



DEPARTMENT OF THE NAVY  
MILITARY SEALIFT COMMAND  
471 EAST C STREET  
NORFOLK VA 23511-2419

12713  
N00  
31 Jan 25

From: Commander, Military Sealift Command

Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

Ref: (a) SECNAVINST 5354.2  
(b) SECNAVINST 12713.14  
(c) SECNAVINST 12250.6B  
(d) SECNAVINST 5350.16A  
(e) SECNAV EEO Policy Statement  
(f) DON Discrimination Complaints Program Management Manual  
(g) OPNAVINST 5354.1 H  
(h) 5 C.F.R. §1614.105

1. As Commander, Military Sealift Command (MSC) and the Equal Employment Opportunity (EEO)/Equal Opportunity (EO) Officer, I am personally committed to MSC being a model employer with high-performing workforce where all individuals are treated with dignity and respect. This commitment must be exemplified through employment policies, practices and procedures per references (a) through (h).

2. MSC policy is to:

a. Ensure equality of opportunity in the employment and development of a workforce without regard to race, color, religion, sex, national origin, reprisal, age, disability (physical or mental), pregnancy, and genetic information for civilian employees.

b. Afford civilian employees the opportunity to seek EEO counseling within 45 calendar days of an alleged discriminatory incident or when they become aware the incident was allegedly discriminatory and to ensure that those who use the EEO complaint system may do so without fear of reprisal per reference (c). Military complaint procedures shall be timely and in accordance with the procedures as per reference (e).

3. Every member of our workforce is responsible for ensuring the enforcement of this policy. If you encounter EEO/EO issues or concerns, I urge you to immediately talk with your supervisor, EEO official or counselor, equal opportunity advisor or command equal opportunity manager.

4. An employee who feels that they have been subject to discrimination may contact an EEO Counselor at (757) 341-3310 or [msc\\_eeo@us.navy.mil](mailto:msc_eeo@us.navy.mil) within 45 calendar days of the occurrence per reference (h).

5. This memorandum is effective immediately and supersedes all others.

P. E. SOBECK