



September 5, 2024

## Equal Employment Opportunity Policy Statement

As the Archivist of the United States, I reaffirm my commitment to the principles of equal employment opportunity (EEO). As the nation's record keepers, our success depends on the contributions of a talented workforce. The National Archives and Records Administration's (NARA) core values require us to collaborate, innovate, and learn by engaging with each other.

Federal laws and Presidential Executive Orders require that employees and applicants for employment have equal opportunities regardless of race, color, national origin, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), age (40 years of age or older), disability (mental or physical), family medical history or genetic information, retaliation for serving as a witness and/or engaging in EEO activity, marital status, political affiliation, and status as a parent. These protections extend to management practices and decisions through outreach, recruitment and hiring practices, appraisal systems, promotions, training and career-development programs.

This EEO policy statement serves as a reminder that NARA will not tolerate discrimination, inappropriate behavior, and harassment of any kind in the workplace. Managers and supervisors must lead by example and are responsible for ensuring employees have a work environment that is free of discrimination, harassment, and retaliation. All of us are responsible for integrating EEO into our daily actions, conduct, and decisions as we strive to become a model workplace.

Any NARA employee or applicant for employment, who believes they have been subjected to discrimination or harassment based on one or more of the above-mentioned protected categories should contact the Office of Equal Employment Opportunity Programs (NEEO) at 301-837-0939 within **45 days** of the alleged discriminatory action or incident. Additional information about EEO services can be obtained by contacting the EEO Office at [NEEO@nara.gov](mailto:NEEO@nara.gov), <https://www.archives.gov/eoo>, or 301-837-3928.

Other avenues employees may use to address complaints include: contacting the Office of Special Counsel at <https://osc.gov/> or (202)-804-7000 or the Merit Systems Protection Board at <https://www.mspb.gov/> or 202-653-7200.

Any employee who believes NARA has subjected them to workplace harassment can review

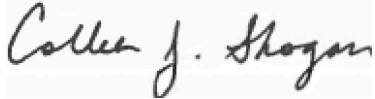
NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001  
[www.archives.gov](http://www.archives.gov)

NARA 396, Anti-Harassment Policy at [https://work.nara.gov/nara\\_policies\\_and\\_guidance/directives/0300\\_series/nara0396.html](https://work.nara.gov/nara_policies_and_guidance/directives/0300_series/nara0396.html) or visit [https://work.nara.gov/equal-employment-opportunity/harassment\\_prevention.html](https://work.nara.gov/equal-employment-opportunity/harassment_prevention.html) for information on how to report allegations of workplace harassment.

To resolve workplace disputes and EEO complaints, NARA promotes the use of alternative dispute resolution. NARA's Alternative Dispute Resolution (ADR) Program is RESOLVE. For information on NARA's RESOLVE Program review NARA 320, RESOLVE at: [https://work.nara.gov/nara\\_policies\\_and\\_guidance/directives/0300\\_series/nara0320.html](https://work.nara.gov/nara_policies_and_guidance/directives/0300_series/nara0320.html) or visit [https://work.nara.gov/staff\\_resources\\_and\\_services/employee\\_resources/adrmain.html](https://work.nara.gov/staff_resources_and_services/employee_resources/adrmain.html).

I expect your continued support in addressing and eradicating discriminatory behavior in the workplace. Working together we will make NARA a “great place to work,” one that values mutual respect, integrity, and teamwork.

A handwritten signature in cursive script that reads "Colleen J. Shogan". The signature is written in black ink on a light-colored background.

DR. COLLEEN J. SHOGAN  
Archivist of the United States