



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
471 EAST C STREET
NORFOLK VA 23511-2419

12713
N00
29 Oct 15

MEMORANDUM FOR DISTRIBUTION

Subj: EQUAL EMPLOYMENT OPPORTUNITY, EQUAL OPPORTUNITY, AND
DIVERSITY POLICY

Ref: (a) E.O. 13672
(b) SECNAVINST 5354.2
(c) SECNAVINST 12250.6A
(d) SECNAVINST 5350.16A
(e) DON Discrimination Complaints Manual
(f) OPNAVINST 5354.1F

1. As Commander, Military Sealift Command (MSC), and the Equal Employment Opportunity (EEO)/Equal Opportunity (EO) Officer, I am personally committed to MSC being a model employer with a diverse, high-performing workforce. This commitment must be exemplified through employment policies, practices, and procedures found in references (a) through (f).

2. The Military Sealift Command policy is to:

a. Ensure equality of opportunity in the employment and development of a workforce without regard to race, color, religion, sex, national origin, sexual orientation and reprisal, and additional bases of age, disability, and genetic information (GINA) for civilian employees.

b. Afford civilian employees the opportunity to seek EEO counseling within 45 calendar days of an alleged discriminatory incident and to ensure those who use the EEO complaint system may do so without fear of reprisal per reference (d). Military complaint procedures shall be timely and accordance with the procedures in reference (f).

c. Support diversity by inviting new perspectives and diversities of thought to resolve concerns. Embracing individual characteristics and attributes of our employees can only enhance MSC's capabilities and mission readiness.

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3. Every member of our workforce is responsible for ensuring the enforcement of this policy. If you encounter EEO/EO issues or concerns, I urge you to immediately talk with your supervisor, EEO official, Equal Opportunity Advisor or Command Managed Equal Opportunity Manager.

4. This memorandum shall be widely disseminated and prominently posted on official bulletin boards throughout workspaces and MSC website <http://www.msc.navy.mil> for viewing.

5. Supersedes previous EEO, EO and Diversity policy dated, 20 June 2014.



T. K. SHANNON