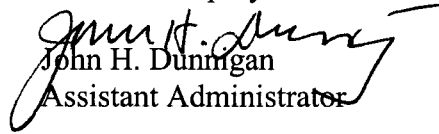




**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
**NATIONAL OCEAN SERVICE**  
Silver Spring, Maryland 20910

MEMORANDUM FOR: All NOS Employees

FROM:

  
John H. Dunningan  
Assistant Administrator

JUN 05 2008

SUBJECT: Equal Employment Opportunity Policy Statement

The National Ocean Service (NOS) supports the policy of the Department of Commerce (DOC) and the National Oceanic and Atmospheric Administration (NOAA) which provides for equal employment opportunity (EEO) to all persons without regard to race, color, religion, sex, national origin, age (over 40), mental and/or physical disability, and sexual orientation.

I am firmly committed to equality of opportunity for all employees and I will work with our managers, supervisors, and EEO Manager to ensure this policy is fully implemented. To this end, we will work to identify and eliminate barriers that impair the ability of individuals to compete in the workplace because of race, national origin, sex or disability and we will take immediate and appropriate action to ensure unlawful discrimination in the workplace is promptly corrected and addressed. It is important to note, any employee who believes they are the victim of discrimination or harassment should promptly notify the NOAA Office of Civil Rights at 301-713-0500.

In an effort to reduce conflict in the work place, I encourage all supervisors, managers and employees to utilize the agency wide Alternative Dispute Resolution (ADR) Program. Using mediation as a vehicle to resolve conflict in the work place provides a rapid forum for communication and an environment to reach equitable solutions. ADR will also significantly reduce the number of employee grievances and EEO complaints. This process can help improve the quality of work life in NOS. For more information about the NOAA ADR Program, please visit the ADR web site at <http://www.adr.noaa.gov>.

The ability of NOS to meet the complex needs of our nation and the American people rests squarely on our dedicated and hard-working employees. It is imperative that we continue to position ourselves to attract, develop and retain a top-quality workforce representative of the diversity of our Nation.

If you have any questions regarding this policy, please contact the NOS Equal Employment Opportunity and Diversity Manager, Michelle A. Crockett at 301-713-9882.

cc: DUS – Mary Glackin  
WFM – Eddie Ribas  
CR – Terri Bell (acting)

