



DEPARTMENT OF THE NAVY

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

IN REPLY REFER TO:  
5354  
Code N1  
15 Nov 13

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

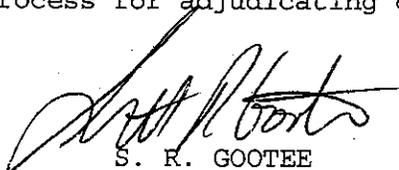
To: All Naval Air Station, Joint Reserve Base, New Orleans  
Personnel

Subj: EQUAL EMPLOYMENT OPPORTUNITY/ANTI-DISCRIMINATION POLICY  
STATEMENT

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, sex, religion, religion, 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 (904) 542-2802 within 45 days of the alleged discrimination or reprisal.

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 at (904) 542-2802; (2) File a grievance under an applicable collective bargaining agreement; (3) File an appeal with the Merit Systems Protection Board; or (4) File a complaint with the U.S. Office of Special Counsel (OSC). 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.

  
S. R. GOOTEE