



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
JOINT RESERVE BASE
400 RUSSELL AVE
NEW ORLEANS LA 70143-5012

IN REPLY REFER TO:

5355

Code N1

27 Feb 12

From: Commanding Officer, Naval Air Station, Joint Reserve Base,
New Orleans

To: All Military and Civilian Personnel

Subj: ANTI-DISCRIMINATION POLICY STATEMENT

Ref: (a) 29 CFR Part 1614 of 9 Nov 99
(b) EEOC MD 110 of 9 Nov 99
(c) EEOC MD 715 of 1 Oct 03
(d) Notification and Federal Employee Anti-Discrimination
and Retaliation Act of 2002
(e) 5 CFR Part 1201 of 1 Jan 01
(f) EEOC Guidance 915.002 of 18 Jun 99
(g) Department of the Navy Discrimination Complaints
Program Management Manual
(h) SECNAVINST 12250.6 of 22 Jan 03

1. As the Commanding Officer, I am committed to equal employment opportunity (EEO), in support of OPM's mission to recruit, retain, and honor a world-class workforce based on merit system principles. I do not tolerate any employment discrimination on the basis of race, color, religion, sex (including pregnancy and gender), national origin, age, disability, or genetic information. An employee who believes he or she has been subjected to one of these forms of discrimination or for reprisal for protected EEO activity must contact the EEO office at (504) 678-4666 within 45 days of the alleged discrimination or reprisal. The EEO office, located in Bldg. 492, Room 108, may also be contacted for further information regarding the EEO program.

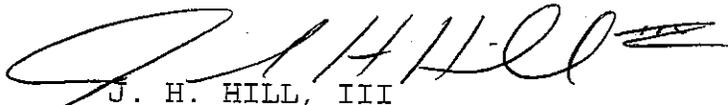
2. I also will not tolerate prohibited personnel practices such as discrimination based on marital status, political affiliation, parental status, military service, sex (gender) or any other non-merit factor, nor will I allow reprisal for protected, whistle blowing, or the exercise of any appeal or grievance right provided by law. An employee who believes that he or she has been subjected to any of these prohibited personnel practices may take one of the following courses of action as appropriate: (1) contact EEO office in Bldg 492, Room 108, at 504-678-4666 to file an administrative grievance; (2) file a grievance under an applicable collective bargaining

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agreement; (3) file an appeal with the Merit Systems Protection Board; (4) file a complaint with the U.S. Office of Special Counsel (OSC); or (5) in the case of discrimination based on sex (gender), file a complaint with OPM's EEO Office as provided in Chapter 713, Subchapter 5 of OPM's Human Resources Handbook. Employees may obtain helpful information on these subjects at <http://www.opm.gov/ovrsight/proidx.asp> and <http://www.opm.gov/er/address2/guide01.asp>. For specific information on filing procedures, employees may contact Merit Systems Protection Board at (202) 653-7200 and OSC at (202) 254-6300, or visit their respective web pages at <http://www.mspb.gov> and <http://www.osc.gov>.

3. All executives, managers, supervisors and employees have a responsibility to maintain a high level of professional conduct in the workplace, and to treat others with respect and fairness. Discriminatory actions undermine the reputation and effectiveness of an organization, and will be promptly addressed. I am dedicated to maintaining a work environment that promotes acceptance of individual differences, to notifying its staff regarding their EEO rights and responsibilities, and to providing a fair and neutral process for adjudicating complaints without fear of retaliation.


J. H. HILL, III