



DEPARTMENT OF THE NAVY  
COMMANDER, MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-0001

IN REPLY REFER TO

12713

Ser N00/001787  
20 Sep 12

MEMORANDUM FOR DISTRIBUTION

Subj: CIVILIAN EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

1. As Commander and EEO Officer, I am personally committed to making Military Sealift Command (MSC) a model employer with a diverse and effective workforce. This commitment must be exemplified in all of our management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

2. To ensure we are fully able to meet our obligations, it is the policy of the command to:

a. Ensure all employees and applicants for employment are afforded equal opportunity without regard to race, color, sex, religion, national origin, age, disability, reprisal, and genetic information.

b. Afford employees the opportunity to seek EEO counseling within 45 calendar days of the alleged discriminatory action. Ensure those who use the EEO complaint system can do so without fear of reprisal.

c. Eliminate discrimination whenever found. Take swift corrective action and foster an environment that empowers each person to reach their maximum potential.

3. Equality of opportunity is an essential element of readiness and implementation of this policy is a high priority. Every member of our workforce is challenged to embrace its enforcement. If you encounter EEO issues, I urge you to talk with your supervisor or an EEO official in your area.

4. This policy supersedes the previous dated 8 March 2011. Post on official bulletin boards and MSC websites ashore and afloat.

A handwritten signature in black ink, appearing to read "M. H. BUZBY", is located at the bottom center of the page.

M. H. BUZBY