



DEPARTMENT OF THE ARMY
SEATTLE DISTRICT, CORPS OF ENGINEERS
4735 EAST MARGINAL WAY SOUTH
SEATTLE, WA 98134

SEP 30 2003

REPLY TO
ATTENTION OF

CENWS-DE (310-2D)

MEMORANDUM FOR All District Employees

SUBJECT: POLICY MEMORANDUM NO. 3

Policy on Equal Employment Opportunity (EEO) and Diversity

1. **General.** The policy of the Department of Defense (DOD), including the U.S. Army Corps of Engineers, is to fully support the Equal Employment Opportunity Program. As the Commander of the Seattle Engineer District, I will ensure programs are in place that afford employees and applicants for employment the opportunity to excel without regard to race, color, gender, religion, national origin, age or disability. The success of this program and the achievement of a diversified workforce depend upon the active participation of each of you. I expect all of you to be a part of the team effort to make Equal Employment Opportunity a "Way of Life" in the Seattle District.

2. **Applicability.** EEO is an essential element of every aspect of personnel policy--in the employment, development, advancement, and treatment of all employees and applicants. It is the tradition and policy of Seattle District that our employees work in an environment free from all forms of discrimination, including sexual harassment and reprisal. This type of misconduct undermines the integrity of the employment relationship and will not be tolerated.

3. **Responsibility.** Each of us is accountable for compliance with Equal Employment Opportunity laws and regulations. We are responsible for the identification and corrections of any matters, which might give rise to complaints.

A handwritten signature in brown ink that reads "Debra M. Lewis".

DEBRA M. LEWIS
Colonel, Corps of Engineers
Commanding