



DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC
N.S.C., OAKLAND, CALIFORNIA 94625

MSTSPAC 12713
P-23
27 August 1969

MSTSPAC NOTICE 12713

From: Commander, Military Sea Transportation Service, Pacific
To: Distribution List

Subj: Equal Employment Opportunity Counseling

1. Purpose. The purpose of this Notice is to notify all civilian marine employees of the requirement for the establishment of Equal Employment Opportunity (EEO) Counselors.

2. Background. The Civil Service Commission has approved various amendments to its regulations for processing complaints of discrimination on grounds of race, color, religion, sex, or national origin. One of the purposes of the changes is to provide maximum opportunity for informal resolution of complaints before they progress to the formal stage.

3. Information. Effective immediately, any employee who wishes to file an Equal Employment Opportunity discrimination complaint on grounds of race, color, religion, sex, or national origin, must consult with an officially designated MSTSPAC Equal Employment Opportunity Counselor within 15 calendar days of the date of the action giving rise to the complaint or, if a personnel action, within 15 calendar days of its effective date. The EEO Counselor will make whatever inquiry deemed necessary into the matter and seek a resolution of the complaint on an informal basis. Employees who wish to consult with an Equal Employment Opportunity Counselor may do so by contacting the ship's Master. The Master will contact COMSTSPAC by message for instructions concerning the designation of an EEO Counselor. The foregoing procedural requirements will be incorporated in a COMSTSPAC Instruction to be issued.

4. Action. Ships' Masters will insure that this Notice is disseminated to all personnel.

5. Cancellation. This Notice is cancelled on 30 September 1969.

RECEIVED

SEP 2 1969

R. A. HUBBARD

DISTRIBUTION

(See reverse side)

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Authenticated:

M. Burnett

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Directives Control

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