UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
1315 East-West Highway
Silver Spring, Maryland 20910

THE DIRECTOR

JAN - 6 2011

MEMORANDUM FOR: All NOAA Fisheries and Contract Employees

FROM: Eric C. Schwaab
Assistant Administrator

SUBJECT: Equal Employment Opportunity Policy Statement

As the Assistant Administrator for Fisheries, it is important that I join both Secretary Locke and Under Secretary Lubchenco in ensuring Equal Employment Opportunity for all Department of Commerce employees. As you know, under the laws enforced by the Equal Employment Opportunity Commission, it is illegal to discriminate against anyone (applicant or employee) because of his or her race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. In addition, Executive Order 13087 prohibits discrimination based on sexual orientation in the federal workforce. It is also illegal to retaliate against a person because he or she participates in the EEO process.

Therefore, consistent with Presidential Executive Orders and other laws designed to protect federal employees, all supervisors and managers are expected to affirm and actively support and promote this policy. Those who fail to do so will be held accountable. All employees are encouraged to bring concerns regarding discrimination and/or retaliation in any form to the attention of management, the NOAA Fisheries Program Director for EEO and Diversity, or the NOAA Civil Rights Office.

In the event of workplace disputes, employees, supervisors and managers are reminded of the agency's Alternative Dispute Resolution (ADR) Program. The ADR process is designed to help improve communication while resolving conflicts as early as possible in a professional, appropriate, cost-effective manner. To learn more about NOAA's ADR program or to request ADR, employees should send an e-mail to adr@noaa.gov, or visit: http://www.adr.noaa.gov.

Finally, on October 1, 2003, the No FEAR Act made federal agencies individually accountable for violations of anti-discrimination, whistleblower protection and retaliation laws. Therefore, any employee who believes that he or she has been subject to retaliation for engaging in EEO activity should immediately contact the NOAA's Civil Rights Office, on 301-713-0500. Employees who feel they have been the subject of retaliation for reporting fraud, waste, abuse and non-EEO illegal activities should contact the Department of Commerce's Office of the Inspector General at 1-800-424-5197 (voice) or 1-800-854-8407 (TDD), or the U.S. Office of Special Counsel at 1-800-872-9855 (voice) or 1-800-877-8399 (TDD)

If you have any questions regarding this policy, the ADR Program or the No FEAR Act, please contact Natalie Huff, the NOAA Fisheries Program Director for EEO and Diversity, on 301-713-1456.

cc: Mary Glackin – Deputy Under Secretary
Sandra Manning – Acting Director, WFM
Clint Janes – Acting Director, OCR