



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
1325 East-West Highway
Silver Spring, Maryland 20910-3283
THE DIRECTOR

FEB 27 2008

MEMORANDUM FOR: All NWS Employees

FROM:

John L. Hayes

SUBJECT:

Equal Employment Opportunity Policy Statement

The National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) is the best weather service in the world. The Nation depends on the high quality of our services, especially in our role as the sole official voice for issuing warnings during life-threatening weather situations.

The strength of the NWS is our workforce, a workforce that needs an environment where everyone can contribute to the maximum of their ability. Therefore, it is the policy of NOAA's NWS to provide equal access to employment regardless of race, color, religion, sex, national origin, age, sexual orientation, or physical or mental disability.

As the Assistant Administrator for the NWS, I am dedicated to carrying out and supporting the goals of Equal Employment Opportunity (EEO). I am committed to enforcing a zero tolerance policy for any form of discrimination or harassment.

As an employee, it is important for you to understand and utilize, if necessary, the discrimination-complaint process and seek the assistance of an EEO representative without fear of retaliation. Should you believe you have been a victim of unlawful discrimination, you should seek guidance from the NWS Office of Equal Opportunity and Diversity Management (OEODM) at 301-713-0692 or contact an EEO Counselor in the NOAA Civil Rights Office at (voice) 301-713-0500 or 1-800-452-6728, (TDD) 301-713-0982, or (fax) 301-713-0983.

For more information on what constitutes a violation of EEO, visit the NOAA Civil Rights Office's web site at <http://www.ofa.noaa.gov/~civilr/eeopol.htm>. The OEODM is available to provide EEO training for managers, supervisors, and employees upon request. Interested parties may contact any OEODM staff member to schedule training.



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THE ASSISTANT ADMINISTRATOR
FOR WEATHER SERVICES

