



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
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MILLINGTON, TN 38055-0000

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BUPERSNOTE 12720  
PERS-05  
31 Aug 2004

BUPERS NOTICE 12720

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL (BUPERS) EQUAL EMPLOYMENT  
OPPORTUNITY/DIVERSITY POLICY STATEMENT FOR CIVILIAN  
PERSONNEL

Ref: (a) Equal Employment Opportunity Commission  
EEO Management Directive MD-715 of 1 OCT 03

Encl: (1) Chief of Naval Personnel Equal Employment  
Opportunity/Diversity Policy Statement

1. Purpose. To promulgate the provisions of reference (a) in respect to equal employment opportunity policy statements.

2. Background. Per reference (a), the Chief of Naval Personnel (CHNAVPERS) policy statement represents the first essential element in demonstrating leadership's commitment to a model equal employment opportunity program. The CHNAVPERS policy statement covers military supervisors of civilian personnel, all civilian appropriated and nonappropriated funds employees, and applicants for employment that falls under the Bureau of Naval Personnel (BUPERS) claimancy.

3. Action. Activity heads are to reaffirm this policy statement and ensure enclosure (1) is posted prominently on all bulletin boards, to include the activity webpage.

4. Cancellation Contingency. This notice may be retained for record purposes or until superseded by another notice on the same subject.

G. L. HOEWING  
Vice Admiral, U.S. Navy

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**CHIEF OF NAVAL PERSONNEL  
EQUAL EMPLOYMENT OPPORTUNITY/DIVERSITY POLICY STATEMENT**

1. As Chief of Naval Personnel, I am personally committed to the principles of equal employment opportunity and a diverse workforce that is free of discrimination and/or discriminatory harassment by assuring the following:

a. Equal employment opportunity for all employees and applicants for employment, regardless of their race, religion, color, sex, national origin, age, or disability.

b. All employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition.

c. Equal employment opportunity covers all personnel/employment programs, management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation.

d. Workplace harassment will not be tolerated, allegations of harassment will be immediately investigated, and where allegations are substantiated, appropriate action will be taken.

e. Reprisal against one who engaged in protected activity will not be tolerated, and the claimancy supports the rights of all employees to exercise their rights under the civil rights statutes.

2. Our Nation's diversity is one of its most enduring strengths. As such, I am requiring our civilian and military managers to ensure that individuals are judged solely on the basis of merit and ability and that differences are accorded respect. It is essential that the Bureau of Naval Personnel (BUPERS) maintain an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for an individual.

3. I am fully aware that complying with this policy statement will require both a sincere commitment and proactive participation in our equal employment/diversity efforts. Therefore, managers and supervisors are responsible for attempting resolution of complaint allegations, supporting and implementing the equal employment opportunity/workforce diversity, and will be held accountable. I urge each manager and supervisor to assume a position of leadership and accept the challenge to achieve a fully representative diverse workforce by improving retention and recruitment. I expect our leaders to support the career growth and development of our personnel with the means necessary to reach their full career potential. I also invite and expect all employees to provide their cooperation and talents to help our managers meet this expectation.

4. Finally, through all our efforts of maintaining sensitivity to our cultural differences and valuing the contributions of each member of our team, I am most confident that we will continue to accomplish our mission. Your efforts toward these goals are greatly appreciated.



G. L. HOEWING  
Vice Admiral, U.S. Navy