



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 30 2013

MEMORANDUM FOR ALL NATIONAL MARINE FISHERIES SERVICE EMPLOYEES

FROM: Samuel D. Rauch III 
Deputy Assistant Administrator for Regulatory Programs, performing the
functions and duties of the Assistant Administrator for Fisheries

SUBJECT: NMFS EEO Policy Statement

As you know, continued compliance with Equal Employment Opportunity (EEO) law is absolutely necessary in order for organizations to protect its workplace environment and sustain a culture based on respect.

Please be reminded under strict laws enforced by the Equal Employment Opportunity Commission, it is illegal to discriminate against anyone, whether the individual is an applicant or an employee, because of their race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. In addition, please remember, Executive Order 13087 prohibits discrimination based on sexual orientation in the federal workforce. Retaliation against anyone who initiates a discrimination complaint, serves as a witness or otherwise opposes discrimination is also prohibited. Managers and supervisors within the National Marine Fisheries Service (NMFS) are expected to fully support and promote this policy. Those who fail to do so will be held accountable.

Any employee, who believes they are a victim of discrimination and/or retaliation, are urged to bring the matter to the attention of management, the NMFS Program Director for EEO and Diversity, or the NOAA Civil Rights Office immediately. **Remember:** An aggrieved person must initiate contact with an EEO Counselor within the NOAA Civil Rights Office within 45 days of the date of the matter alleged to be discriminatory or, in the case of personnel actions, within 45 days of the effective date of the action. The number for the NOAA Civil Rights office is 301-713-0500.

Finally, please be reminded that workplace disputes do occur. However, employees, supervisors and managers are reminded that when they do, the NOAA Alternative Dispute Resolution (ADR) Program is available to assist you. This program has proven effective in helping employees and managers reduce and resolve unproductive conflicts quickly so that NOAA's mission can be accomplished as effectively and efficiently as possible. To learn more about NOAA's ADR Program or to request mediation, please visit <http://www.adr.noaa.gov/> or complete the "Request for ADR" form located at <http://www.wfm.noaa.gov/adr/request.php>

If you have any questions regarding this policy, and/or the ADR program, please feel free to contact Natalie Huff on 301-427-8027.

cc: Joseph Hairston, Director, NOAA Civil Rights Office
Sandra Manning, Director for Workforce Management

