

APR 3 0 2004

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

As Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC), I take this opportunity to express my support and commitment to the policies of the Department of the Navy which provide equal employment opportunity for all individuals regardless of race, color, religion, national origin, sex, age, or mental or physical disability. Employees must be provided a work environment free from sexual harassment and reprisal for having raised an allegation of discrimination.

I am firmly committed to the goals and objectives of the Navy's EEO program. All individuals will be afforded an equal opportunity for employment, employment benefits, and progression commensurate with their abilities. Affirmative action commitments must be designed to correct any identified deficiencies brought to light by self-assessment and analysis of the EEO program in this command. To this end, managers and supervisors are to focus their efforts on the following areas:

a. Minorities and Women. Ensure that minorities and women are fully integrated into the work force at all grades, especially at higher-grade levels, and in managerial and professional positions.

b. Persons with Disabilities/Disabled Veterans. Support the Department of the Navy goals to increase work force representation of persons with targeted disabilities and disabled veterans, especially in professional positions and at higher-grade levels. I expect all managers and supervisors to be sensitive to the special needs and potential of qualified individuals with disabilities and disabled veteran employees and applicants to ensure that an ongoing program of affirmative action on behalf of individuals with disabilities is maintained.

c. Hispanic Employment. Support the Secretary of the Navy's Five Point Program to increase Hispanic civilian representation within the work force. My goal is to achieve parity representation in all occupations and higher-grade levels.

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Each manager, supervisor, and employee of this command is personally responsible to work toward ensuring that these goals and objectives are met. I am counting on your support and cooperation in achieving a highly qualified and motivated civilian work force that is reflective of our diverse population.



P. M. RICKETTS