



Office of the Assistant Secretary
for Health
Washington DC 20201

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DATE: MAR 28 1994

TO: PHS Agency Heads
Deputy Assistant Secretaries for Health
OASH Staff Office Directors
Regional Health Administrators

FROM: Assistant Secretary for Health

SUBJECT: Policy Statement on Equal Employment Opportunity

On December 6, 1993 the Secretary, in a Message to All Employees, delineated the Department's policy for equal employment opportunity. In support of the Secretary's policy and to express my personal commitment, I am issuing the attached Policy Statement.

I intend to make sure that each one of us adheres to the principles set forth in that statement. To accomplish that objective I will hold each of you responsible for progress by monitoring the critical EEO element in each of your performance plans. Even in times of reduced hiring there is room for success. It is times like these that call for innovative strategies. We must look to our existing work force and make every effort to ensure that each employee has an equal opportunity to participate in career development and training programs and to be considered for awards when exemplary service needs to be recognized.

We must also analyze our human resources requirements for the future. How can we make sure that our senior level and policy making positions are representative of our diverse work force if we do not have women, minorities, and persons with disabilities in the pipeline to train and develop to fill our executive level positions?

This need not be a painful process. There are many resources that you may call upon for guidance and assistance. Both your EEO and Personnel Offices are charged with these responsibilities and closer relationships should be forged between your staff and those offices. In March of 1993 the PHS Advisory Committee on Equal Employment Opportunity was established to provide advice and recommendations to me. Each PHS agency has two representatives on that committee and you should call upon them to keep you aware of current PHS-wide objectives.

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Your responsibilities also include insuring that if mistreatment, discrimination or harassment occurs prompt and appropriate action is taken. The PHS Office of Equal Employment Opportunity will issue specific guidelines to implement the Secretary's policy on discrimination or harassment based on sexual orientation.

I expect you to communicate these goals and objectives along with your own personal commitment to each of your managers, supervisors and employees so that they fully understand the seriousness of our purpose.

A handwritten signature in cursive script, appearing to read "Philip R. Lee".

Philip R. Lee, M.D.

Attachment