




APR 12 1994

6/11/94

TO: PHS Agency Personnel Officers  
FROM: Director, Division of Staffing and Development, OPM, OM  
SUBJECT: Implementation of Department's Equal Employment Opportunity Policy

The Secretary, HHS, has instituted a new policy on equal employment opportunity which mandates inclusion of sexual orientation among the protected classes. To comply with this directive, you should make immediate changes in your agency's vacancy announcement system to add sexual orientation to the standard equal opportunity statement. You will also need to direct the implementation of the attached complaint processing procedure and modify performance management references as well.

If you or your staff have questions concerning implementation, please contact Doris Churney on 301-443-1967 for additional guidance.

*for*   
Michel F. Smith

Attachment