



## DEPARTMENT OF THE NAVY

NAVAL ACQUISITION CAREER CENTER  
P O BOX 2033  
MECHANICSBURG PA 17055-0784

12713  
D1/0002  
19 July 2012

From: Director, Naval Acquisition Career Center (NACC), Mechanicsburg, PA  
To: Naval Acquisition Development Program (NADP) Employees

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT

1. It is the Department of Navy's (DON) policy to provide Equal Employment Opportunity (EEO) to all persons in all aspects of employment regardless of race, religion, color, sex, national origin, age, physical/mental handicap or sexual orientation.

2. As Director of the Naval Acquisition Career Center (NACC), Mechanicsburg, Pennsylvania, I fully support our Navy's EEO Program.

3. I pledge my sincere support to ensuring the objectives of the EEO Program are carried out in the NADP by administering the program in a positive and effective manner. EEO affects every employee and must be considered an integral part of the manner in which we conduct our business in the NADP. All managers, supervisors and employees will receive appropriate EEO training in order to ensure we fully understand the EEO policies, regulatory guidance and the role we all play in ensuring a work environment free of discriminations.

4. I expect all supervisors to fully utilize the skills of each employee and provide when feasible, the opportunity to enhance those skills so they may perform at their highest potential and promote their personal and professional growth. All managers and supervisors will be periodically trained in personnel management in order to ensure applicable personnel policies and practices are implemented properly and fairly.

5. I expect the complete cooperation and positive support of every employee to make EEO a reality with the NADP. The effectiveness of the NADP EEO Program will be evaluated periodically.

6. Anyone having questions regarding the implementation of the EEO Program or policies is encouraged to contact our EEO Intake Specialist at 904-542-2407.

7. The Department of Navy Assistant for Administration (DON/AA) has established a website for EEO services, training, forms and other related information. NADP employees are highly encouraged to visit this website at: <https://www.portal.navy.mil/donaa/Customcr/Service/HR/EEO/Pages/home.aspx>.

A handwritten signature in black ink, appearing to read "hugh c smith".

HUGH C. SMITH