



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
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V00
17 Apr 24

MEMORANDUM

From: Commander, Naval Air Systems Command

Subj: EQUAL OPPORTUNITY/EQUAL EMPLOYMENT OPPORTUNITY POLICY
STATEMENT

1. As Commander, I am committed to ensuring Equal Opportunity (EO) for each Service Member and Equal Employment Opportunity (EEO) for each civilian. Acts of discrimination or harassment are contrary to our core values of honor, courage, and commitment. Service Members and civilians who model Navy core values do not engage in or condone these negative behaviors. Additionally, discriminatory or harassment practices adversely affect good order and discipline, unit cohesion, and mission readiness.
2. It is my policy that all members of this organization and applicants for employment be treated with respect and dignity, and be valued equally, regardless of race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, and sexual orientation), national origin, age (40 years of age or older), disability (mental or physical), genetic information (including family medical history), or reprisal/retaliation based on opposition to or participation in the discrimination complaint process, for civilian employees. This applies to, but is not limited to recruitment, training, advancement and promotion, job assignments, collateral duties, transfers, and all other aspects of employment.
3. It is my policy to provide reasonable and effective accommodations for qualified individuals with disabilities who are employees or applicants for employment. There are three types of accommodations that can be provided to employees: reasonable accommodations (medical/disability), religious accommodations, and accommodations under the Pregnant Workers Fairness Act (PWFA).
 - a. Reasonable accommodations enhance the ability of qualified individuals with disabilities to apply for jobs, perform the essential functions of the job, and enjoy equal benefits and privileges of employment, unless the accommodation will cause the employer an undue hardship.
 - b. Religious Accommodations are provided to employees and applicants based on their religious beliefs, practices, and observances when requested, unless the accommodation will cause the employer an undue hardship.
 - c. PWFA requires agencies to provide reasonable accommodations to an employee's or applicant's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship.
4. I expect all supervisors of civilian employees to maintain robust and effective EEO programs to proactively prevent discrimination and to promptly remedy it if it occurs. All supervisors and managers of civilians, including military personnel, are also responsible for both maintaining

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their personal EEO proficiencies through approved training and relevant EEO program engagement as well as for ensuring that all their civilian employees remain informed of their respective EEO rights.

5. If you believe you have been discriminated against or harassed based on any of these categories, you are encouraged to promptly notify your chain of command and the EO/EEO staff. Reprisal for participating in the EO/EEO process or opposing discrimination or harassment is strictly prohibited and will result in prompt and appropriate action.

6. All personnel will adhere to this policy and must not condone or ignore discrimination or harassment. Reported occurrences of discrimination will be thoroughly investigated and dealt with swiftly, fairly, and effectively. Individuals responding to the incident will maintain confidentiality to the greatest extent possible.

7. NAVAIR will take prompt remedial action against any official who retaliates against any team member for participating in the EO or EEO process, or opposing discrimination, or who otherwise behaves inappropriately under this policy. All civilian employees will be afforded the opportunity to seek EEO counseling within 45 calendar days of any alleged discriminatory action. All military personnel will be afforded the opportunity to seek EO counseling through a Command Managed Equal Opportunity Program Manager or the Command Climate Specialist within 60 days of any alleged discriminatory action. Employees are encouraged to advise supervisors, managers, or the Command's EEO and EO personnel of any discriminatory conduct affecting the Command's work environment.

8. The strength of our EO and EEO programs are the foundation of our continued success. Developing a diverse, inclusive workforce is the right thing to do, and it will have the added benefit of making our teams more innovative and effective. Our EO and EEO staff is available to assist all personnel in proactively establishing a positive workplace environment.

9. For additional information, please visit the NAVAIR EEO Portal located at:
<https://www.navair.navy.mil/EEO>.



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