



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

MAR 23 2000

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Military Sealift Command is dedicated to supporting the spirit and intent of the Equal Employment Opportunity (EEO) Program to the fullest extent possible. We must be one workforce. military and civilian. working together to meet our mission. The EEO Program will be strictly administered, and each manager and supervisor will be held responsible for the success of this program in their respective area.

As Commander and EEO Officer, I want to assure all employees and applicants for employment of my personal support and dedication to the principles of Equal Employment Opportunity. The goal of EEO, a basic right of all persons, is one of my highest priorities. To ensure we are fully able to meet our obligations. it is the policy of the command to:

1) Ensure all employees and applicants for employment will be afforded equal opportunity to excel in all facets. without regard to race. color. sex. religion, national origin. age. disability or sexual orientation:

2) In furtherance of this policy. all discrimination complaints will be processed in a timely manner or resolved at the lowest level, when possible. Those who find they need to use the complaint processing system can do so without fear of reprisal. You must seek EEO counseling on the matter within 45 calendar days of the alleged discriminatory action.

We must continue to take corrective action whenever discrimination is found and foster an environment that enables each person to contribute to the maximum extent of their abilities.

I am personally committed to promoting EEO for all persons in the workplace at all levels of this organization. To this end, I promise to ensure that the policies and objectives embodied in our EEO Program will be implemented. Anyone having questions regarding our policy is encouraged to discuss it with Ms. Patricia Paige, Complaints Manager, MSCHQ at (202) 685-5987 or DSN 325-5987. All afloat EEO matters are handled by Ms. Laudess M. Scales, EEO Manager, Afloat Personnel Management Center at (757) 417-4266 or 4267 or DSN 537-4266 or 4267.

A handwritten signature in black ink, appearing to read "G. S. Holder".

G. S. HOLDER
Vice Admiral, U.S. Navy