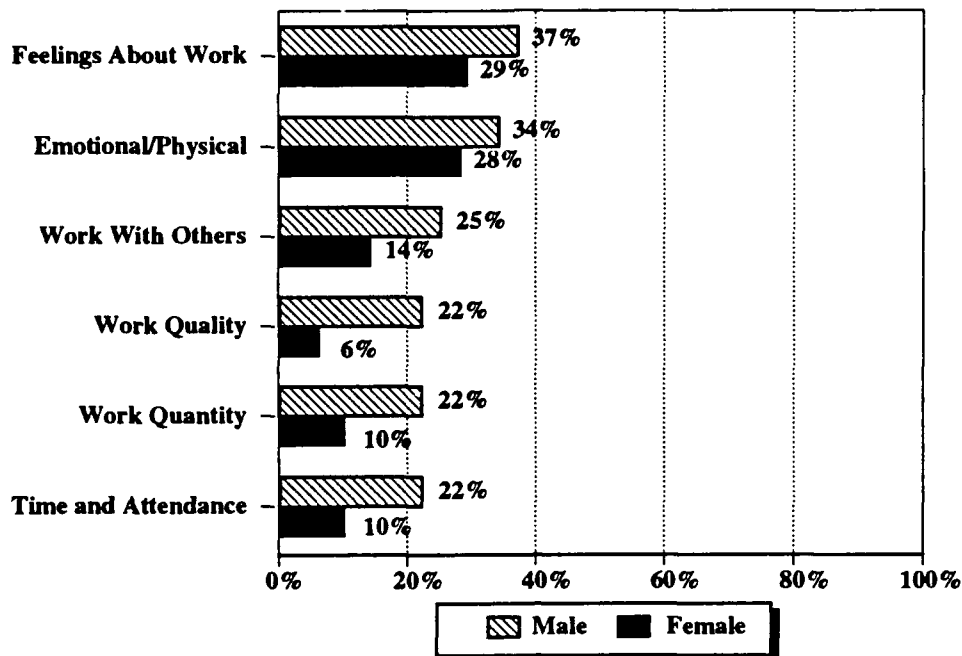
Note. More than one reason may be given.

Figure 21. Comparison of reasons for not taking formal action in response to selected sexual harassment experience (Question 24).

45 percent for no need to report it. The percent of females choosing the various reasons increased from 1987, except no need to report, which decreased 5 percent. The largest change was a 6 percent increase for nothing could be done. For males, responses varied from 5 percent for did not know what actions to take to 45 percent for no need to report it. The actions that increased since 1987 were: no need to report it, would make work unpleasant, would be held against me, and did not know what actions to take. Decreases were reported for the other reasons. The largest change was a decrease of 12 percent for did not want to hurt the person who bothered them. In 1991, no need to report it was the reason reported most often by all occupations.

Effect of Sexual Harassment

Figure 22 shows the negative effects in the workplace on respondents as a result of the selected sexual harassment incident. For females, responses varied from 6 percent for a negative effect on work quality to 29 percent for a negative effect on their feelings about work. Compared to 1987, females reported fewer negative effects on work and work quality and more of a negative effect on work quality. All changes were less than 4 percent. For males, responses varied from 22 percent for a negative effect on work quality, work quantity, and time and attendance to 37 percent for a negative effect on feelings about work. Since 1987, males reported an increase in the negative effects in most areas, except for emotional/physical conditions and ability to work with others. The greatest change was for negative feelings about work which increased 9 percent.



Note. More than one effect may be reported.

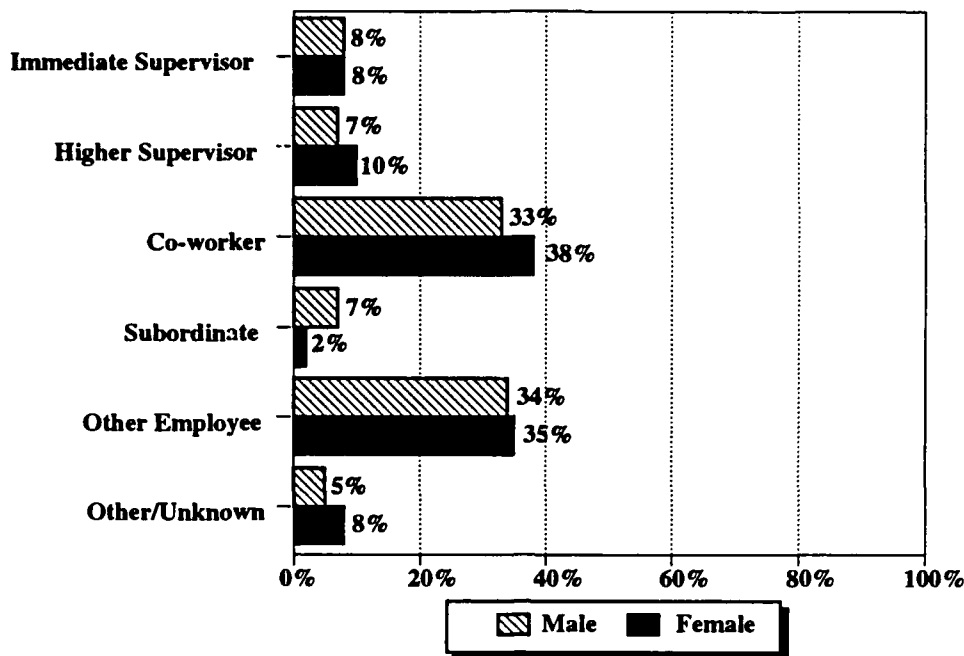
Figure 22. Comparison of effects of sexual attention for selected sexual harassment experience (Question 25).

Sources of Sexual Harassment

Figure 23 shows the sources of sexual harassment for the selected sexual harassment incident. Thirty-five percent of females were harassed by other employees and 38 percent were harassed by co-workers. Thirty-four percent of males were harassed by other employees and 33 percent were harassed by co-workers. Office/clerical and professional/technical/management employees reported the highest percentage of harassment from co-workers (39% and 35%, respectively), while blue collar/service employees reported the highest percentage of harassment from other employees (52%). The sources of sexual harassment have changed since 1987. The percentage of female respondents who indicated they were sexually harassed by their supervisors decreased by 17 percent, while harassment by co-workers increased 14 percent. For males, sexual harassment from all supervisors decreased 13 percent, while harassment from other employees increased 7 percent.

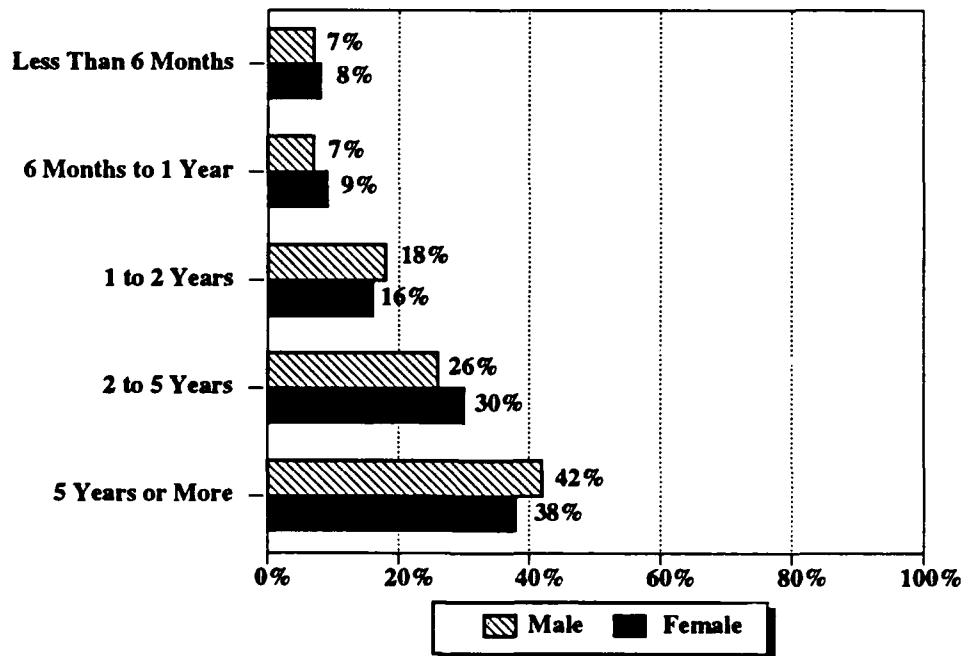
Length Worked at Organization

Figure 24 shows the length of time respondents worked at the organization where the selected sexual harassment incident occurred. For females, responses varied from 8 percent who reported they worked in the organization for less than 6 months to 38 percent who were there for 5 years or more. The percent of females who chose 6 months to a year and 5 years or more increased since 1987. The greatest change was an increase of 11 percent for 5 years or more. For males, responses varied from 7 percent of males who worked in the organization for less than 6 months to 42 percent who worked there for 5 years or more. Since 1987, the largest change for males was a decrease of 11 percent for 2 to 5 years in the organization.



Note. Harassment from more than one level was possible.

Figure 23. Comparison of sources of sexual harassment for selected sexual harassment experience (Question 26).

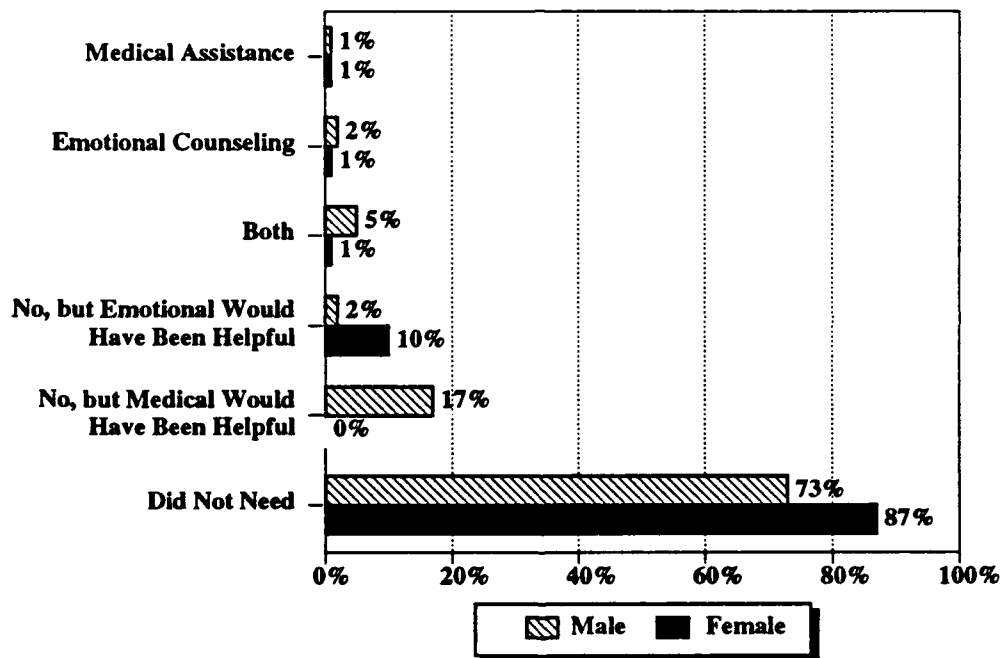


Note. Males $N = 106$; Females, $N = 354$.

Figure 24. Comparison of length of time worked at organization where selected sexual harassment experience occurred (Question 27).

Medical or Emotional Assistance Received

Figure 25 shows the medical and emotional assistance received as a result of the selected sexual harassment incident. Eighty-seven percent of females and 73 percent of males reported they did not need any assistance. Compared to 1987, the percentages of respondents reporting they did not need any assistance did not change for females and decreased 20 percent for males. Seventeen percent of males reported that medical assistance would have been helpful. Ten percent of females reported that emotional counseling would have been helpful. Blue collar/service employees were most likely to report that medical attention would have been helpful (12%). Office/clerical employees were most likely to report that both medical and emotional attention would have been helpful (5%). Professional/technical/management employees were most likely to report that emotional attention would have been helpful (9%).

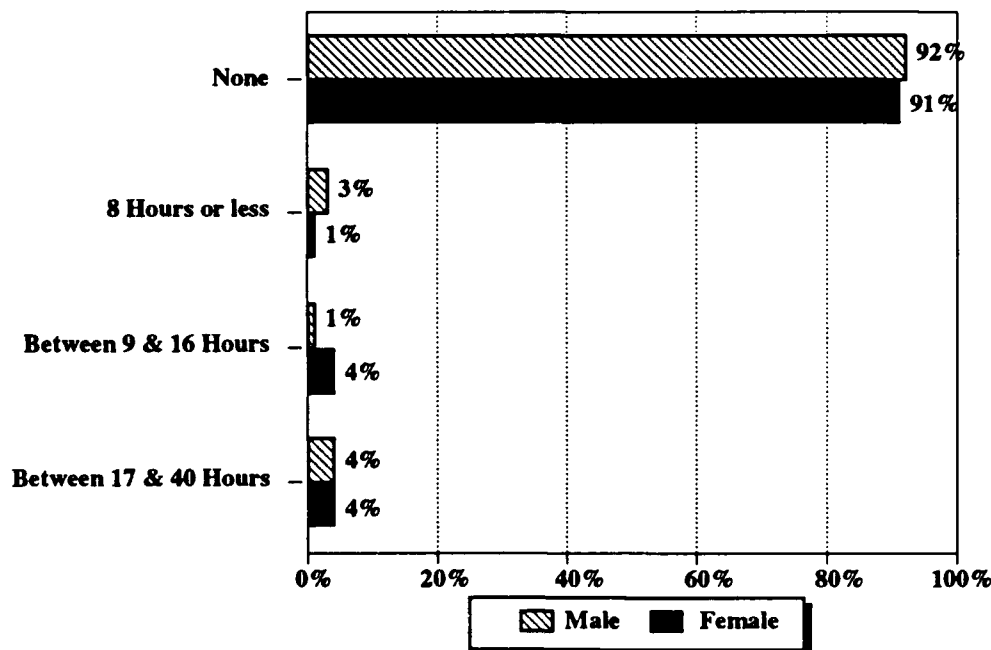


Note. Males, $N = 104$; Females, $N = 350$.

Figure 25. Comparison of kinds of assistance received for selected sexual harassment experience (Question 28).

Sick Leave Used

Figure 26 shows the sick leave used as a result of the selected sexual harassment incident. Ninety-one percent of females and 92 percent of males reported they did not use any sick leave. Since 1987, the percent of respondents who used sick leave decreased 3 percent for females and 7 percent for males.



Note. Male, $N = 104$; Females, $N = 347$.

Figure 26. Comparison of amount of sick leave used for selected sexual harassment experience (Question 29).

Annual Leave Used

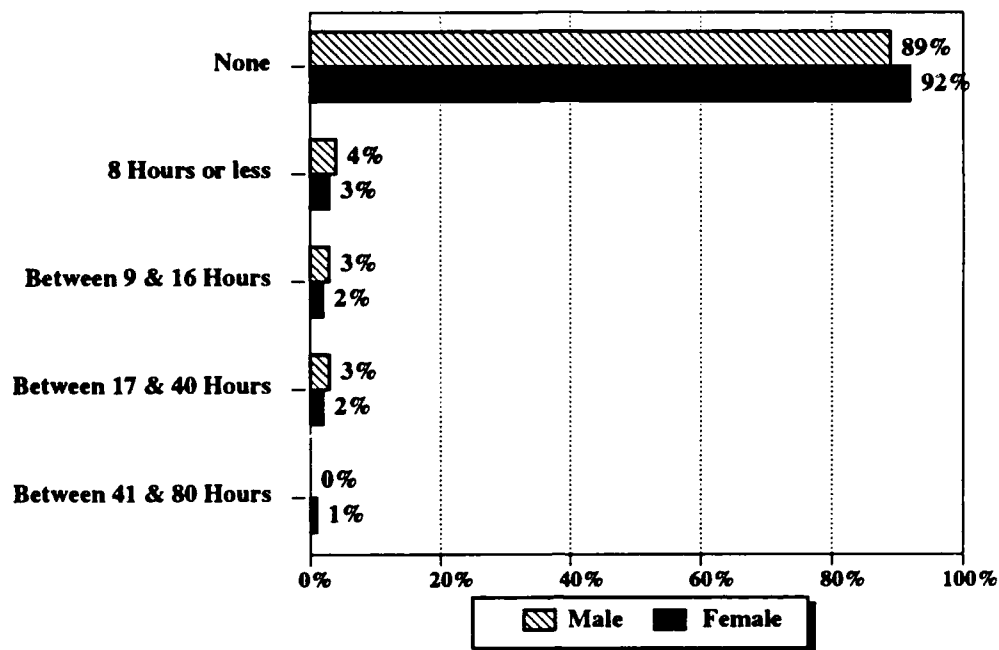
Figure 27 shows the annual leave used as a result of the selected sexual harassment incident. Ninety-two percent of females and 89 percent of males reported they did not use any annual leave. Since 1987, the percent of respondents who used annual leave decreased 3 percent for females and 7 percent for males.

Leave Without Pay Used

Figure 28 shows the leave without pay used as a result of the selected sexual harassment incident. Ninety-nine percent of females and 97 percent of males reported they did not use any leave without pay. Compared to 1987, the percent of respondents who used leave without pay decreased 3 percent for females and 11 percent for males.

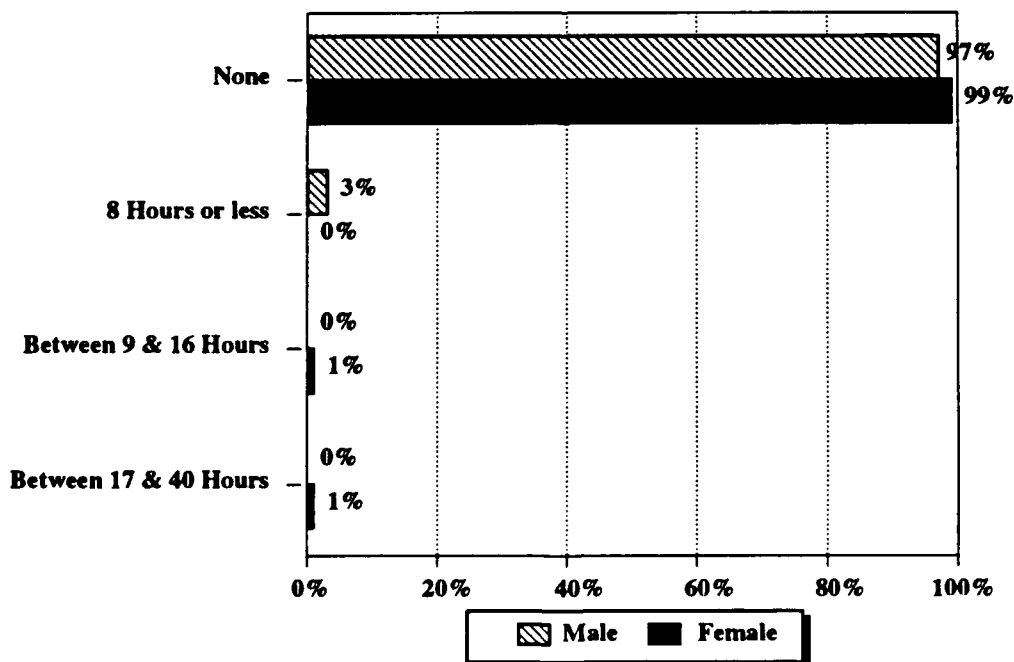
Effect on Productivity

Figure 29 shows the effect on productivity as a result of the selected sexual harassment incident. Eighty-one percent of females and 86 percent of males reported productivity was not reduced. For females, responses varied from 1 percent who reported their productivity was markedly or dramatically reduced to 12 percent who reported it was slightly reduced. Compared to 1987, the percent of females who reported no reduction in productivity decreased 7 percent. For males, responses varied from 1 percent who reported their productivity was markedly or dramatically reduced to 8 percent who reported it was slightly reduced. Compared to 1987, the percent of males who reported no reduction in productivity increased 3 percent. Because so few



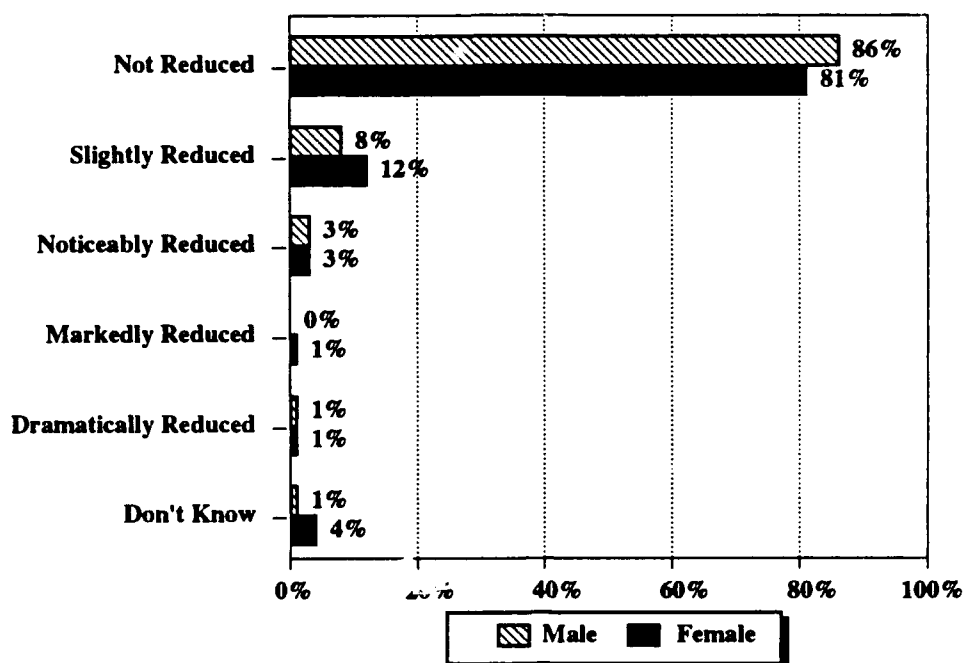
Note. Male, $N = 104$; Females $N = 349$.

Figure 27. Comparison of amount of annual leave used for selected sexual harassment experience (Question 30).



Note. Males, $N = 107$; Females, $N = 355$.

Figure 28. Comparison of amount of leave without pay used for selected sexual harassment experience (Question 31).



Note. Males, N = 107; Females N = 358.

Figure 29. Comparison of effect of productivity for selected sexual harassment experience (Question 32).

respondents reported reduced productivity, it was not possible to differentiate between the length of time the reduction in productivity continued. Therefore, no figure is shown for question 33 in the survey.

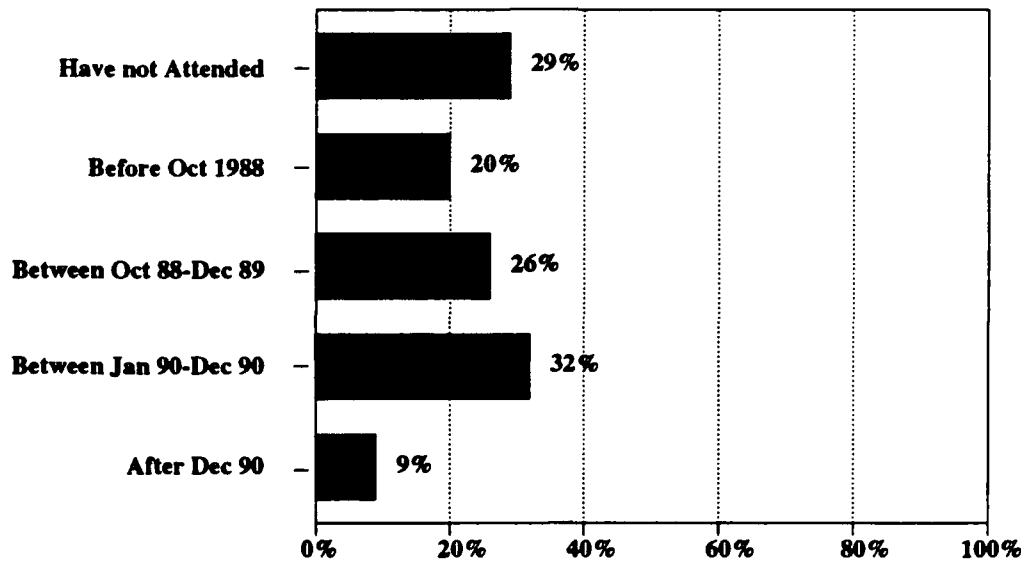
Section IV. Prevention of Sexual Harassment Training

Two questions related to Navy prevention of sexual harassment training were added to the 1991 survey. The first question asked if and when respondents attended training and the second concerned the topics addressed by the training. Topics included: definition of sexual harassment and Department of Defense policy, behaviors and situations, prevention, legal rights and changes, penalties and actions, and other topics.

Overall, training was well attended and addressed all of the topics listed. One indication that prevention of sexual harassment training has been effective was that respondents reported, as shown in Figure 10, that it was one of the most effective actions taken by Navy to reduce sexual harassment.

Training Attendance

Seventy-one percent of the respondents attended prevention of sexual harassment training. Figure 30 shows the attendance at prevention of sexual harassment training by date of training. Respondents most often attended training between January and December of 1990. Attendance by gender was almost identical. By occupation, 37 percent of blue collar employees reported they did not attend any training, compared to 33 percent office/clerical employees and 24 percent professional/technical/management employees.

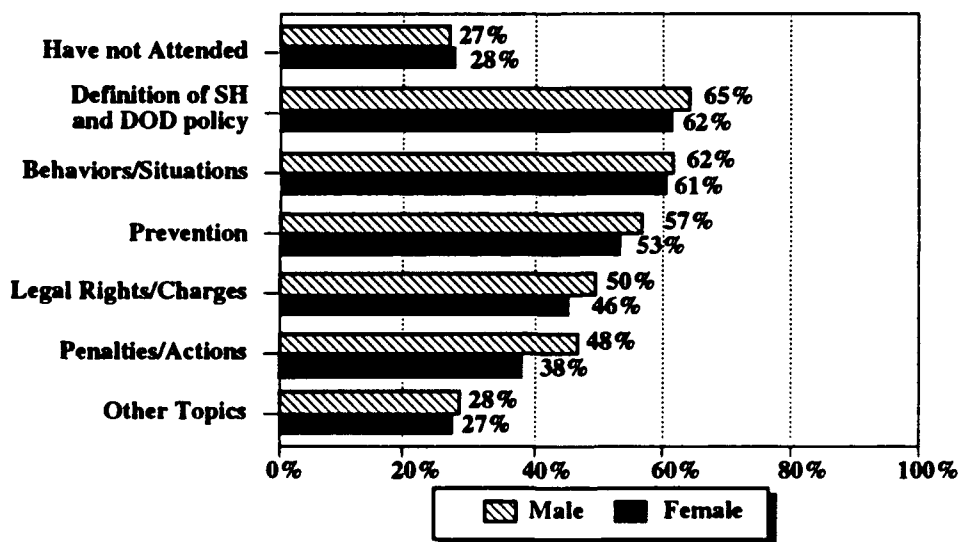


Note. Training in more than one time period may have occurred.

Figure 30. Comparison of attendance at prevention of sexual harassment training by date (Question 47).

Training Topics

Figure 31 shows the topics addressed in prevention of sexual harassment training. Respondents reported the first three topics were included more than 50 percent of the time and the next two were included slightly less than 50 percent of the time. By gender, the mix of topics reported was nearly identical. Professional/technical/management respondents reported that most of the topics were addressed more often than did the other occupations.



Note. Training may have addressed more than one topic.

Figure 31. Comparison of topics included in prevention of sexual harassment training (Question 48).

Appendix A
Department of the Navy Sexual Harassment Survey



DEPARTMENT OF THE NAVY
OFFICE OF CIVILIAN PERSONNEL MANAGEMENT
800 N QUINCY STREET
ARLINGTON, VA 22203-1998

DEPARTMENT OF THE NAVY
SEXUAL HARASSMENT SURVEY

Dear Survey Recipient:

We are conducting this survey to learn how Department of the Navy civilian employees feel about the nature and extent of sexual harassment in the workplace and if employees and supervisors are receiving training in the prevention of sexual harassment.

Your response will help us learn if uninvited and unwelcome sexual attention is a problem and determine what is being done about it.

You were randomly selected to take part in this survey and your answers will remain anonymous. Although your participation is voluntary, your response is important because it is part of an overall sample which will represent the views of all Department of the Navy civilian employees.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script, reading "Roberta K. Peters".

ROBERTA K. PETERS
Director

DEPARTMENT OF THE NAVY CIVILIAN SEXUAL HARASSMENT SURVEY

SEXUAL HARASSMENT IN THE NAVY CIVILIAN WORKPLACE: IS IT A PROBLEM?

This is a nationwide study of sexual harassment in the Navy civilian workplace. The first and second sections of this booklet ask how you feel about relationships among people who work together. The third section asks about your own experience with sexual harassment. The fourth section asks questions about you, such as your sex, age, and education.

You may not have to answer every question in the survey. Instructions in each of the sections will tell you which questions to answer. Also, please use the last page of this questionnaire to write any additional comments you may have.

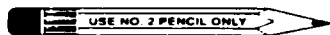
We appreciate your taking the time to complete and return this important survey.

PRIVACY ACT STATEMENT

Public Law 93-579, called the Privacy Act of 1974, requires that you be informed of the purposes and uses to be made of the information collected. Navy Personnel Research & Development Center may collect the information requested in the Department of the Navy Sexual Harassment Survey, under the authority of 5 United States Code 301.

Providing information in this form is voluntary. Failure to respond to any particular questions will not result in any penalty to the respondent except the possible lack of representation of your views in the final results and outcomes.

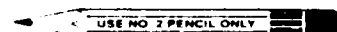
MARKING INSTRUCTIONS



- Do NOT use ink or ball point pens.
- Erase completely and cleanly any answer you wish to change.
- Do not make any stray marks in this booklet.

• CORRECT MARK: ○ ● ○ ○

• INCORRECT MARKS: ⊗ ⊘ ⊙ ⊕



POINT OF CONTACT

If you have questions, please contact:

Mr. David Tyburski
Navy Personnel Research & Development Center
San Diego, CA 92152-6800

A/V 553-7653 or (619) 553-7653

SECTION I

This section asks how you feel about certain types of interactions among people who work together.

We would like to know what you would think if the following happened to you or to someone else at work. For each behavior listed below, please mark ONE response for each behavior.

BEHAVIOR

	YOUR RESPONSE TO BEHAVIOR				
	Definitely Not	Probably Not	Don't Know	Probably Yes	Definitely Yes
1. Uninvited letters, telephone calls, or materials of a sexual nature.					
a. If a supervisor did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
b. If another worker did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
2. Uninvited and deliberate touching, leaning over, cornering, or pinching.					
a. If a supervisor did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
b. If another worker did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
3. Uninvited sexually suggestive looks or gestures.					
a. If a supervisor did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
b. If another worker did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
4. Uninvited pressure for sexual favors.					
a. If a supervisor did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
b. If another worker did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
5. Uninvited pressure for dates.					
a. If a supervisor did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
b. If another worker did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
6. Uninvited sexual teasing, jokes, remarks or questions.					
a. If a supervisor did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐
b. If another worker did this, would you consider this sexual harassment?	☐	☐	☐	☐	☐

7. If you have worked outside of the Federal Government, would you say that there is more or less unwanted sexual attention in non-Federal jobs?

- ☐ I have never held a non-Federal job.
- ☐ There is more on non-Federal jobs.
- ☐ There is about the same in Federal and non-Federal jobs.
- ☐ There is less on non-Federal jobs.
- ☐ I don't know.

8. In your opinion, is sexual harassment in the Navy civilian workplace more or less of a problem than it was 5 years ago?

- ☐ It was never a problem.
- ☐ It is much more of a problem.
- ☐ It is more of a problem.
- ☐ It is about the same.
- ☐ It is less of a problem.
- ☐ It is much less of a problem.
- ☐ Don't know/can't judge.

9. We want to know (A) whether you think the following possible formal actions are available to those who have been sexually harassed and (B) if the actions would be effective in helping those employees. For each action listed below, please mark ONE response for each action.

ACTIONS	A. THIS ACTION IS AVAILABLE IN THE NAVY			B. HOW EFFECTIVE WOULD THIS ACTION BE?					
	Yes	No	Don't Know	Very Effective	Somewhat Effective	Neither Effective Nor Ineffective	Somewhat Ineffective	Not At All Effective	Do Not Know
a. Requesting an investigation by the Navy.....	☐	☐	☐	☐	☐	☐	☐	☐	☐
b. Requesting an investigation by an outside agency.....	☐	☐	☐	☐	☐	☐	☐	☐	☐
c. Filing a grievance or adverse action appeal.....	☐	☐	☐	☐	☐	☐	☐	☐	☐
d. Filing a discrimination complaint.....	☐	☐	☐	☐	☐	☐	☐	☐	☐
e. Filing a complaint through special channels set up for sexual harassment complaints.....	☐	☐	☐	☐	☐	☐	☐	☐	☐

10. The Navy makes reasonable efforts to stop sexual harassment. Mark one response.

- ☐ Strongly disagree
- ☐ Disagree
- ☐ No opinion
- ☐ Agree
- ☐ Strongly agree

SECTION II

In this section, we would like your views on what actions you consider useful in reducing any sexual harassment which may occur in the workplace.

11. In most cases, which of the following do you think are the most effective actions for employees to take to make others stop bothering them sexually? Mark all that apply.

- ☐ Ignoring the behavior.
- ☐ Avoiding the person(s).
- ☐ Asking or telling the person(s) to stop.
- ☐ Threatening to tell or telling other workers.
- ☐ Reporting the behavior to the supervisor or other officials.
- ☐ Filing a formal complaint.
- ☐ There is very little that employees can do to make others stop bothering them sexually.
- ☐ None of the above.

12. In your opinion, (A) has the Navy taken any of the following actions in an effort to reduce sexual harassment which may have occurred in your workplace, and if so, (B) how effective has each action been?

ACTION	A. NAVY TOOK THIS ACTION (Mark one response for each action)			B. HOW EFFECTIVE HAS THIS ACTION BEEN?						
	Yes	No	Don't Know	Very Effective	Somewhat Effective	Neither Effective Nor Ineffective	Somewhat Ineffective	Not At All Effective	Do Not Know	Not Applicable
a. Establishing policies prohibiting sexual harassment.....	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
b. Providing swift and thorough investigations of complaints.....	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
c. Enforcing penalties against managers who allow that behavior to continue.....	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
d. Enforcing penalties against sexual harassers.....	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
e. Publicizing availability of formal complaint channels.....	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
f. Providing counseling services for victims of sexual harassment.....	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
g. Providing awareness training for employees.....	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
h. Providing awareness training for managers and EEO officials.....	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
i. Other.....	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

SECTION III

This section asks about any experience you may have had with uninvited and unwanted sexual attention on the job from persons of either sex.

13. How often have you received any of the following uninvited and unwanted sexual attention during the last 24 months from someone where you work in the Navy civilian workplace? Mark one response for each attention.

UNINVITED SEXUAL ATTENTION

- a. Actual or attempted rape or assault.
- b. Unwanted pressure for sexual favors.
- c. Unwanted deliberate touching, leaning over, cornering, or pinching.
- d. Unwanted sexual looks or gestures.
- e. Unwanted letters, telephone calls or materials of a sexual nature.
- f. Unwanted pressure for dates.
- g. Unwanted sexual teasing, jokes, remarks or questions.

FREQUENCY IN THE LAST 24 MONTHS				
Never	Once	Once a month or less	2-4 times a month	Once a week or more
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

If you have not received any uninvited sexual attention on your Navy job in the last 24 months, go to Section IV on page 10.

If uninvited and unwanted sexual attention has happened to you on your Navy job within the last 24 months, select the one experience that is either the most recent or that had the greatest effect on you and answer the questions in this section in terms of that one experience.

14. Is the experience you are about to describe the most recent one or the one that had the greatest effect on you? Mark all that apply.

- ☐ This was my only experience.
- ☐ This was my most recent experience.
- ☐ This was the experience that had the greatest effect on me.
- ☐ This experience is still continuing.

15. Did this experience take place where you now work or on a different Navy job?

- ☐ This experience took place on the job where I now work.
- ☐ This experience took place on a different job in the Navy.

16. During any particular experience, a person may receive more than one kind of unwanted sexual attention.

During the experience you describe here, which of the following happened to you? Mark all that apply.

- ☐ Actual or attempted rape or sexual assault.
- ☐ Unwanted pressure for sexual favors.
- ☐ Unwanted and deliberate touching, leaning over, cornering, or pinching.
- ☐ Unwanted sexually suggestive looks or pressures.
- ☐ Unwanted letters, telephone calls, or materials of a sexual nature.
- ☐ Unwanted pressure for dates.
- ☐ Unwanted sexual teasing, jokes, remarks, or questions.

17. How often did the unwanted sexual attention occur? Mark one response.

- ☐ Once
- ☐ Once a month
- ☐ 2 to 4 times a month
- ☐ Every few days
- ☐ Every day

18. How long did this unwanted sexual attention last? Mark one response.

- ☐ Less than 1 week
- ☐ 1 to 4 weeks
- ☐ 1 to 3 months
- ☐ 4 to 6 months
- ☐ More than 6 months

19A. What action(s) did you take in response to this unwanted sexual attention? Mark all that apply.

19B. For each action that you took, what effect did it have? Mark one response for each action that you took.

See Question 19B at right

ACTION

- a. I ignored the behavior or did nothing.
- b. I avoided the person(s).
- c. I asked told the person(s) to stop.
- d. I threatened to tell or told others.
- e. I reported the behavior to the supervisor or other officials.
- f. I made a joke of the behavior.
- g. I went along with the behavior.
- h. I transferred, disciplined, or gave a poor performance rating to the person.
- i. I did something other than the actions listed above.
(Please explain on the last page)

	A. I TOOK THIS ACTION	B. EFFECT OF ACTION		
		Made Things Worse	Made No Difference	Made Things Better
a. I ignored the behavior or did nothing.	☐	☐	☐	☐
b. I avoided the person(s).	☐	☐	☐	☐
c. I asked told the person(s) to stop.	☐	☐	☐	☐
d. I threatened to tell or told others.	☐	☐	☐	☐
e. I reported the behavior to the supervisor or other officials.	☐	☐	☐	☐
f. I made a joke of the behavior.	☐	☐	☐	☐
g. I went along with the behavior.	☐	☐	☐	☐
h. I transferred, disciplined, or gave a poor performance rating to the person.	☐	☐	☐	☐
i. I did something other than the actions listed above. (Please explain on the last page)	☐	☐	☐	☐

20. Did any of the following changes happen in your work situation as a result of the unwanted sexual attention?

Mark all that apply.

- ☐ My working assignments or conditions got worse.
- ☐ I was denied a promotion, step increase, good performance rating, or reference.
- ☐ I was reassigned or fired.
- ☐ I transferred or quit to take another job.
- ☐ I quit without having another job.
- ☐ My working conditions got better.
- ☐ I received a promotion, step increase, good performance rating or reference.
- ☐ No changes occurred in my work situation.

21. Did you take any formal actions?

- ☐ No - Go to Question 24.
- ☐ Yes

22A. What formal actions did you take?

Mark all that apply.

See Question 22B at right

22B. For each action that you took, mark one response for each action you took.

- ACTION**
- a. I requested an investigation by my organization.
 - b. I requested an investigation by an outside agency.
 - c. I filed a grievance or adverse action appeal.
 - d. I filed a discrimination complaint or lawsuit.
 - e. Other (please explain on the last page).....
 - f. None of the above. Mark here → ☐ Go to Question 24.

A. I TOOK THIS ACTION	B. EFFECT OF ACTION		
	Made Things Worse	Made No Difference	Made Things Better
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

23. How did Navy's management respond to the formal action you took? Mark all that apply.

- ☐ I did not take formal action.
- ☐ Found my charge to be true.
- ☐ Found my charge to be false.
- ☐ Corrected the damage done to me.
- ☐ Took action against the person who bothered me.
- ☐ Were hostile or took action against me.
- ☐ Navy did nothing.
- ☐ The action is still being processed.
- ☐ I don't know whether management did anything.

24. What were your reasons for not taking any formal actions? Mark all that apply.

- ☐ I did not take formal action.
- ☐ I did not know what actions to take.
- ☐ I saw no need to report it.
- ☐ I did not want to hurt the person who bothered me.
- ☐ I was too embarrassed.
- ☐ I did not think anything would be done.
- ☐ I thought it would take too much time and effort.
- ☐ I thought that it would be held against me or that I would be blamed.
- ☐ I thought that it would make my work situation unpleasant.

25. How did the unwanted sexual attention affect you? For each statement listed below, mark the response which best describes how you were affected:

STATEMENT

HOW YOU WERE AFFECTED		
Became Worse	Had No Effect	Became Better
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐
☐	☐	☐

- a. My feelings about work.....
- b. My emotional or physical condition.....
- c. My ability to work with others on the job.....
- d. The quality of my work.....
- e. The quantity of my work.....
- f. My time and attendance at work.....

26. Was the person(s) who sexually bothered you: Mark all that apply.

- ☐ Your immediate supervisor(s) ☐ Your subordinate(s)
- ☐ Other higher level supervisor(s) ☐ Other employee(s)
- ☐ Your co-worker(s) ☐ Other or unknown

27. How long have/had you worked at the organization where the incident occurred? Mark one response.

- ☐ Less than 6 months ☐ 2 to 5 years
- ☐ 6 months to 1 year ☐ 5 years or more
- ☐ 1 to 2 years

28. Did you receive either medical assistance or emotional counseling as a result of the unwanted sexual attention? Mark one response.

- ☐ Yes. I received medical assistance.
- ☐ Yes. I received emotional counseling.
- ☐ Yes. I received both medical assistance and emotional counseling.
- ☐ No, but emotional counseling may have been helpful.
- ☐ No, but medical assistance may have been helpful.
- ☐ No. I did not need either medical assistance or emotional counseling.

29. If you used any sick leave as a result of the unwanted sexual attention, please indicate approximately how much sick leave you used. Mark one response.

- ☐ I took no sick leave as a result of the unwanted sexual attention.
- ☐ I used 8 hours or less.
- ☐ I used between 9 and 16 hours.
- ☐ I used between 17 and 40 hours.
- ☐ I used between 41 and 80 hours.
- ☐ I used more than 80 hours.

30. If you used any annual leave as a result of the unwanted sexual attention, please indicate approximately how much annual leave you used. Mark one response.

- ☐ I took no annual leave as a result of the unwanted sexual attention.
- ☐ I used 8 hours or less.
- ☐ I used between 9 and 16 hours.
- ☐ I used between 17 and 40 hours.
- ☐ I used between 41 and 80 hours.
- ☐ I used more than 80 hours.

31. Did you use leave without pay as a result of the unwanted sexual attention? Mark one response.

- ☐ I took no leave without pay as a result of the unwanted sexual attention.
- ☐ I used 8 hours or less.
- ☐ I used between 9 and 16 hours.
- ☐ I used between 17 and 40 hours.
- ☐ I used between 41 and 80 hours.
- ☐ I used more than 80 hours.

32. In comparison to your normal job performance, was your productivity (i.e., either how much work you did or how well you did it) affected by the unwanted sexual attention? If so, please indicate the extent your productivity was affected. (In responding to this question do not count time lost due to use of sick or annual leave.) Mark one response.

- ☐ My productivity was not reduced - Go to Question 34.
- ☐ My productivity was slightly reduced (i.e., 10% or less).
- ☐ My productivity was noticeably reduced (i.e., 11-25%).
- ☐ My productivity was markedly reduced (i.e., 26-50%).
- ☐ My productivity was dramatically reduced (i.e., more than 50%).
- ☐ Don't know/Can't judge - Go to Question 34.

33. If you said that your productivity was reduced, how long did this reduction continue? Mark one response.

- ☐ Less than 1 week
- ☐ 1 week to 1 month
- ☐ 1 to 3 months
- ☐ 4 to 6 months
- ☐ More than 6 months
- ☐ Don't know/Can't judge

SECTION IV

This section asks about you and your work setting. If you responded to Section III (if you received unwanted sexual attention), please answer these questions in terms of the job where the incident occurred. If you did not complete Section III, please answer these questions in terms of your present job.

34. Recently, women have been taking jobs that mostly men did in the past and men have been moving into jobs held mostly by women. For example, there are now more female airplane mechanics and male nurses. Are you one of the first of your sex in your job?

- ☐ No
- ☐ Yes

35. How long have you been a Federal employee?

- ☐ Less than 1 year
- ☐ 1 to 5 years
- ☐ 6 to 10 years
- ☐ 11 to 15 years
- ☐ 16 to 20 years
- ☐ 21 to 25 years
- ☐ 26 to 30 years
- ☐ 31 years or more

36. How long have you been a Navy employee?

- ☐ Less than 1 year
- ☐ 1 to 5 years
- ☐ 6 to 10 years
- ☐ 11 to 15 years
- ☐ 16 to 20 years
- ☐ 21 to 25 years
- ☐ 26 to 30 years
- ☐ 31 years or more

37. Is your immediate supervisor:

- ☐ Male
- ☐ Female

38. Are the people you work with during a normal workday:

- ☐ All men
- ☐ More men than women
- ☐ Equal numbers of men and women
- ☐ More women than men
- ☐ All women

39. What is your pay category or classification? Mark one response.

- ☐ General Schedule (GS, GM, GG, GW, etc.)
- ☐ Wage System (WG, WS, WL, WD, WN, etc.)
- ☐ Executive (SES, ES, ST, EX, etc.)
- ☐ Other

40. What is your pay grade? For example GS-5, WG-9. Mark one response.

- ☐ 1 - 4
- ☐ 5 - 8
- ☐ 9 - 12
- ☐ 13 - 15
- ☐ 15 and over (or SES)

41. How would you describe your job? Mark one response.

- ☐ Trainee
- ☐ Blue collar/service
- ☐ Office/clerical
- ☐ Professional/technical
- ☐ Administration/management
- ☐ Other

42. Are you a supervisor who gives performance ratings to other employees?

- ☐ Yes
- ☐ No

43. What is the highest level of education that you have completed? Mark only ONE.

- ☐ Less than a high school diploma.
- ☐ High school diploma or GED (Graduate Equivalency Diploma).
- ☐ High school diploma plus some technical training or apprenticeship.
- ☐ Some college.
- ☐ Graduated from college (B.A., B.S. or some other bachelor's degree).
- ☐ Some graduate school.
- ☐ Graduate or professional degree.

44. What is your age?

- ☐ 16 - 19
- ☐ 20 - 24
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 or older

45. What is your marital status?

- ☐ Single
- ☐ Married
- ☐ Divorced or Separated
- ☐ Widowed

46. What is your sex?

- ☐ Male
- ☐ Female

47. When did you attend Prevention of Sexual Harassment training? Mark all that apply.

- ☐ I have not attended training.
- ☐ Before 1 October 1988.
- ☐ Between 1 October 1988 and 31 December 1989.
- ☐ Between 1 January 1990 and 31 December 1990.
- ☐ After 31 December 1990

48. Which of the following did the training address? Mark all that apply.

- ☐ I have not attended prevention of sexual harassment training.
- ☐ Definition of sexual harassment and DOD policy on sexual harassment.
- ☐ Examples of behaviors or situations that may constitute sexual harassment.
- ☐ Responsibilities of supervisors and employees for preventing sexual harassment.
- ☐ Legal rights and procedures for reporting and filing charges of sexual harassment.
- ☐ Penalties actions which may be taken against persons who engage in sexual harassment.
- ☐ Other sexual harassment topics.

49. In the space provided below, please suggest actions (other than those already in place) the Navy could take to reduce the problem of sexual harassment.

OTHER COMMENTS

If you have any other comments, please write them here. If you need more space, please enclose additional sheets of paper (do not staple).

THIS COMPLETES THE QUESTIONNAIRE.

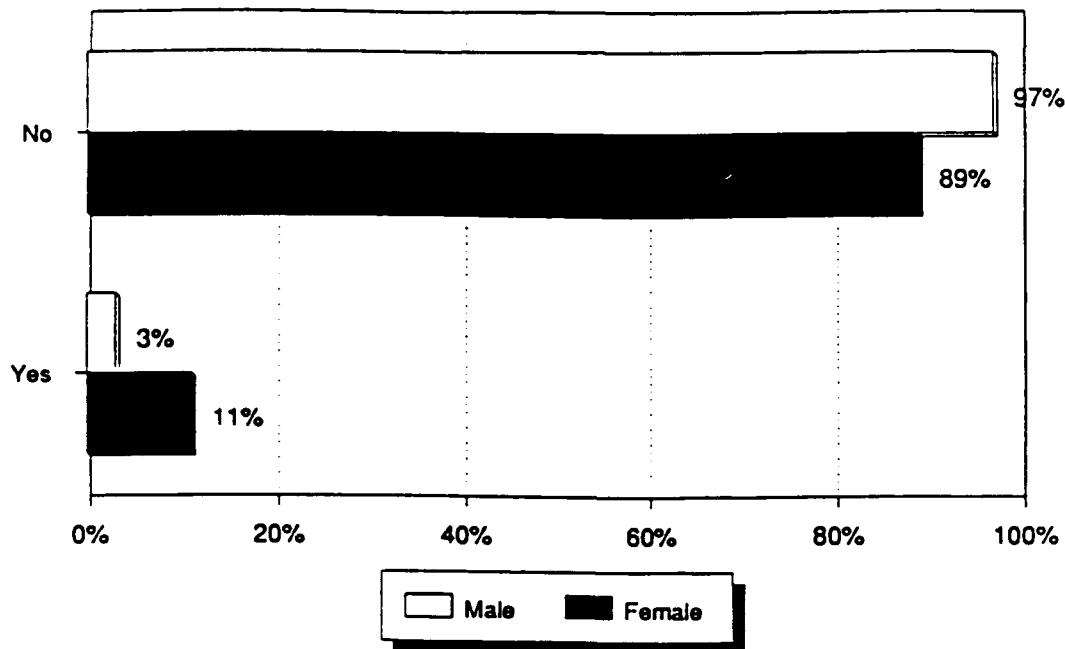
Please use the enclosed, postage paid envelope to return your completed questionnaire. If pre-printed envelope is unavailable, return form to:

Navy Personnel Research and Development Center
Code 122 (DT)
San Diego, CA 92152-6800

THANK YOU FOR YOUR COOPERATION!

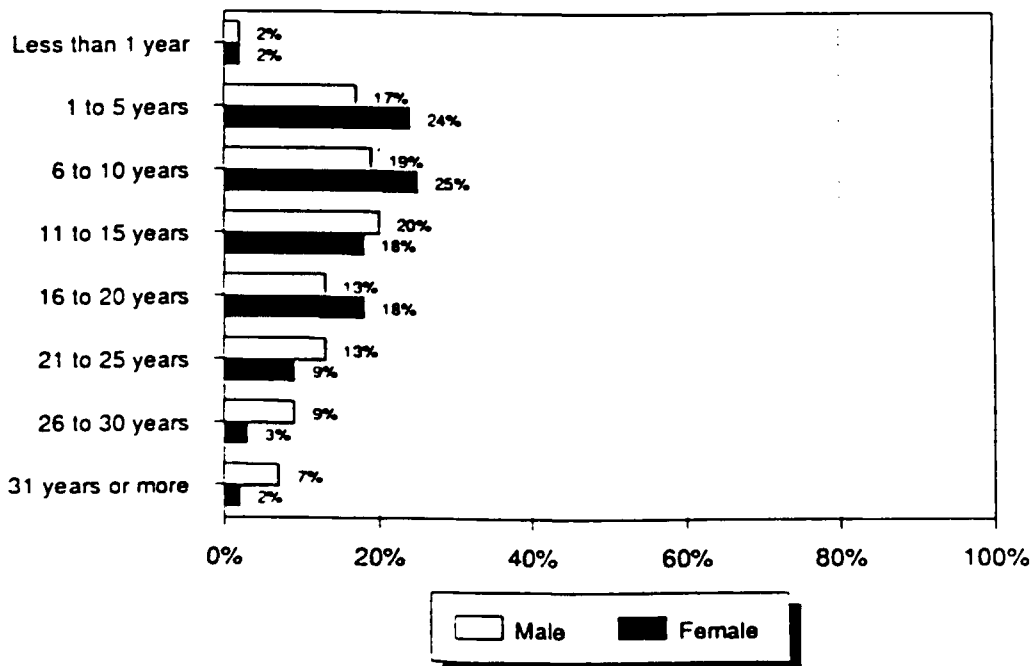
Appendix B
Weighted Sample Demographics

Q34 First of Your Sex in Your Job

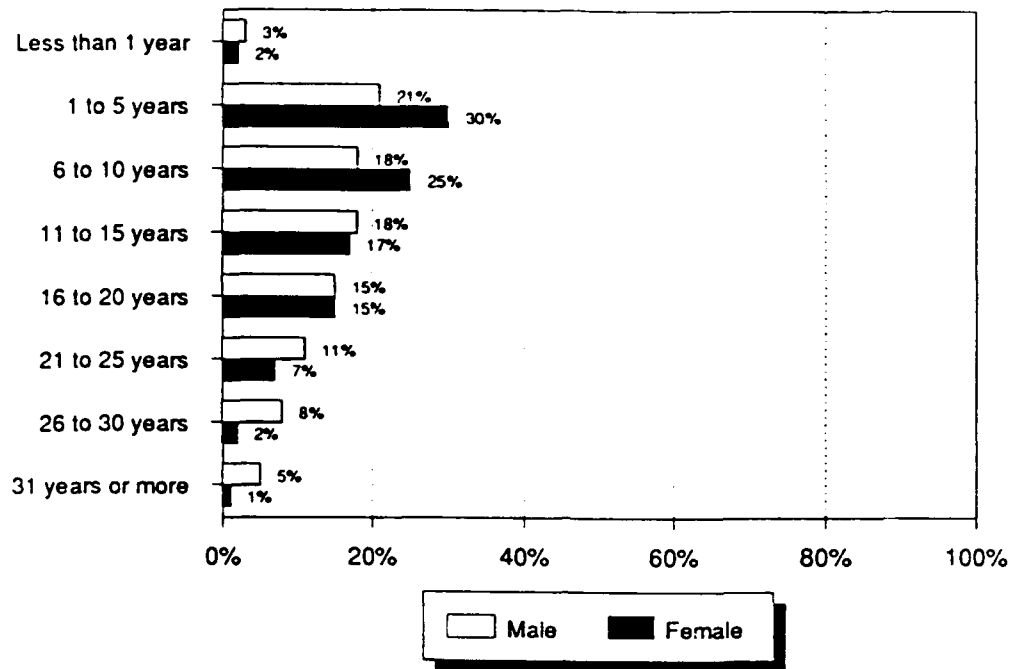


Males = 865
Females = 812

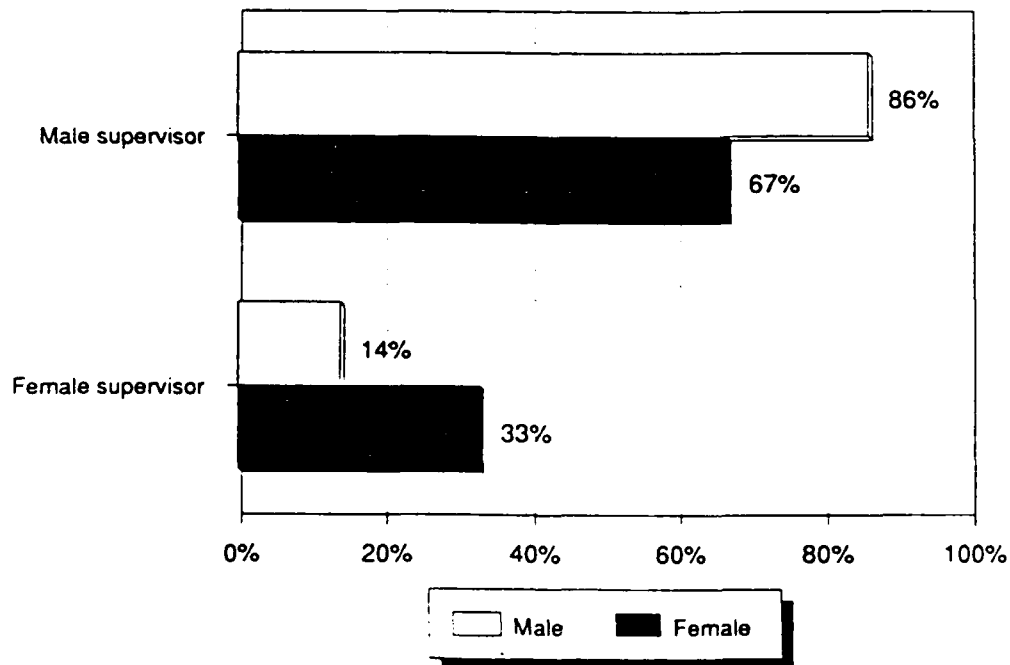
Q35 Length of Time as a Federal Employee



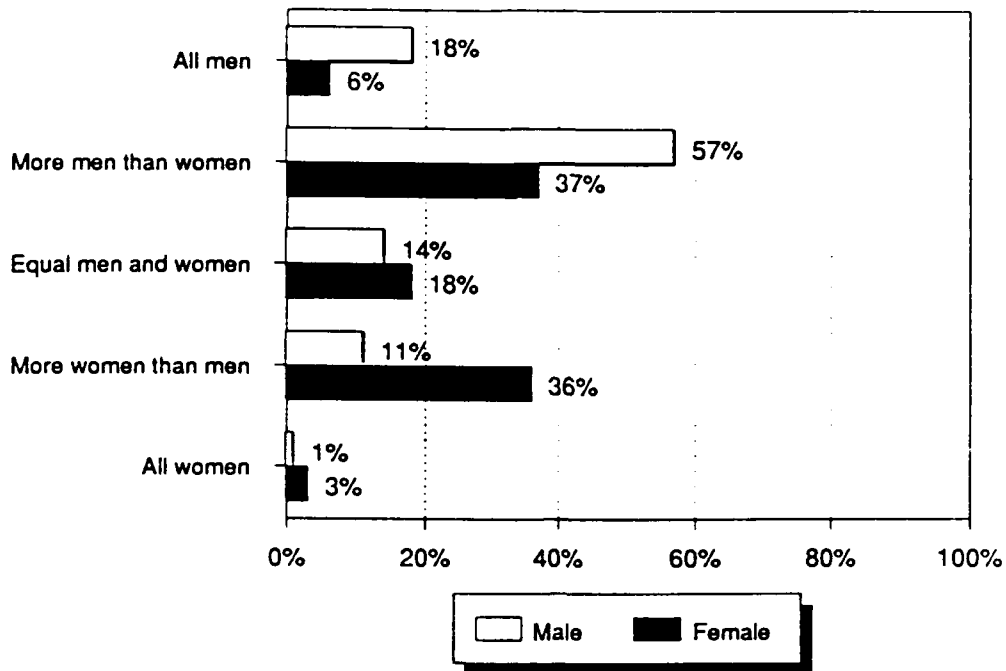
Q36 Length of Time as a Navy Employee



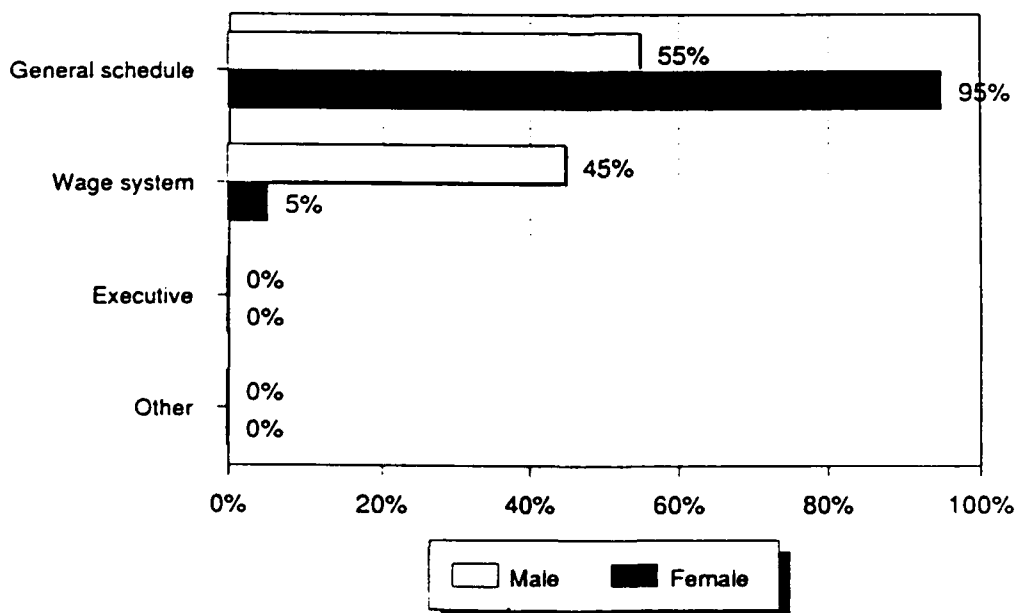
Q37 Gender of Your Immediate Supervisor



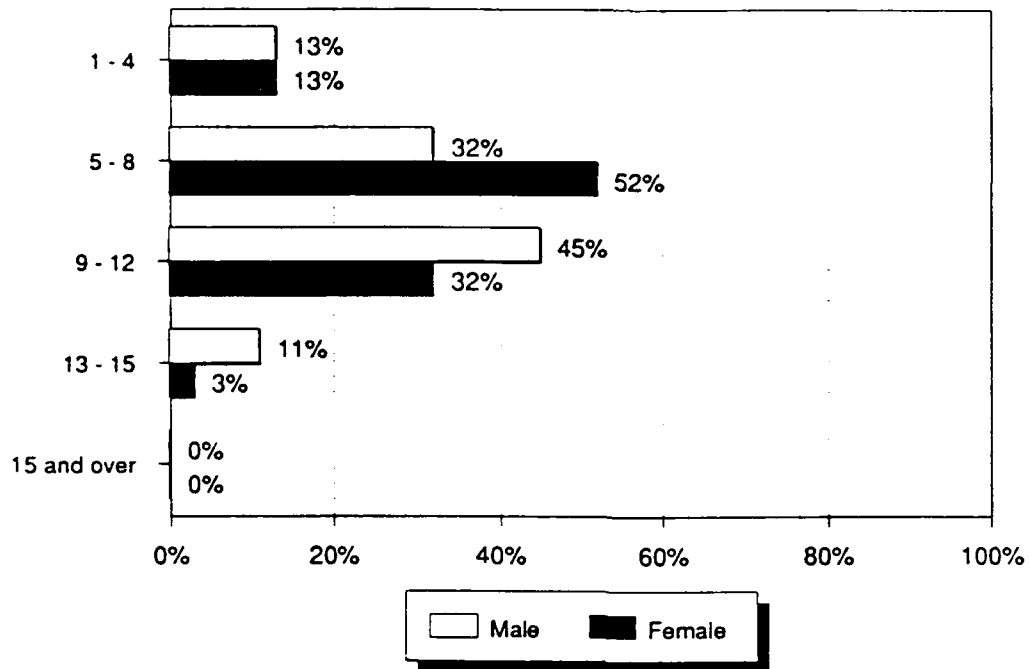
Q38 Gender of People You Work With



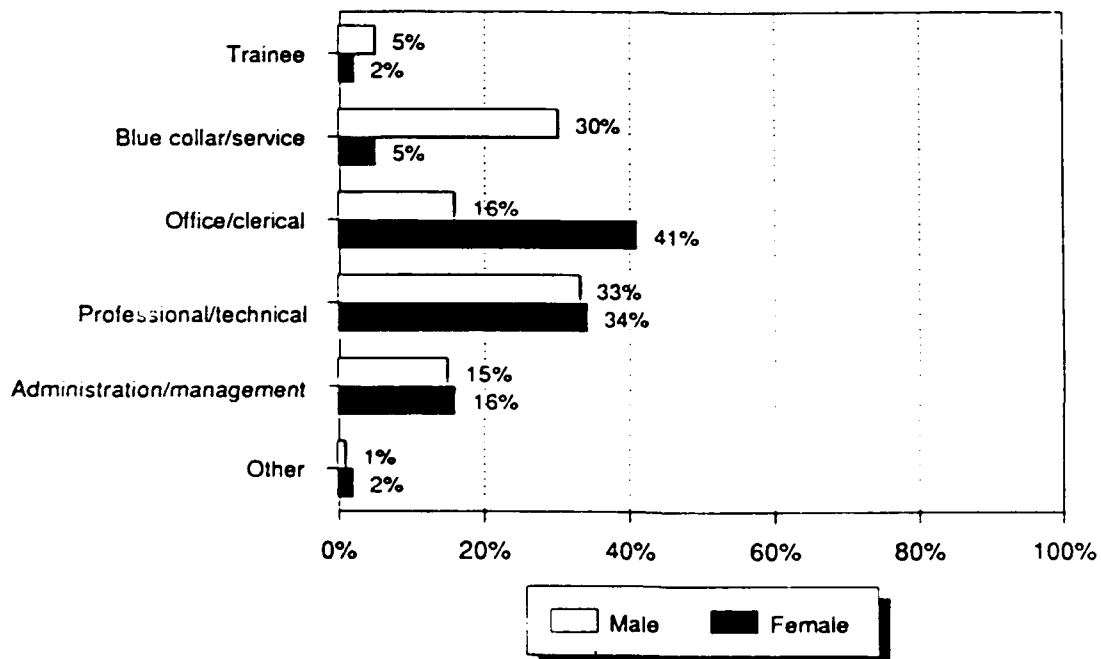
Q39 Pay Category or Classification of Respondents



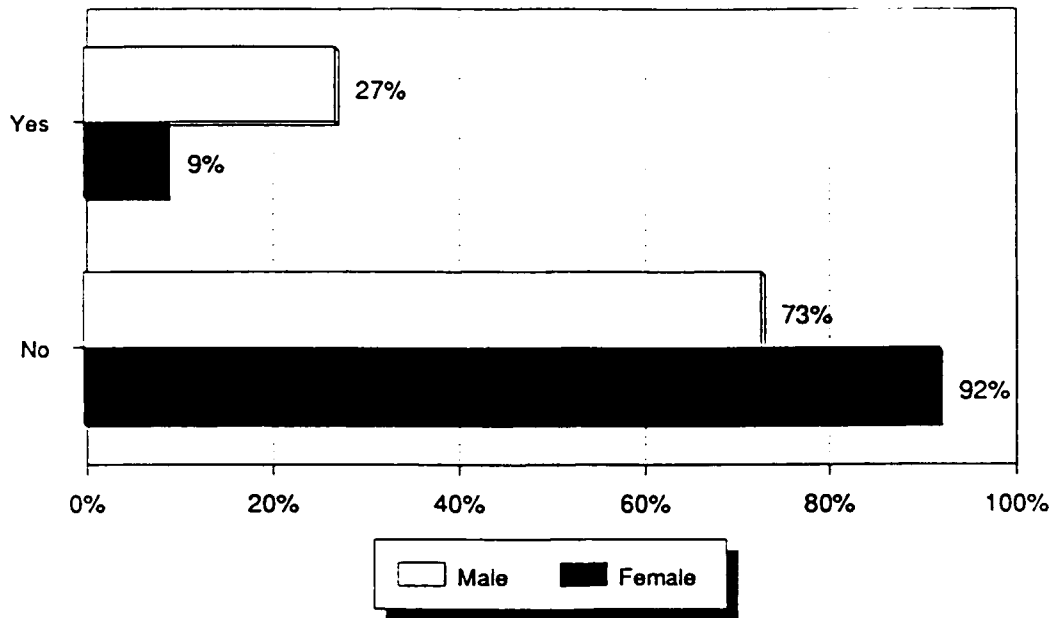
Q40 Pay Grade of Respondents



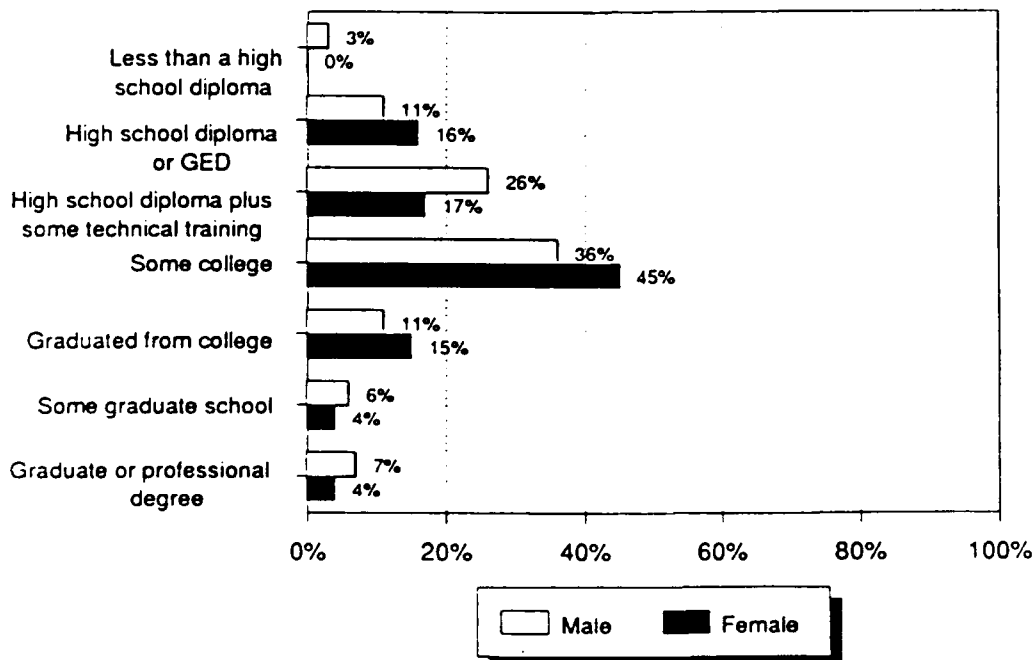
Q41 Description of Your Job



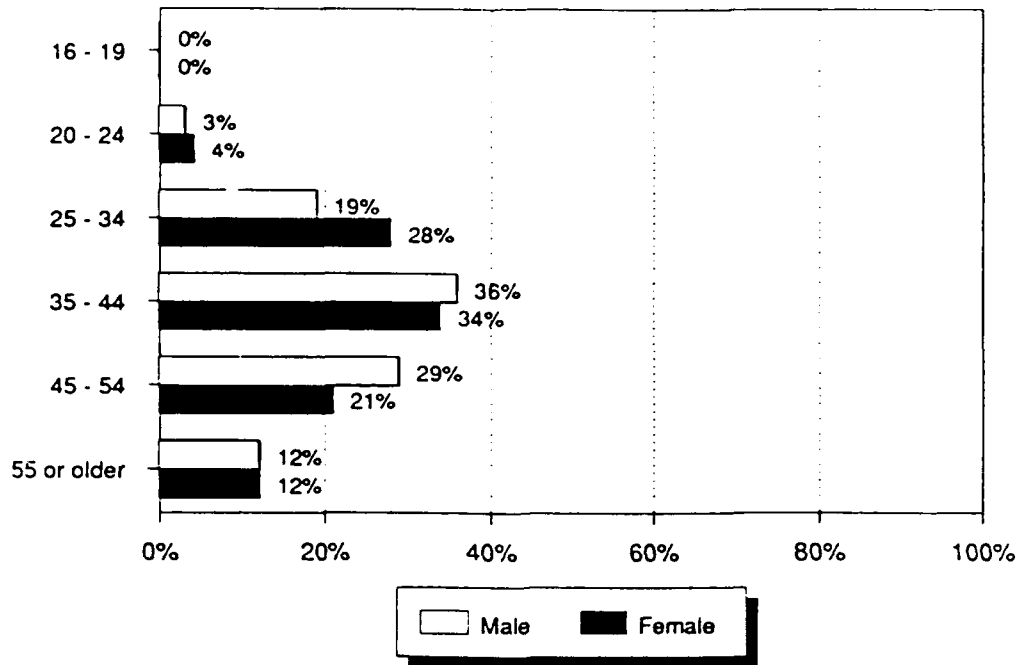
Q42 Supervisor Who Gives Performance Ratings



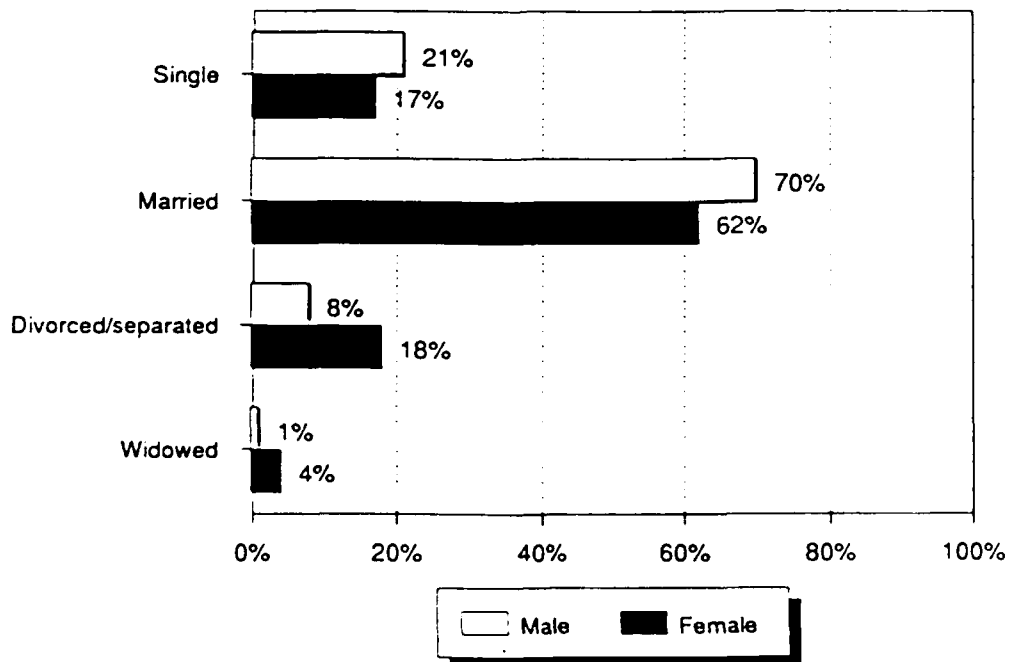
Q43 Highest Level of Education Completed



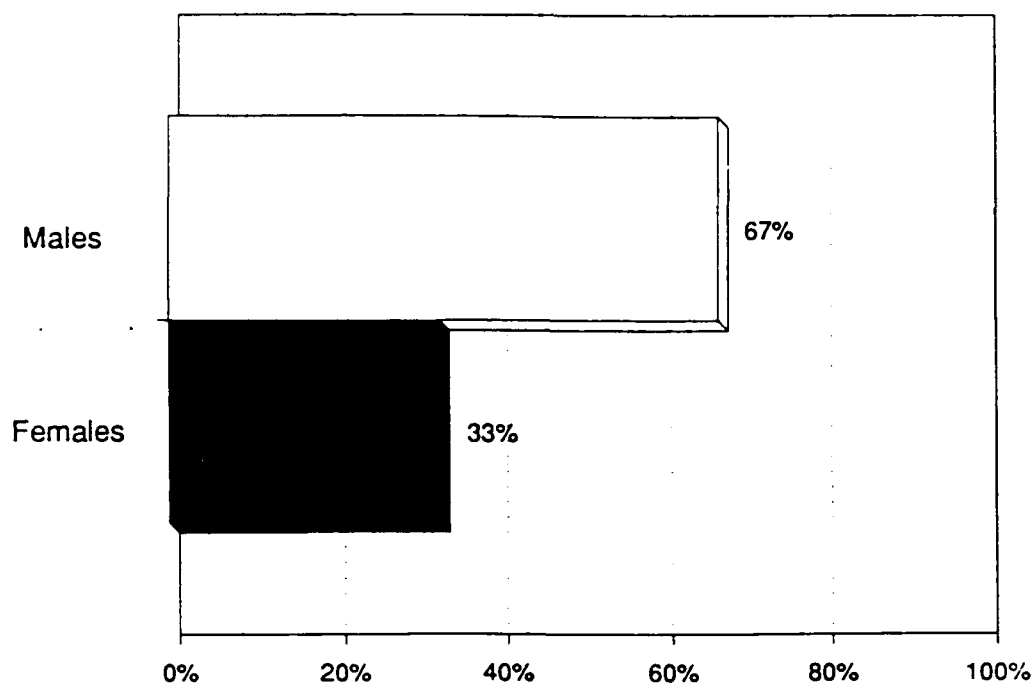
Q44 Age of Respondents



Q45 Marital Status of Respondents

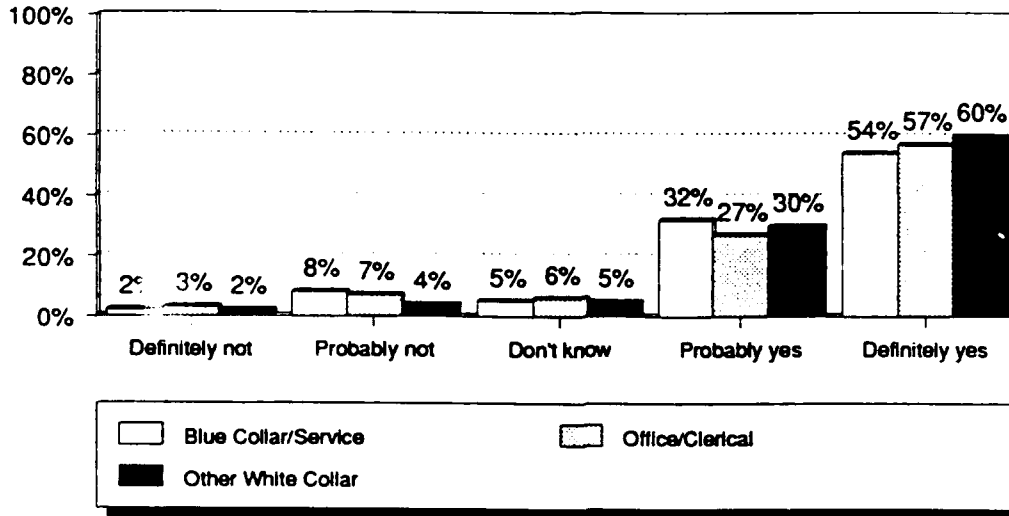


Q46 Gender of Respondents



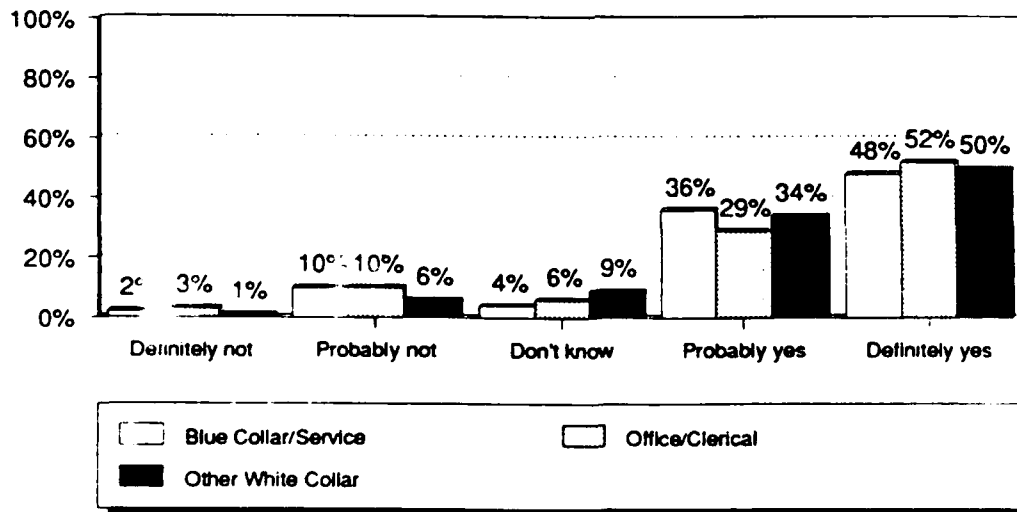
Appendix C
Survey Responses by Occupation

**Q1a Uninvited letters, telephone calls
or materials of a sexual nature
considered harassment if by a supervisor**



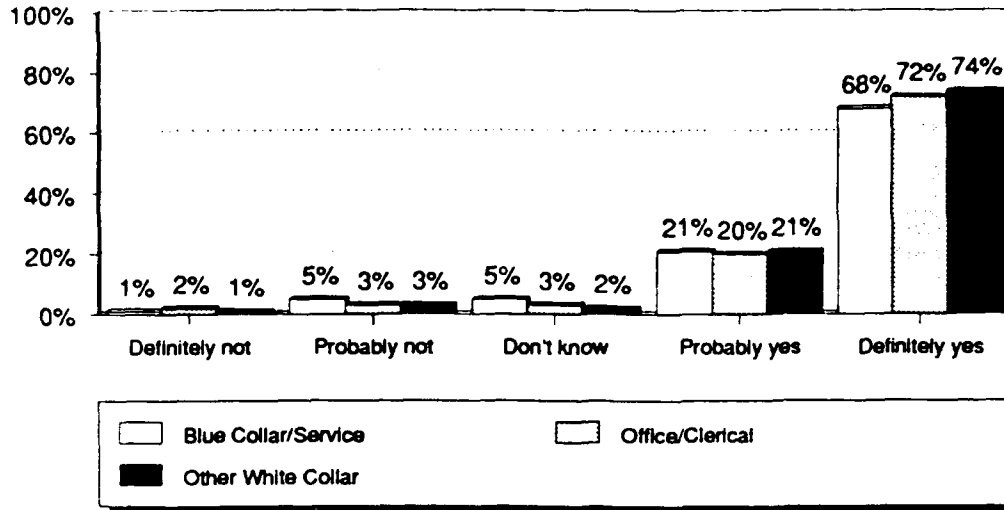
Blue Collar/Service N=345
Office/Clerical N=396
Other N=856

**Q1b Uninvited letters, telephone calls
or materials of a sexual nature
considered harassment if by co-worker**



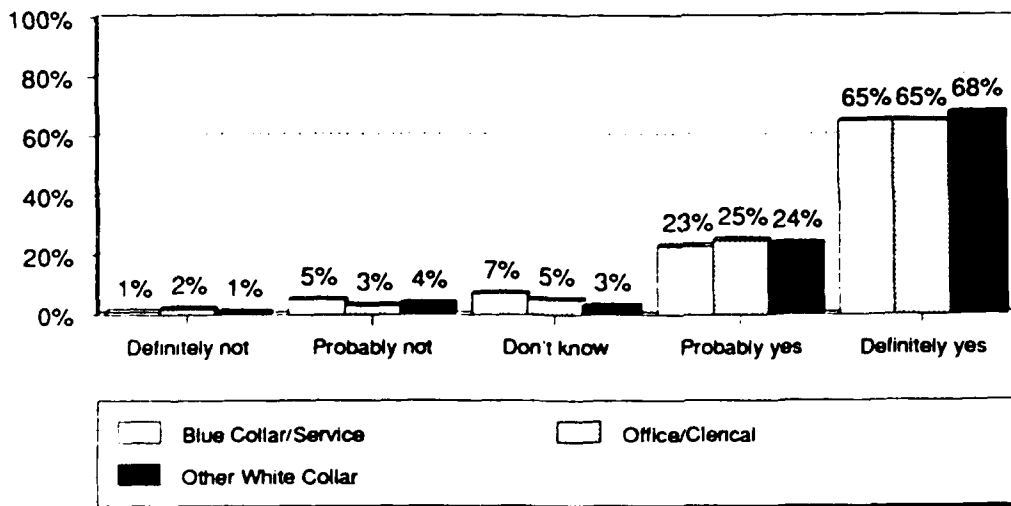
Blue Collar/Service N=344
Office/Clerical N=391
Other N=851

**Q2a Uninvited and deliberate touching,
leaning over, cornering, or pinching
considered harassment if by a supervisor**



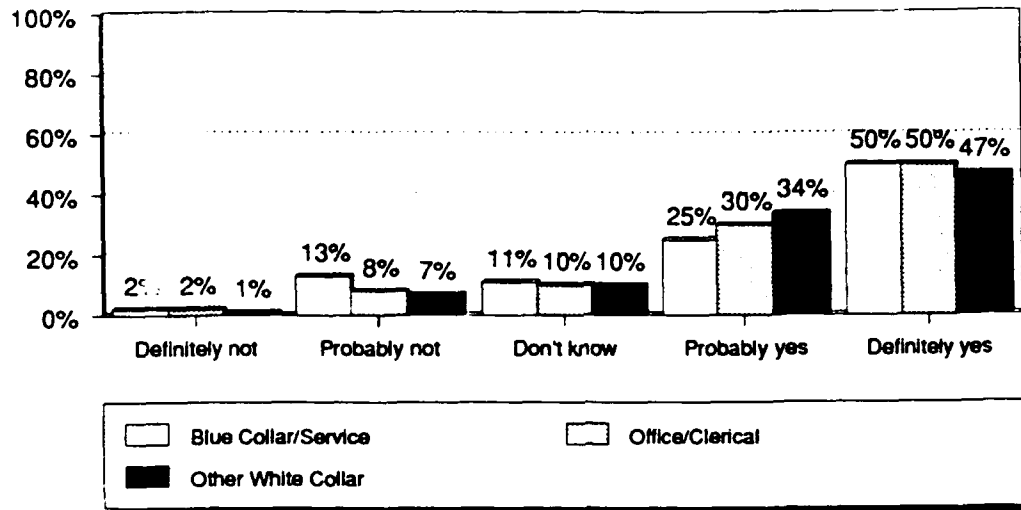
Blue Collar/Service N=343
Office/Clerical N=396
Other N=858

**Q2b Uninvited and deliberate touching,
leaning over, cornering, or pinching
considered harassment if by a supervisor**



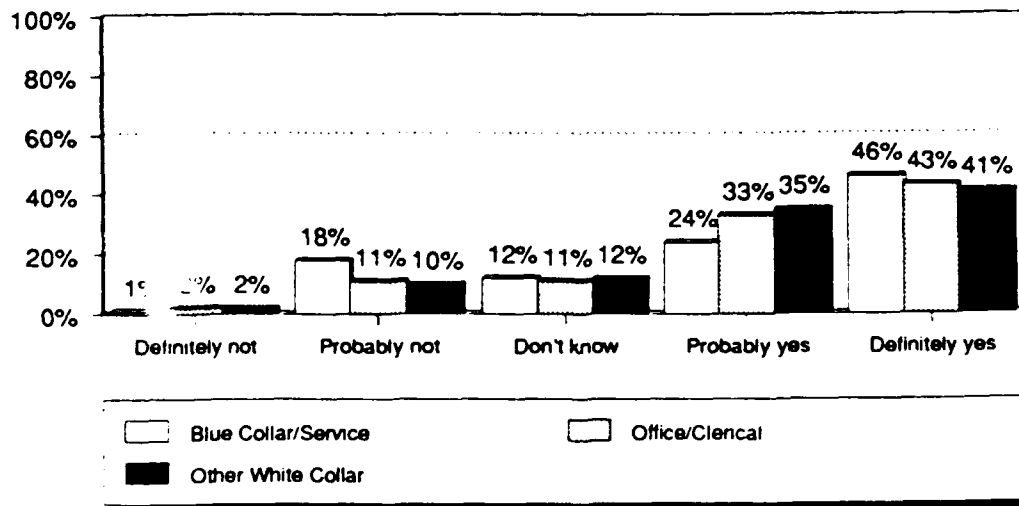
Blue Collar/Service N=344
Office/Clerical N=396
Other N=854

Q3a Uninvited sexually suggestive looks or gestures considered harassment if by supervisor



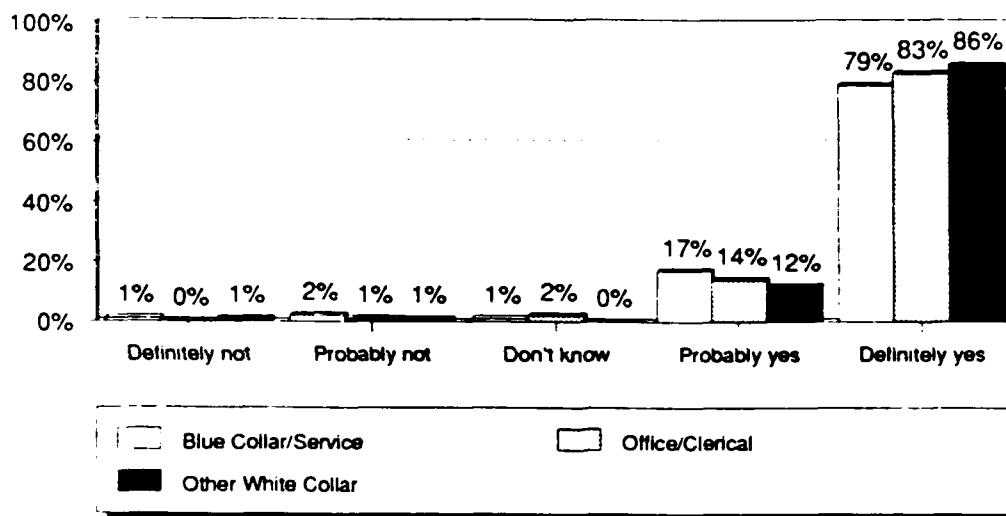
Blue Collar/Service N=340
Office/Clerical N=395
Other N=858

Q3b Uninvited sexually suggestive looks or gestures considered harassment if by co-worker



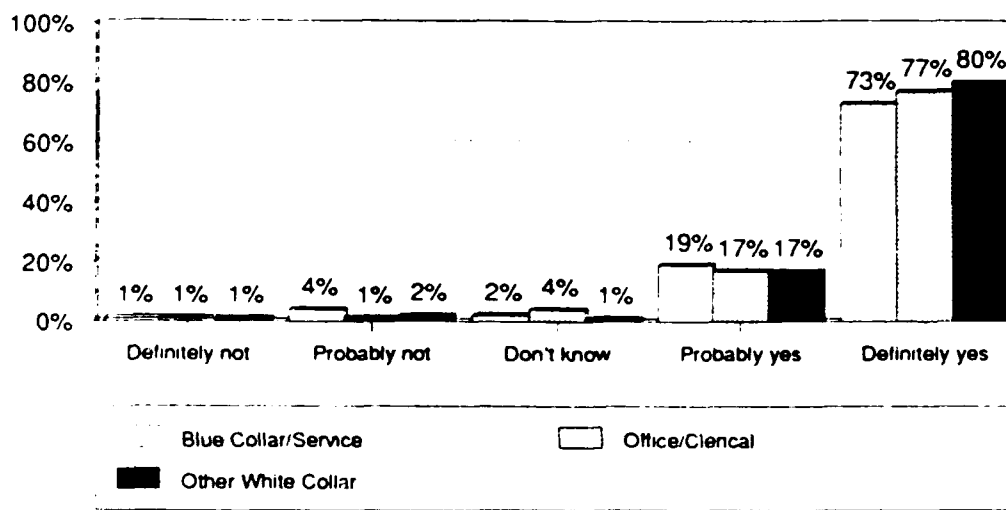
Blue Collar/Service N=343
Office/Clerical N=395
Other N=853

Q4a Uninvited pressures for sexual favors considered harassment if by a supervisor



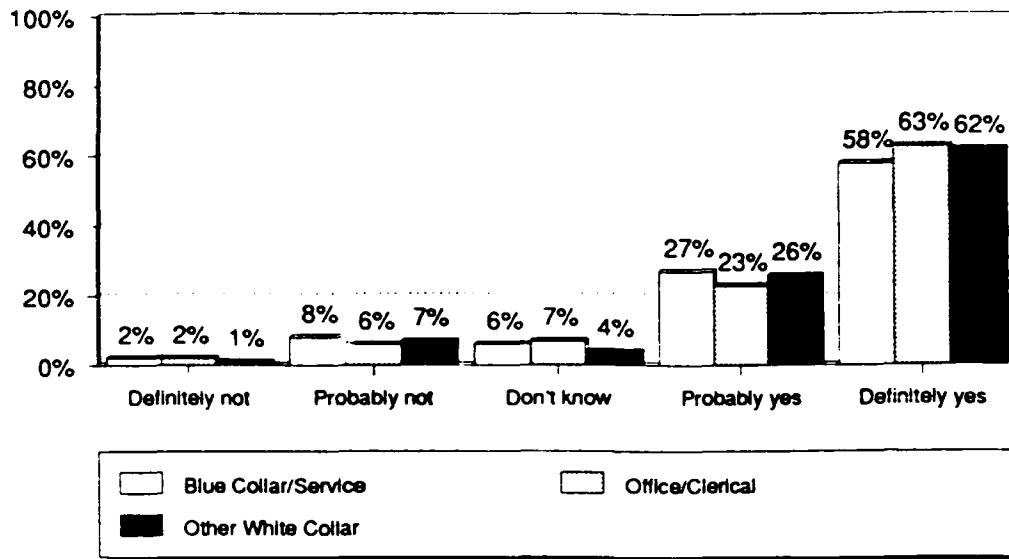
Blue Collar/Service N=344
Office/Clerical N=396
Other N=859

Q4b Uninvited pressures for sexual favors considered harassment if by a co-worker



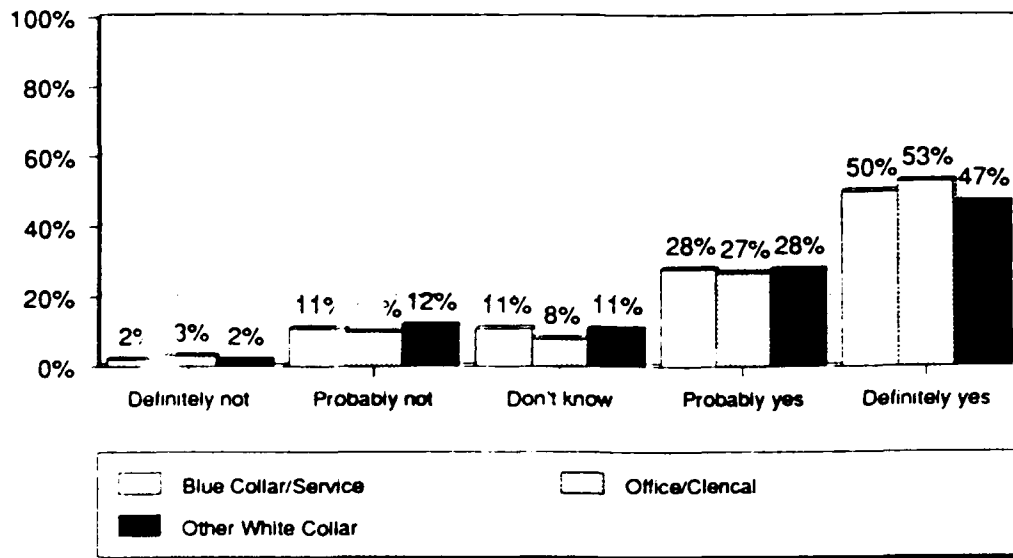
Blue Collar/Service N=342
Office/Clerical N=395
Other N=855

Q5a Uninvited pressure for dates considered harassment if by supervisor



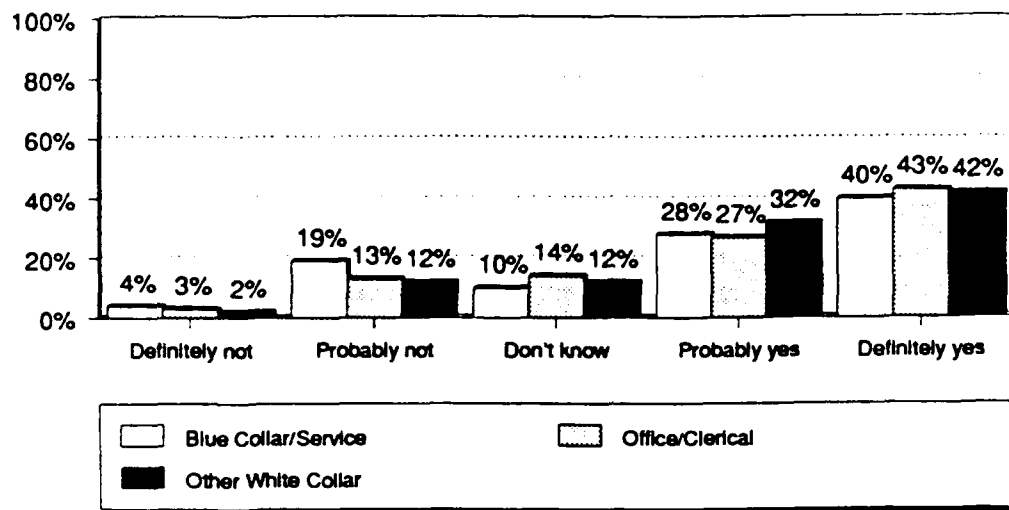
Blue Collar/Service N=344
Office/Clerical N=396
Other N=858

Q5b Uninvited pressure for dates considered harassment by a co-worker



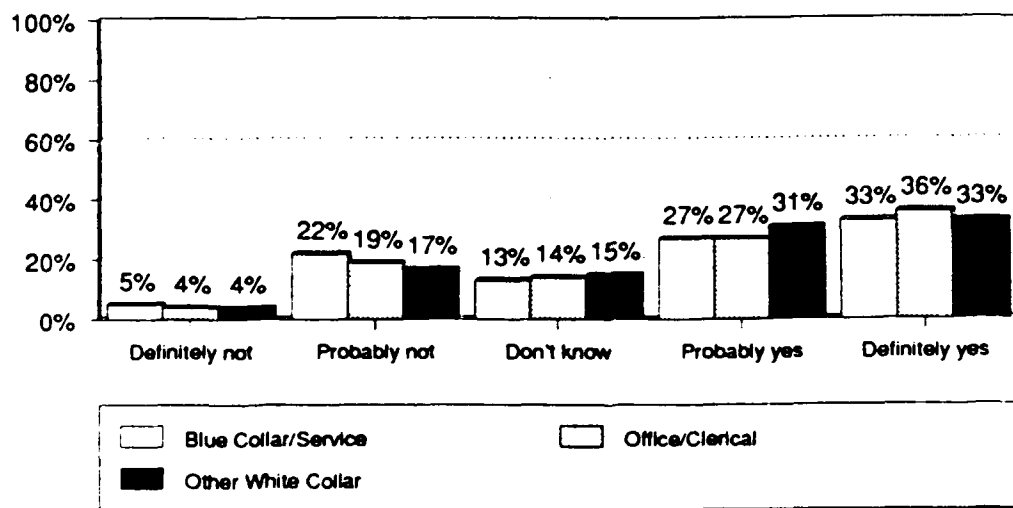
Blue Collar/Service N=344
Office/Clerical N=395
Other N=854

Q6a Uninvited sexual teasing, jokes, remarks or questions considered harassment if by supervisor



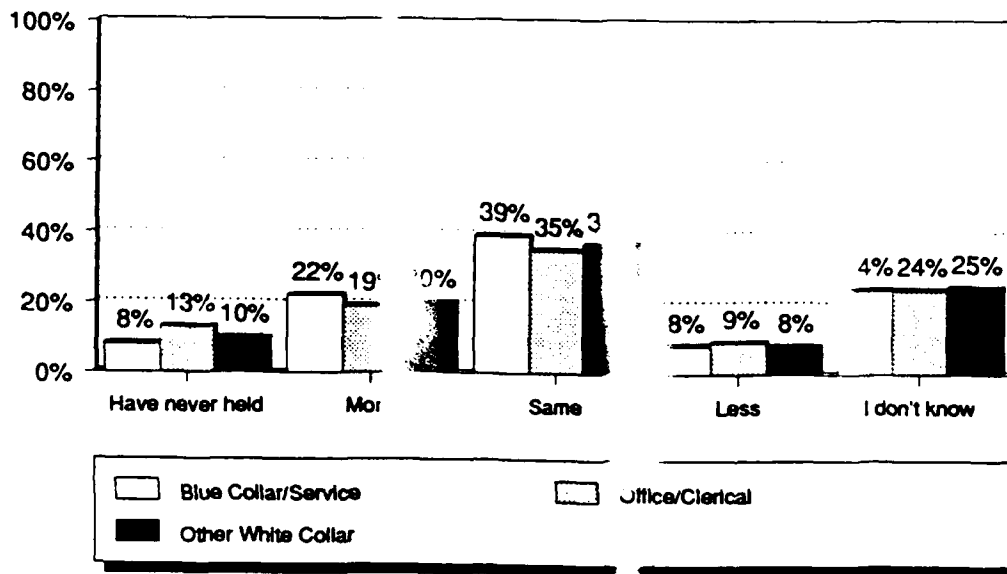
Blue Collar/Service N=344
Office/Clerical N=396
Other N=858

Q6b Uninvited sexual teasing, jokes, remarks or questions considered harassment if by co-worker



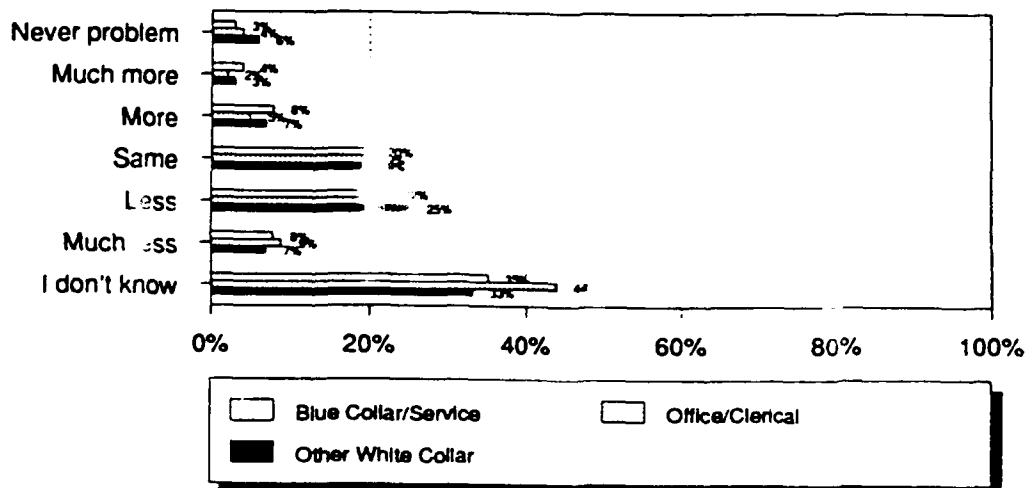
Blue Collar/Service N=342
Office/Clerical N=396
Other N=855

Q7 Is there more or less unwanted sexual attention in non-federal jobs



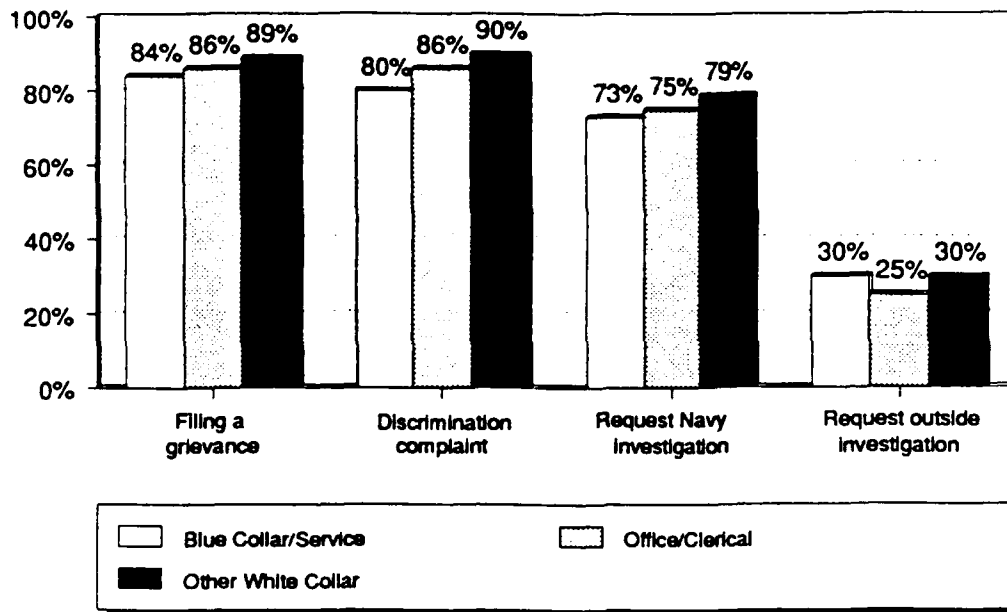
Blue Collar/Service N=335
Office/Clerical N=372
Other N=824

Q8 Is harassment in the Navy civilian workplace more or less a problem than it was five years ago



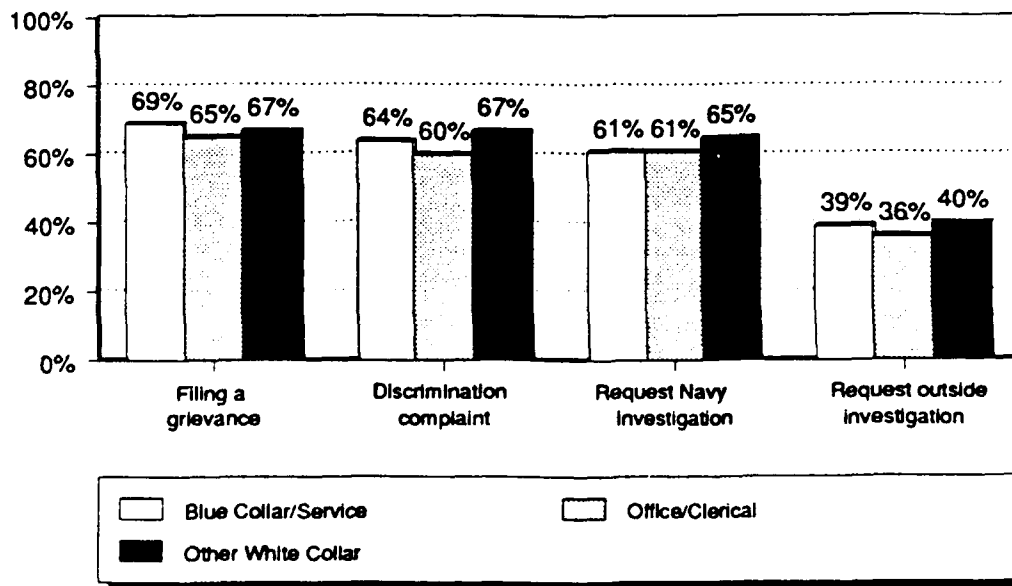
Blue Collar/Service N=334
Office/Clerical N=374
Other N=838

Q9a This action is available to those harassed in the Navy



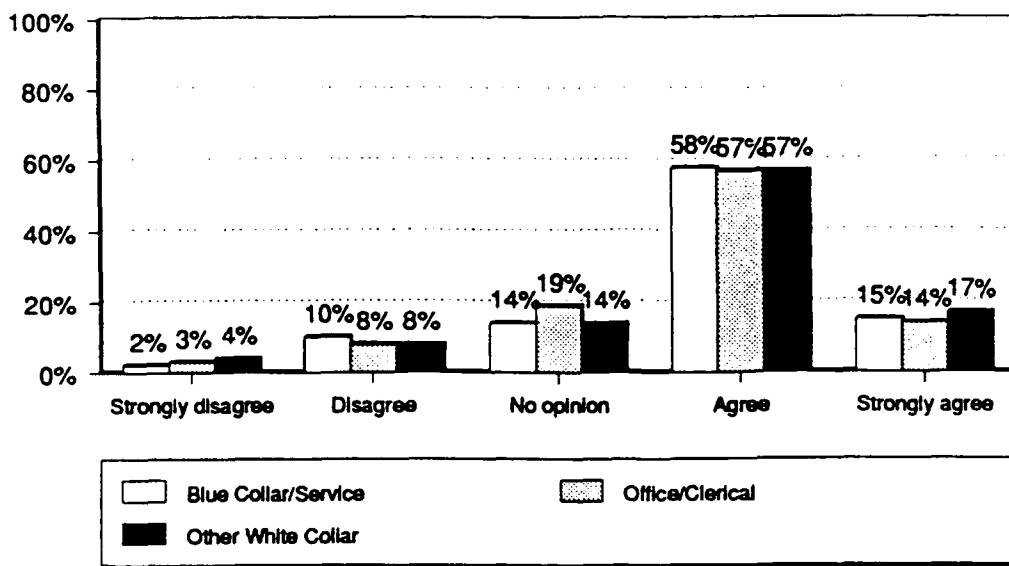
Note: More than one action may be known.

Q9b This action is somewhat or very effective



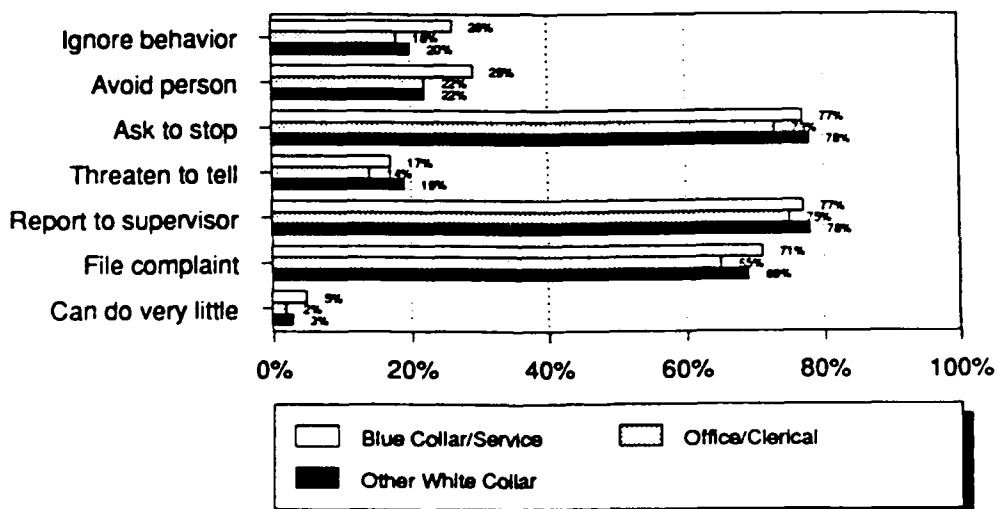
Note: More than one formal action may be considered efficacious.

Q10 The Navy makes reasonable efforts stop sexual harassment



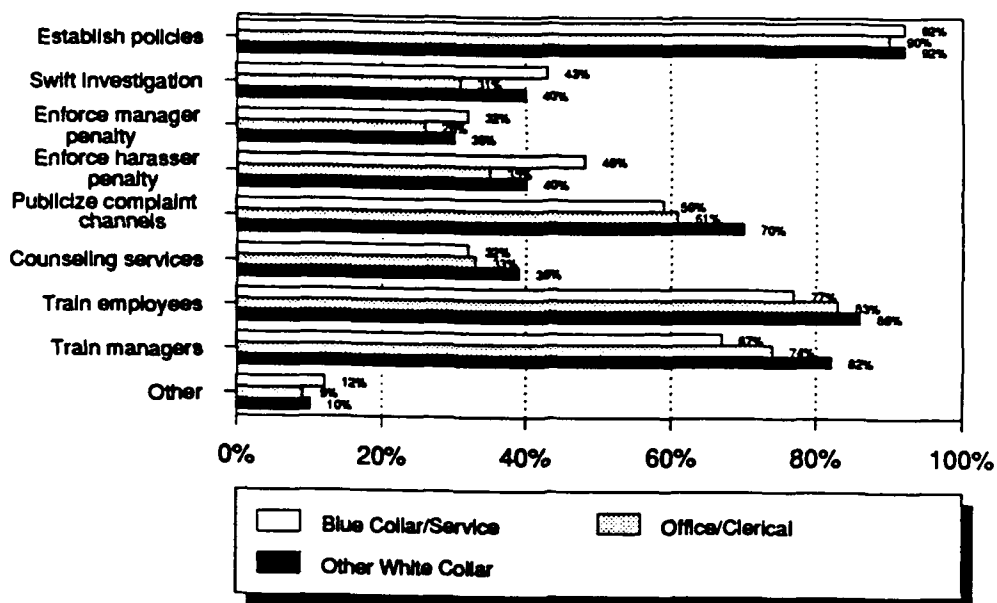
Blue Collar/Service N=325
Office/Clerical N=363
Other N=809

Q11 The most effective actions for employees to take to make others stop bothering them sexually



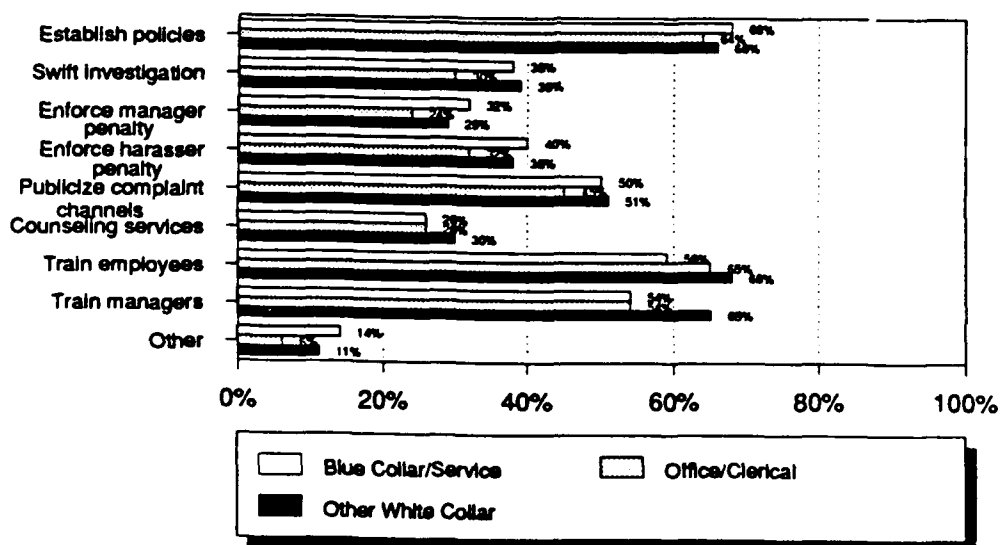
Note: More than one behavior may be considered effective

Q12a The Navy took this action in an effort to reduce sexual harassment



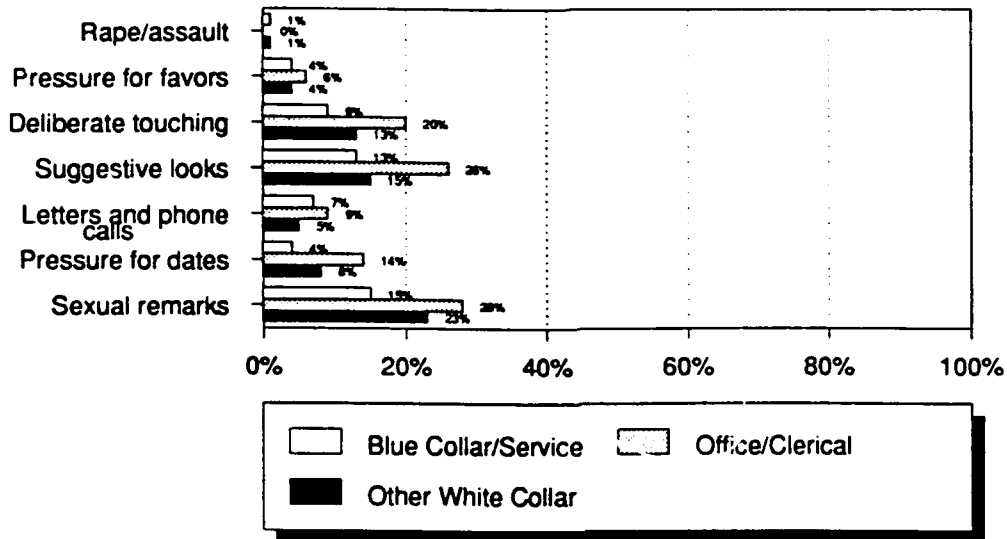
Note: More than one action may be reported.

Q12b This action has been somewhat or very effective in reducing sexual harassment



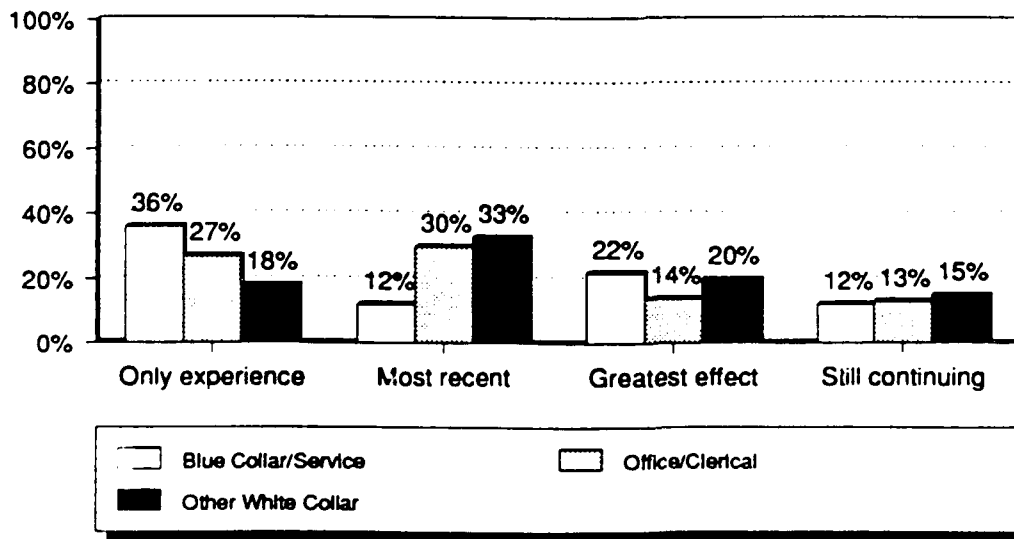
Note: More than one action may be reported.

Q13 Received the following uninvited and unwanted sexual attention in the last 24 months



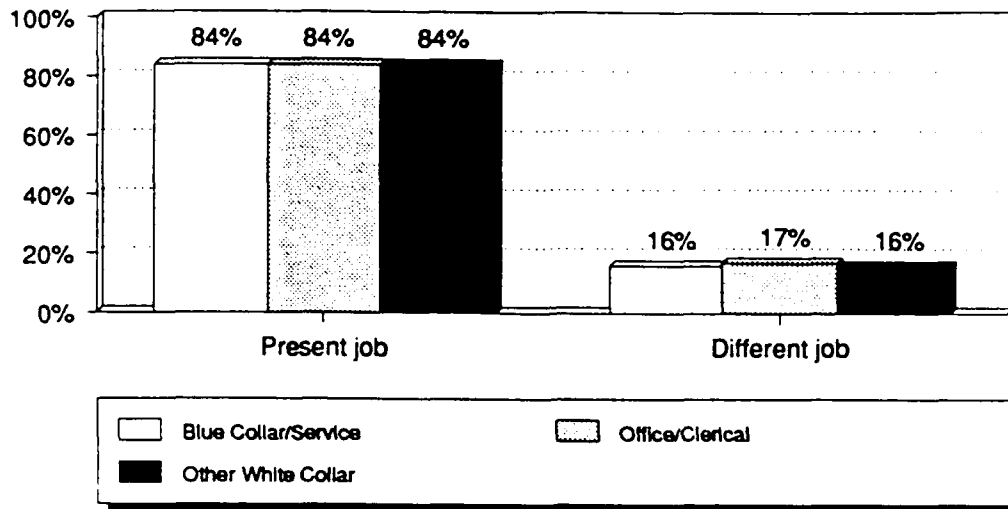
Note: More than one form may be reported.

Q14 Was this experience the most recent or did it have the greatest effect on you



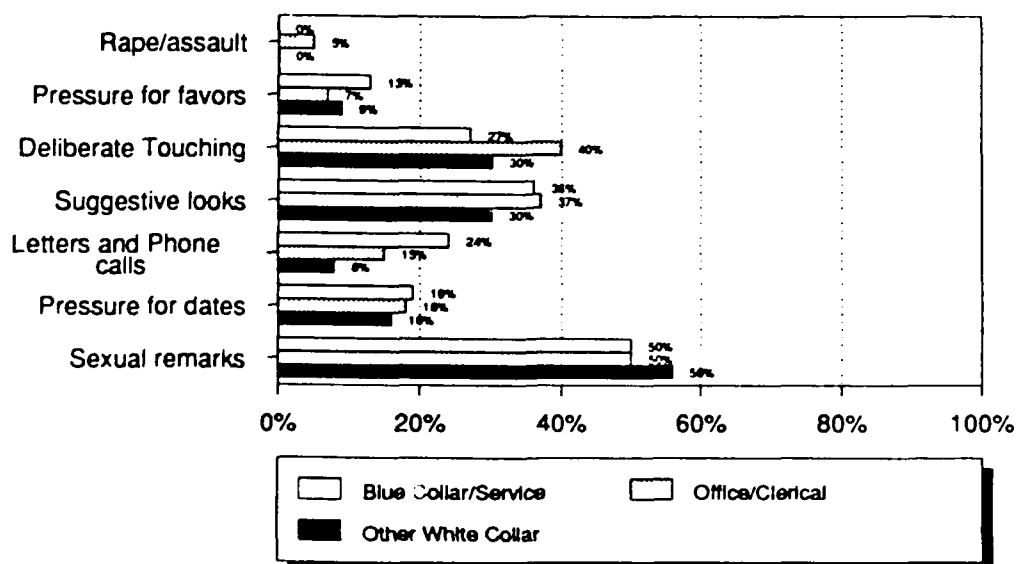
Note: More than one option may have been chosen.

Q15 Did this experience take place
where you now work or on a different
Navy job



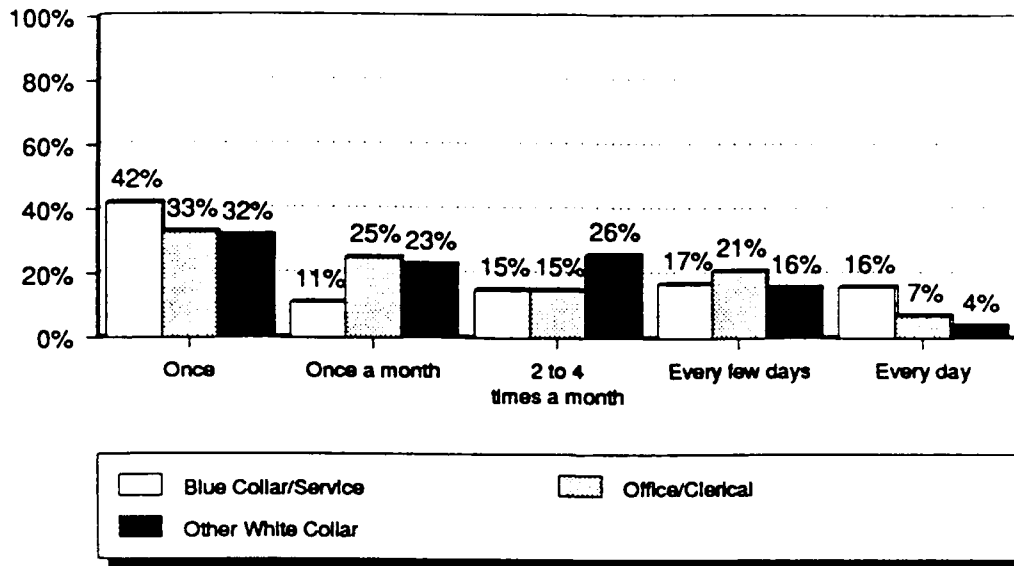
Blue Collar/Service N=51
Office/Clerical N=112
Other N=175

Q16 What kinds of sexual attention
happened to you



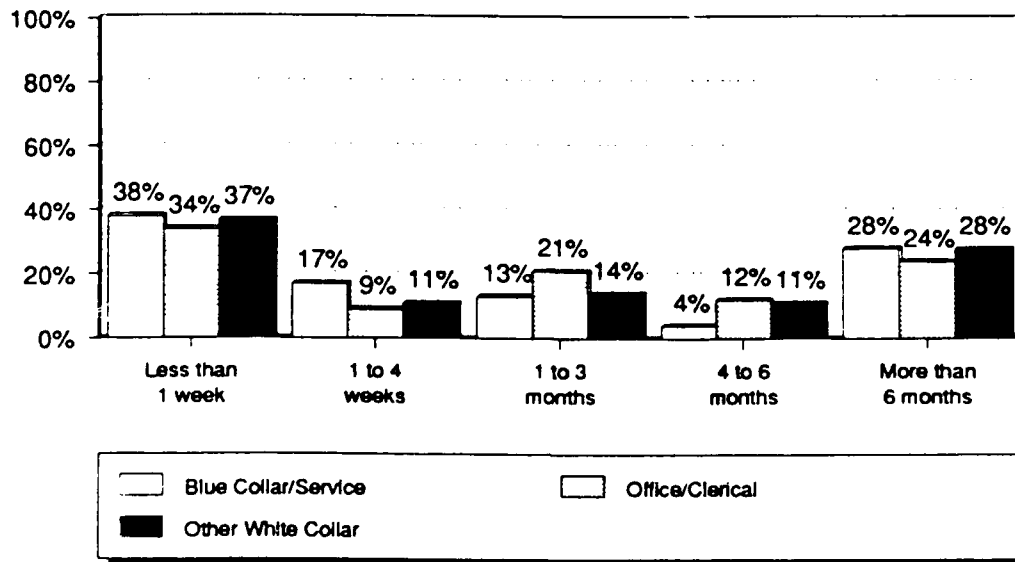
Note: More than one behavior may have
been experienced.

Q17 How often unwanted sexual attention occurred



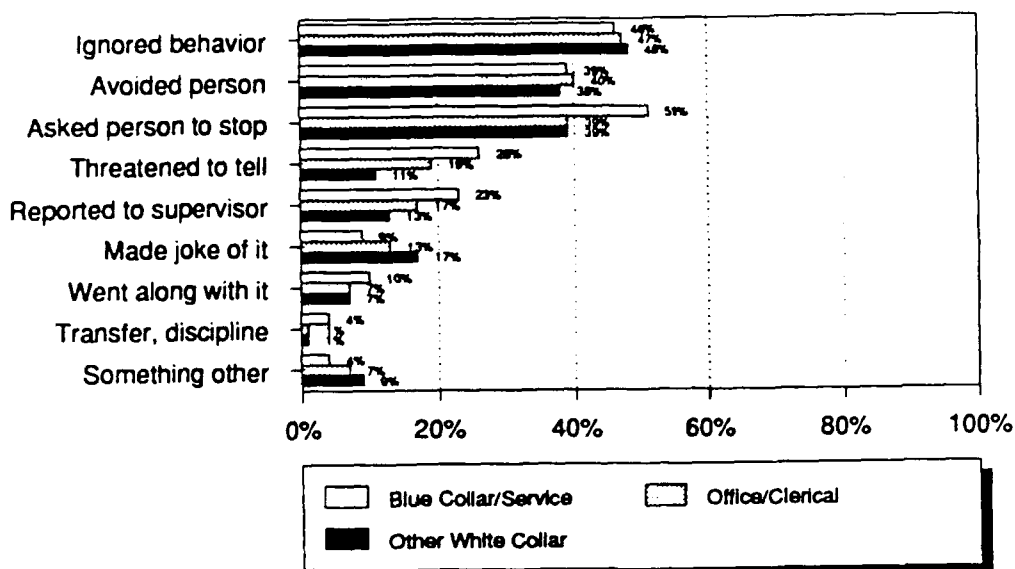
Blue Collar/Service N=51
Office/Clerical N=116
Other N=181

Q18 How long this unwanted sexual attention lasted



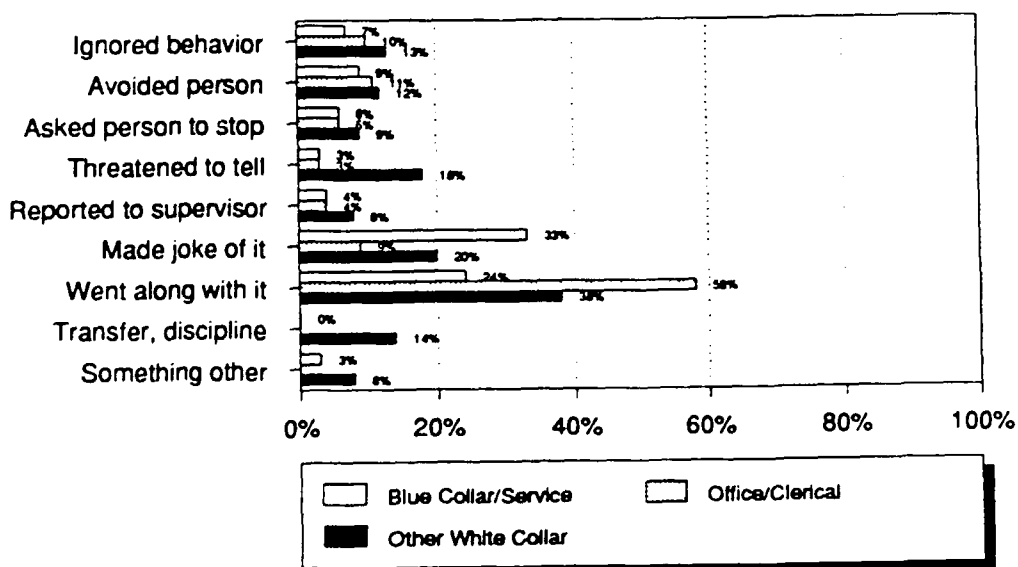
Blue Collar/Service N=51
Office/Clerical N=111
Other N=176

Q19a Action victim took in response to unwanted sexual attention



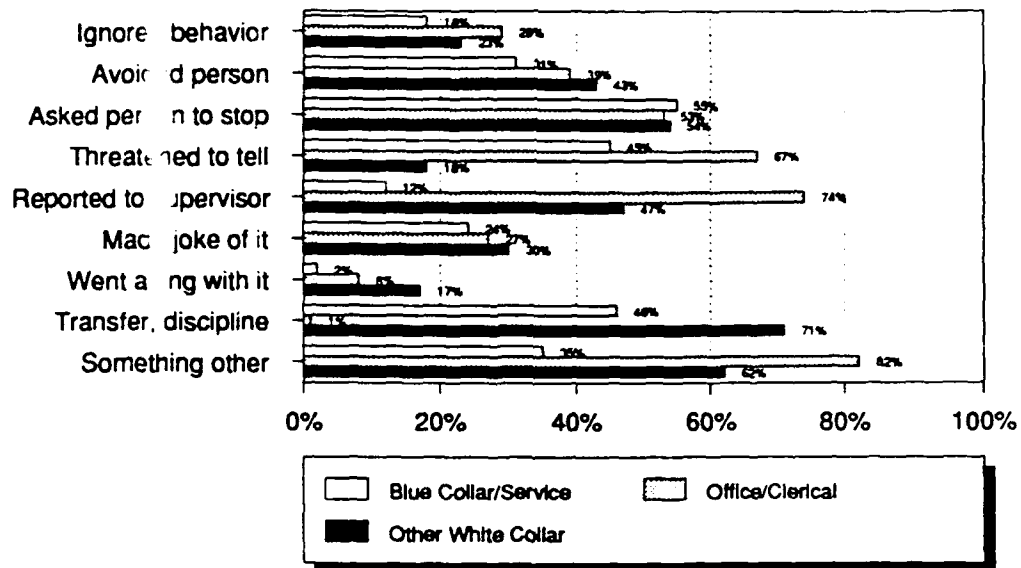
Note: More than one action was often taken.

Q19b Negative effect of action took in response to unwanted sexual attention



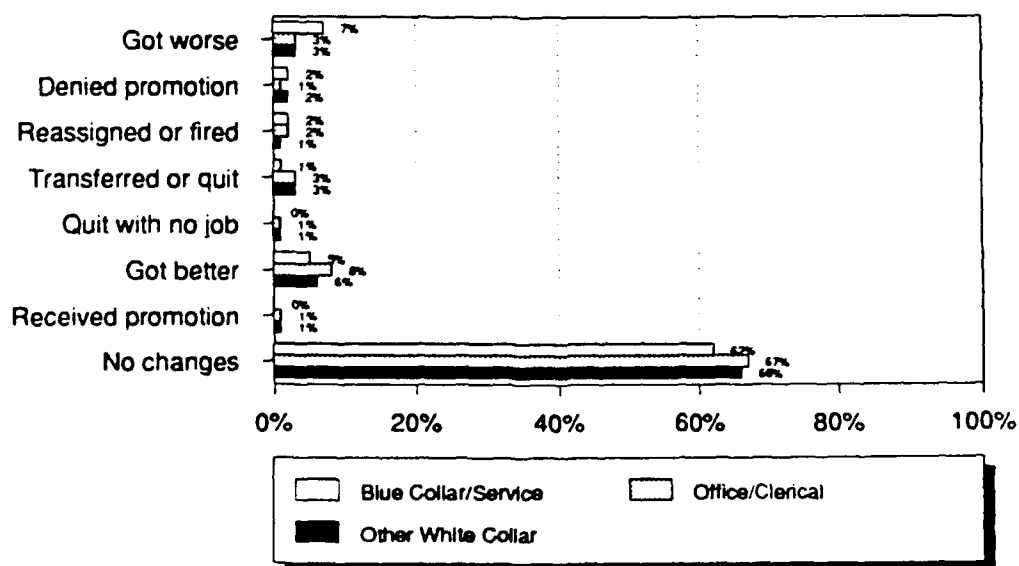
Note: More than one action was often taken.

Q19b Positive effect of action took in response to unwanted sexual attention



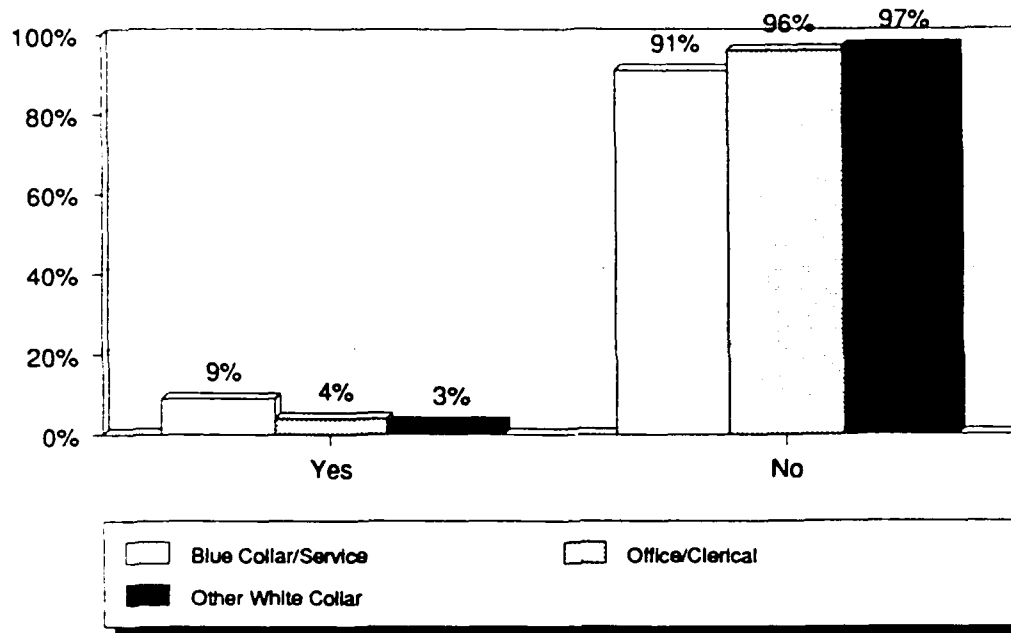
Note: More than one action was often taken.

Q20 Changes in work situation as result of unwanted sexual attention



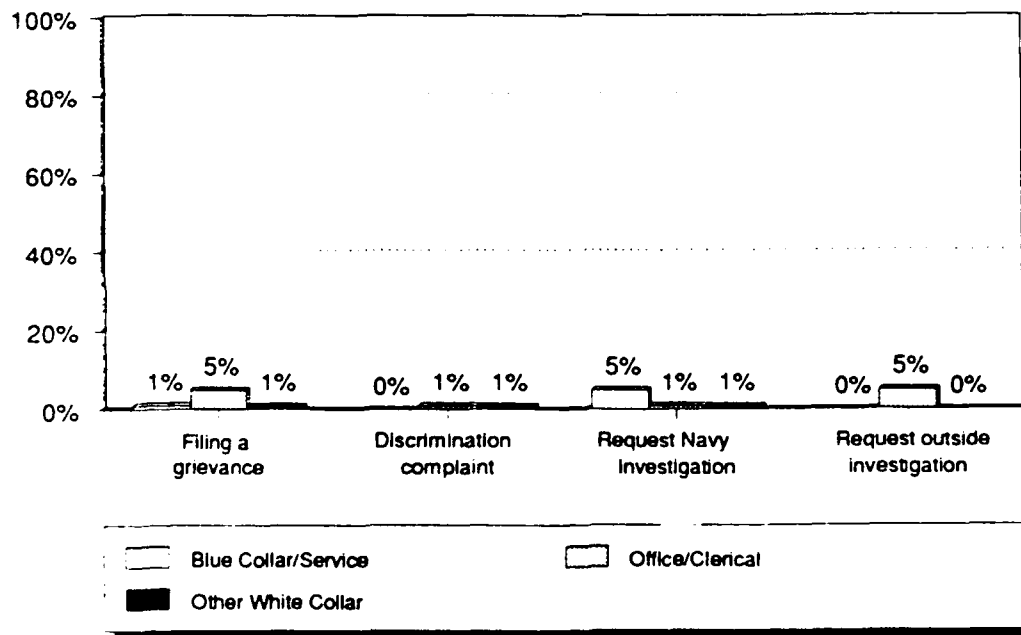
Note: More than one change may have been effected.

Q21 Did you take any formal actions



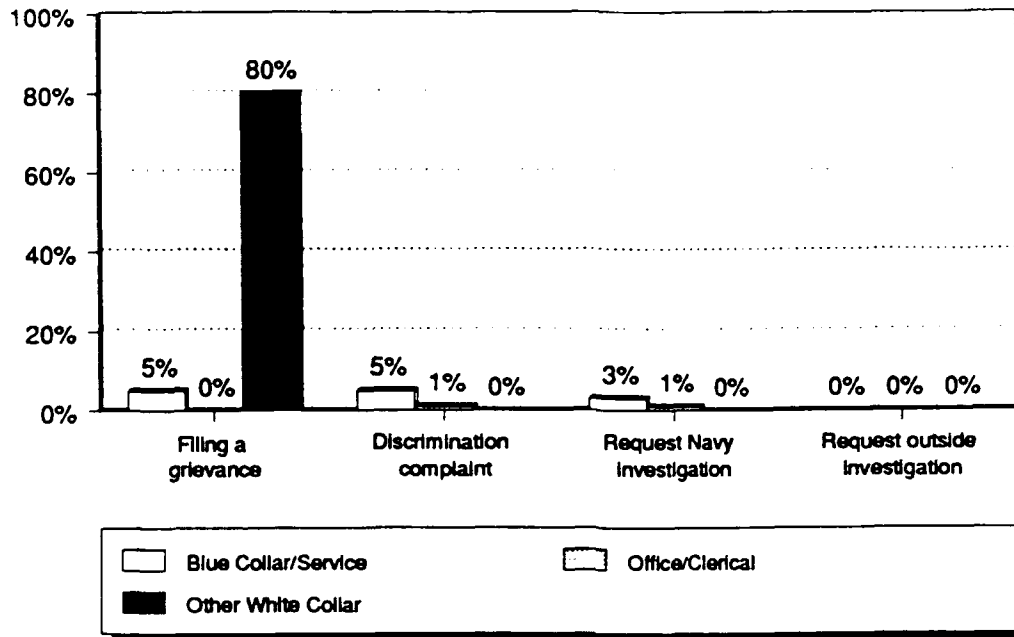
Blue Collar/Service N=48
Office/Clerical N=113
Other N=179

Q22a Took this action



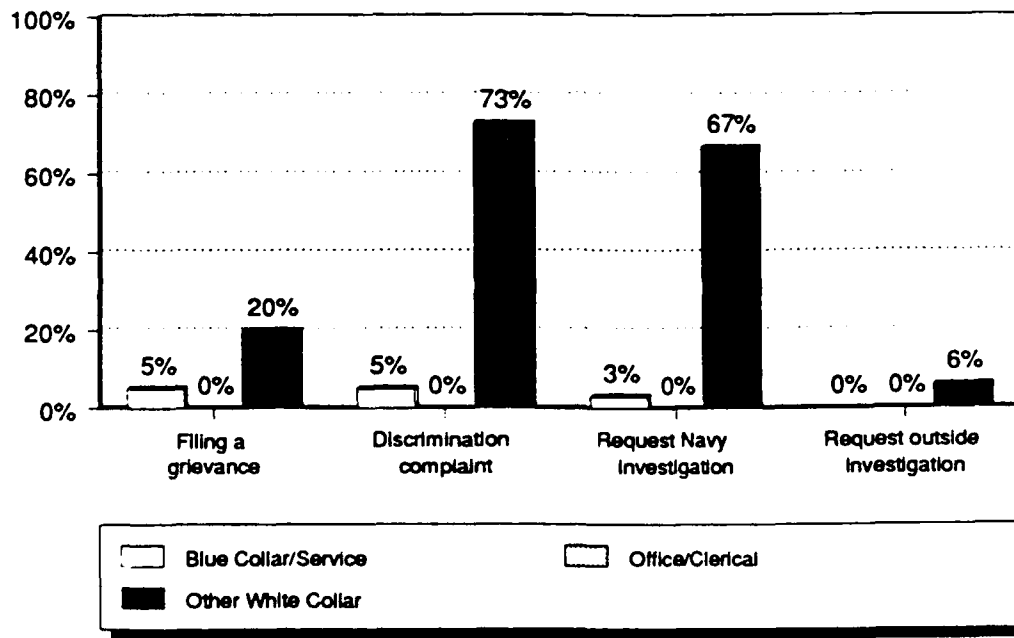
Note: More than one action may have been taken.

Q22b Positive effect of action



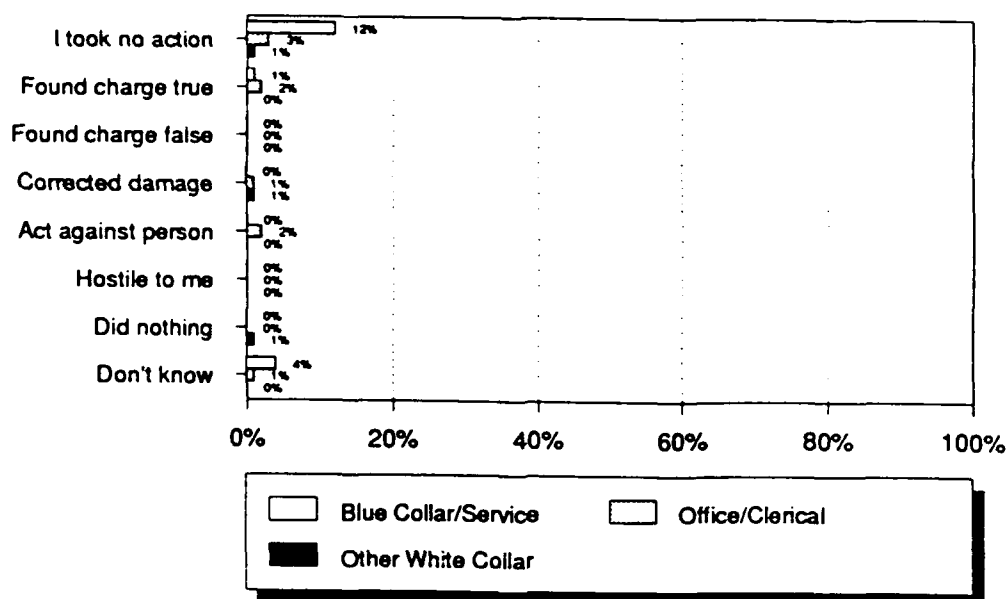
Note: More than one action may have been taken.

Q22b Negative effect of action



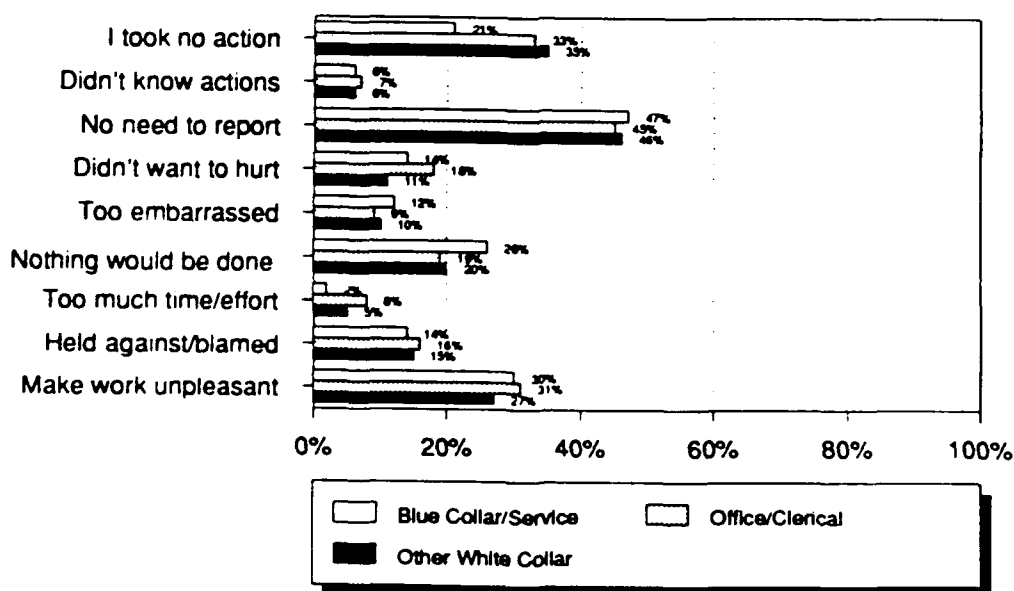
Note: More than one action may have been taken.

Q23 How Navy's management responded to formal action taken



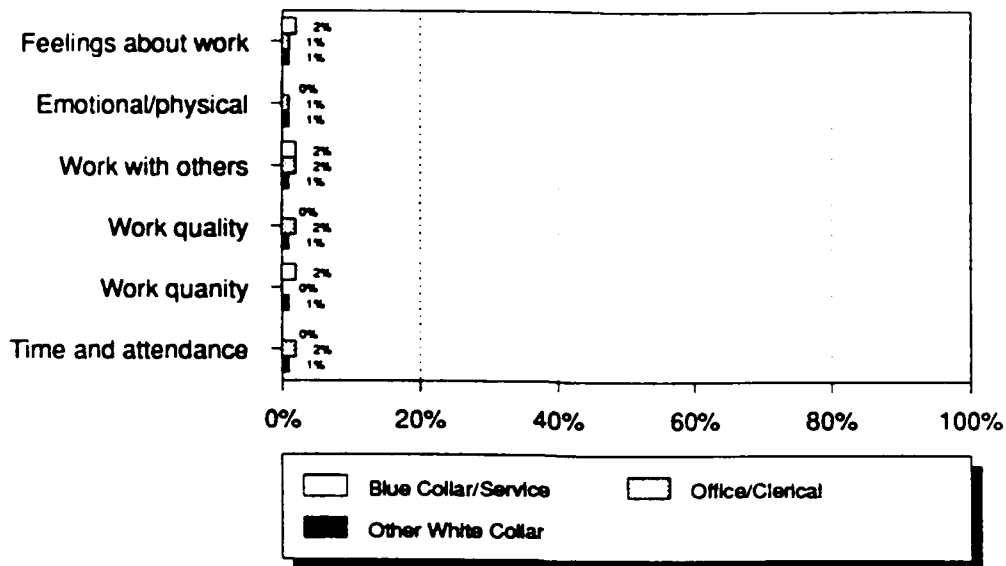
Note: More than one action may have been taken.

Q24 Reasons for not taking any formal actions



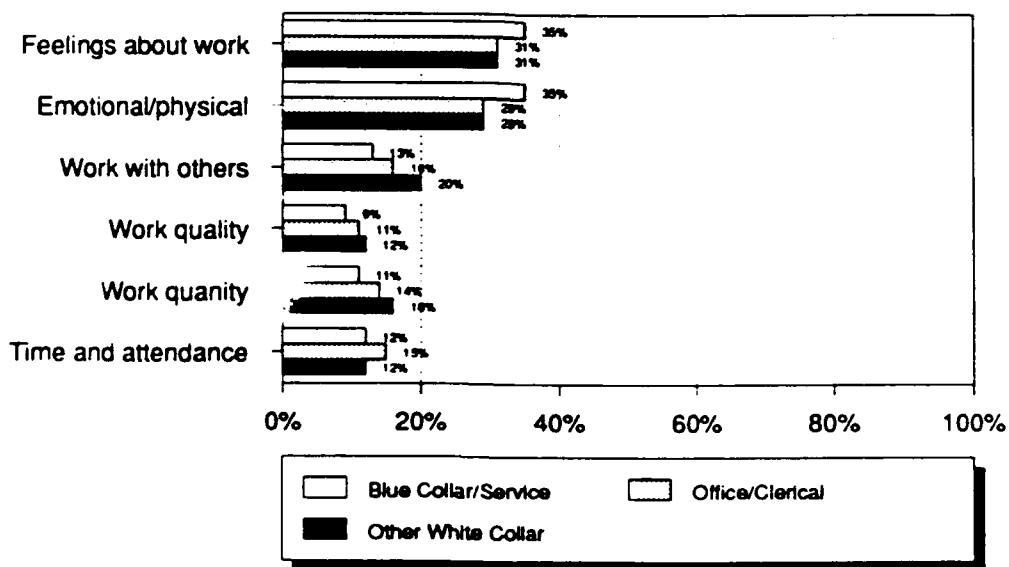
Note: More than one reason may be given.

Q25 Did unwanted sexual attention effect you positively



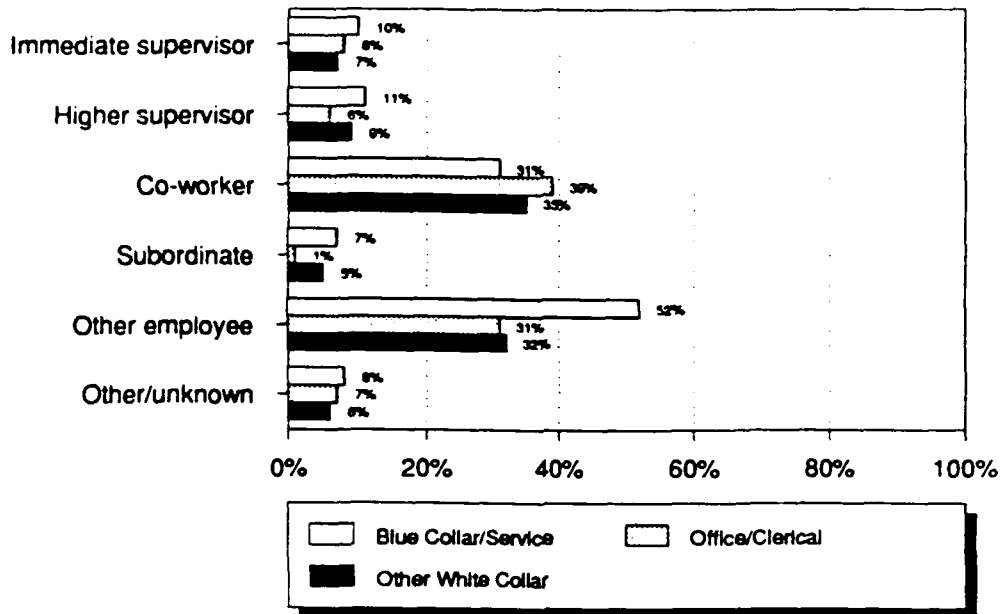
Note: More than one effect may be reported.

Q25 Did unwanted sexual attention effect you negatively



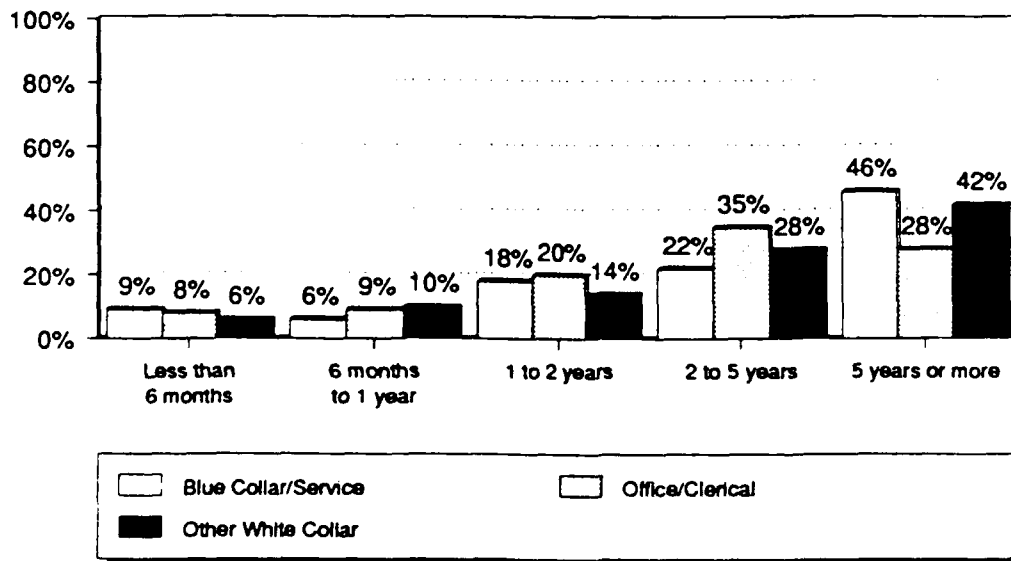
Note: More than one effect may be reported.

Q26 Person who sexually bothered you



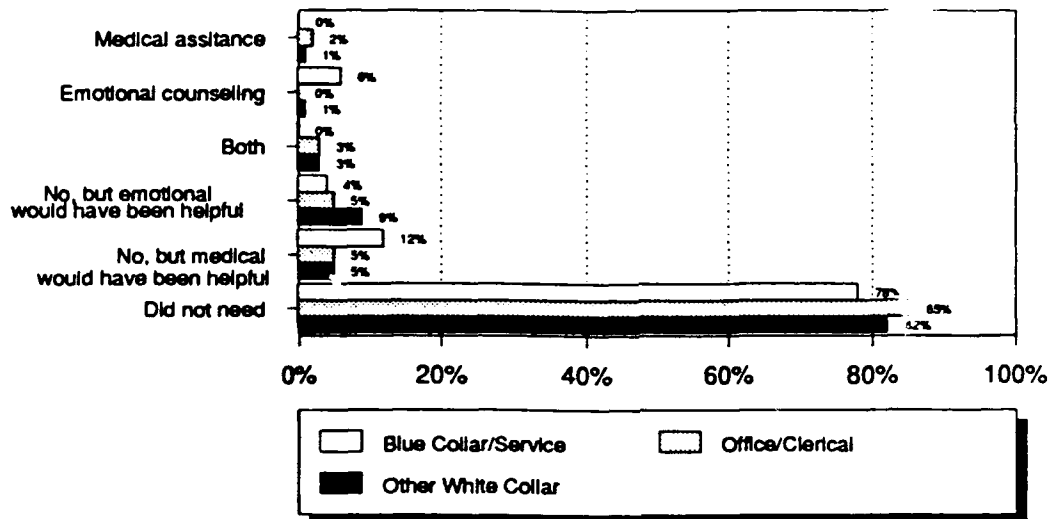
Note: Harassment from more than one level was possible.

Q27 Length worked at organization where incident occurred



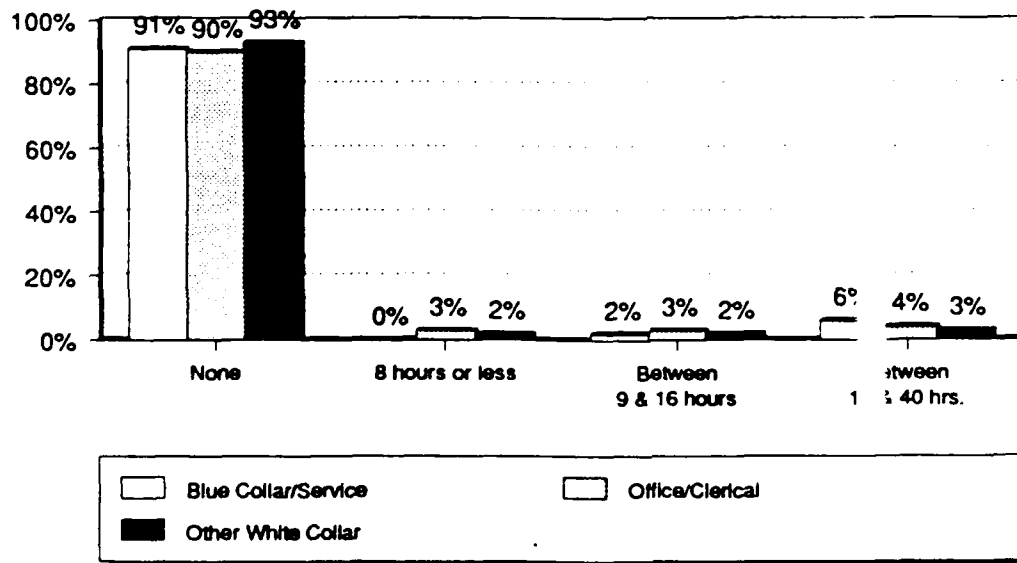
Blue Collar/Service N=51
Office/Clerical N=114
Other N=178

Q28 Received medical or emotional counseling as a result of unwanted sexual attention



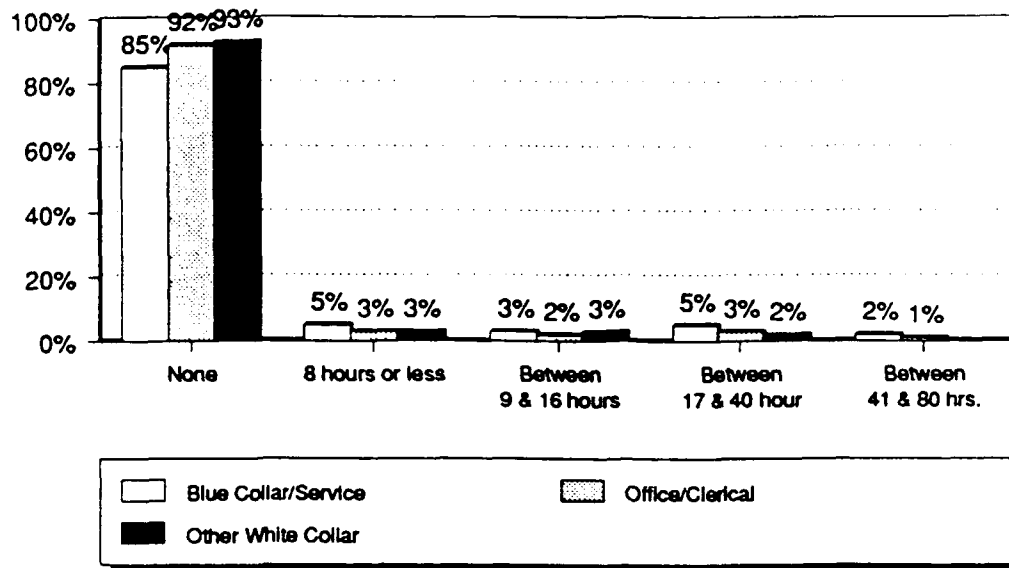
Blue Collar/Service N=51
Office/Clerical N=113
Other N=175

Q29 Amount of sick leave as a result of unwanted sexual attention



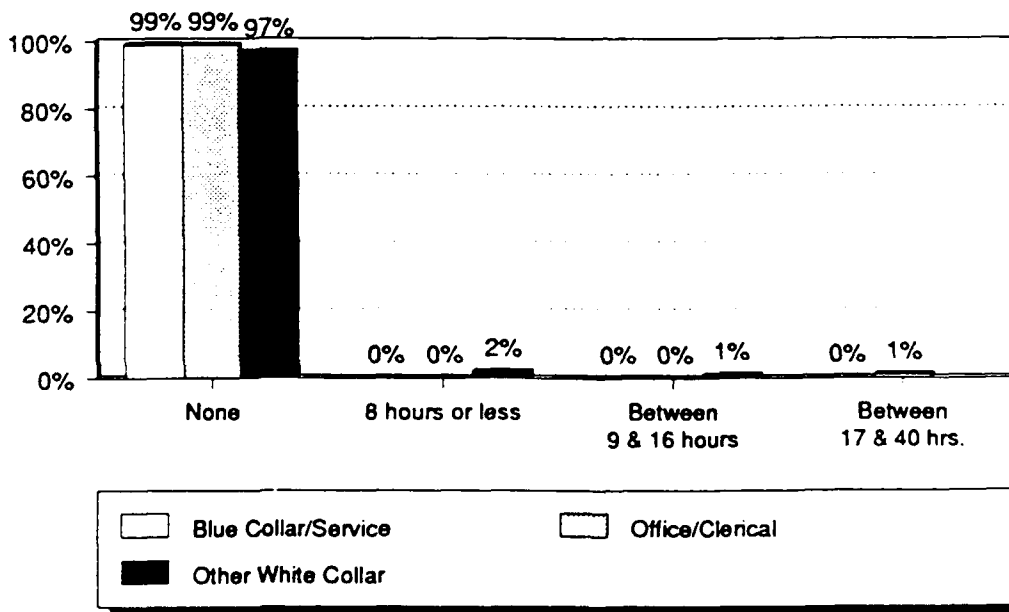
Blue Collar/Service N=51
Office/Clerical N=111
Other N=174

Q30 Amount of annual leave as a result of unwanted sexual attention



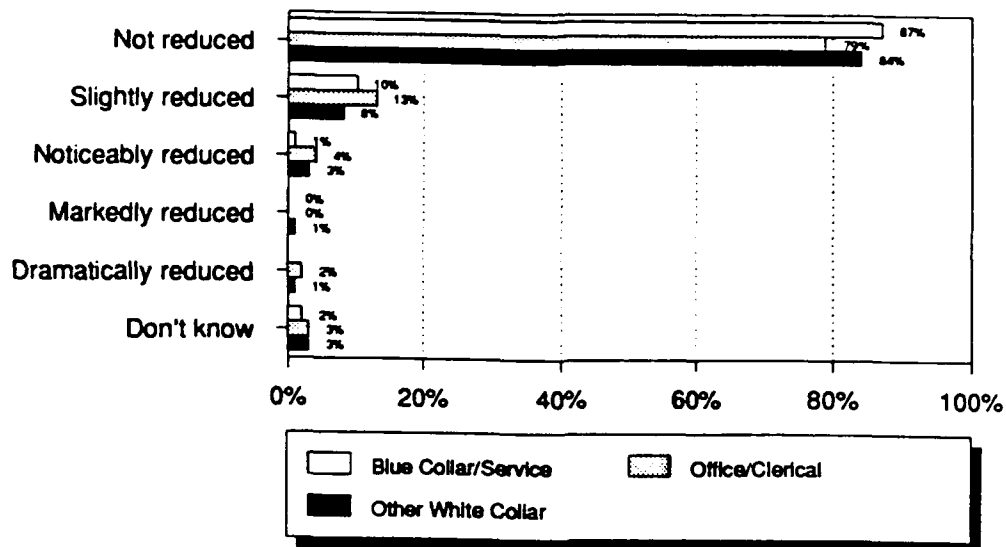
Blue Collar/Service N=51
Office/Clerical N=111
Other N=175

Q31 Leave used without pay as a result of unwanted sexual attention



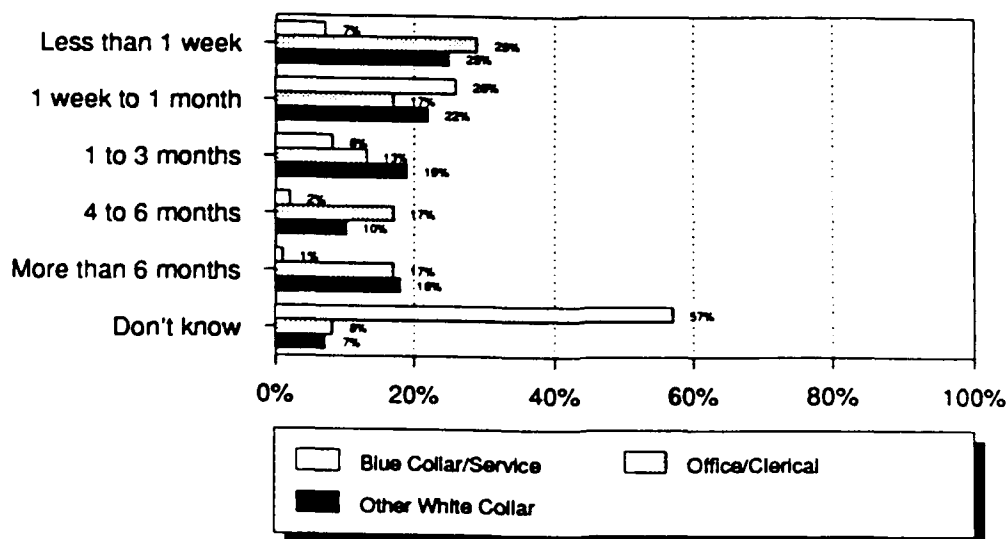
Blue Collar/Service N=51
Office/Clerical N=114
Other N=177

Q32 Affect on productivity as a result of unwanted sexual attention



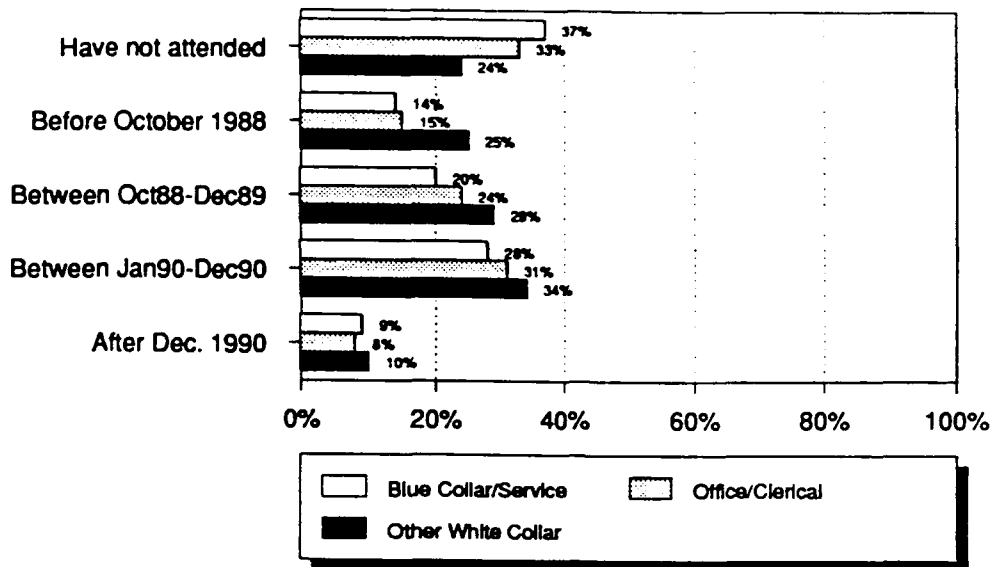
Blue Collar/Service N=51
Office/Clerical N=115
Other N=178

Q33 Length of reduction if productivity was reduced



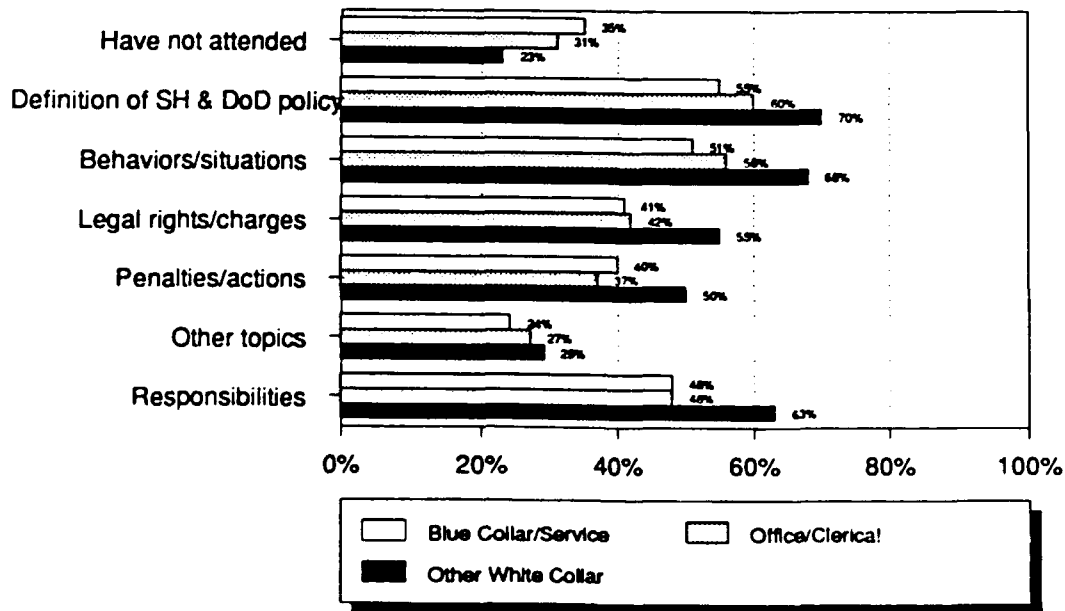
Blue Collar/Service N=14
Office/Clerical N=20
Other N=28

Q47 When attended Prevention of Sexual Harassment Training



Note: Training in more than one time period may have occurred.

Q48 What the training addressed



Note: Training may have addressed more than one topic.

Distribution List

Distribution:

Office of Civilian Personnel Management (OCPM-112) (50)

Chief of Naval Operations (MP&T) (OP-01)

Bureau of Naval Personnel (PERS-05)

Defense Technical Information Center (DTIC) (2)