



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

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NOO  
18 Oct 16

MEMORANDUM

Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT OPPORTUNITY, EQUAL OPPORTUNITY, AND DIVERSITY

Ref: (a) Executive Order 13672  
(b) SECNAVINST 5354.2  
(c) SECNAVINST 12250.6A  
(d) SECNAVINST 5350.16A  
(e) DON Discrimination Complaints Program Management Manual  
(f) OPNAVINST 5354.1F  
(g) COMSCINST 12720.3

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 where all individuals are treated with dignity and respect. This commitment must be exemplified through employment policies, practices, and procedures found in references (a) through (g).

2. MSC 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, gender identity, reprisal, and additional bases of age, disability (physical or mental), and genetic information (GINA) for civilian employees.

b. Civilian employees and applicants for employment shall not be discriminated against based on prohibited categories and are afforded access to the EEO process in accordance with reference (c). Service members who believe they have been subjected to unlawful discrimination should follow complaint procedures in a timely manner in accordance with references (d) and (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.

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 or counselor, Equal Opportunity Advisor (EOA) or Command Managed Equal Opportunity (CMEO) Manager.

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

5. This memorandum supersedes previous EEO, EO and Diversity policy dated 29 October 2015.



DEE L. MEWBOURNE