



**DEPARTMENT OF THE NAVY**  
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION  
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PATUXENT RIVER, MARYLAND 20670-1161

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Ser 000000A/298  
31 October 2011

MEMORANDUM FOR ALL HANDS

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

1. It is the policy of the Naval Air Warfare Center Aircraft Division (NAWCAD) to provide equal opportunity (EO) to all persons and to prohibit discrimination based on race, color, religion, national origin, sex (including sexual harassment), age (40 years and over), disability (mental and physical), genetic information and reprisal for involvement in any Equal Employment Opportunity (EEO) and EO activity.
2. We must remain fully committed to preventing or correcting unlawful discrimination in employment practices and operations. If we are to be successful in recruiting and retaining the best workforce to perform the essential mission of NAWCAD, we must focus on providing equal opportunities to all NAWCAD employees and applicants for employment. Through development of a model EEO Program, we will ensure the success of this undertaking.
3. We will strive to identify and remove all barriers to employment opportunities at every level of our Command. Our goal is to establish a Model EEO Program consistent with the EEO Commission's Management Directive 715. To achieve this goal, our managers and supervisors, both military and civilian, must fully understand and support our diversity objectives and set the example by participating and motivating our NAWCAD community to support all our EEO/EO related programs.
4. NAWCAD is committed to maintaining a work environment that is free of discrimination and retaliation. The Command will take prompt remedial action against any NAWCAD official who retaliates against any employee for participation in the EEO/EO process or who otherwise behaves inappropriately under this policy. NAWCAD personnel are encouraged to advise supervisors, managers or the Command's EEO/EO personnel of any discriminatory conduct affecting the Command's work environment.

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5. As Commander, I strongly support NAWCAD's commitment to EEO/EO and will hold all employees accountable for implementing NAWCAD's EEO/EO policies in their daily actions, conduct and workplace decisions. Every manager, supervisor, officer and non-commissioned officer shall actively support and promote the Command's EEO/EO policies and remain informed of, and sensitive to, the impact of all decisions made in their respective areas of responsibilities.

A handwritten signature in black ink, appearing to read 'R. L. MAHR', with a long horizontal flourish extending to the right.

R. L. MAHR

Rear Admiral, United States Navy