



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
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HRO  
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From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Encl: (1) Summary Letter

1. As Commanding Officer of Marine Corps Air Station, Cherry Point, I fully support the objectives of the Commandant of the Marine Corps to integrate equal employment into all employment matters, to prohibit discrimination in all employment because of race, color, age, religion, gender, national origin, disability (physical or mental), genetic information or reprisal based on past participation/involvement in the discrimination complaint process, and to promote the full realization of equal employment through continuing affirmative employment programs. Additionally, no person shall be subject to retaliation for opposing any unlawful discriminatory practice or for participating in any of the EEO administrative or judicial proceedings. This policy must be an integral part of every aspect of personnel policy and practices in the employment, development, advancement, and treatment of all civilian employees.
2. EEO shall be an essential and integral element of the way we conduct business at Marine Corps Air Station, Cherry Point. The absence of EEO in any environment can have a negative impact on morale and productivity. We all benefit by recognizing the unique qualities individuals of different backgrounds and cultures bring to the workplace. Discrimination based on the factors stated above is not only illegal, but also promotes waste and inefficiency in the use of personnel resources and will not be tolerated. Furthermore, individuals may use the EEO process without fear of retaliation.
3. All employees and applicants for employment have an inherent right to fair and equitable treatment. Any employee who believes that he/she has been denied EEO or has been the subject of an incident of harassing conduct, should report the matter promptly to either a person in his/her supervisory chain and/or to the EEO Office. Complainants, witnesses, and others who provide information concerning such claims will be protected from reprisal and all information will be maintained on a confidential basis to the maximum extent possible. The appropriate official will act promptly to investigate and resolve reports of discrimination or harassing conduct.
4. If discrimination or harassing conduct is found to have occurred, the supervisor will take immediate and appropriate corrective action. Appropriate actions will also be taken against supervisors who do not carry out their responsibilities under this policy. For the purpose of

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this policy, harassing conduct is defined as any unwelcome conduct, verbal or physical, based on any characteristic when the conduct either: (1) can reasonably be considered to adversely affect the work environment, or (2) results in an employment decision affecting the employee and is based upon the employee's acceptance or rejection of such conduct.

5. A successful EEO program requires support and participation from all managers, supervisors and employees. As the Marine Corps Air Station, Cherry Point team, we must hold ourselves accountable for the acceptance, promotion, support, and success of the EEO program. I am fully committed to the policies stated above and I solicit and expect the support and cooperation of all Marine Corps Air Station, Cherry Point personnel in achieving these objectives. Every effort will be made to fulfill the goal of a work force free of discrimination and harassment. Support of the EEO policy and program objectives is the responsibility of every person and the higher the position held, the greater that responsibility. It is my conviction that discrimination or other practices that deny an individual equal employment opportunity will not be tolerated aboard Marine Corps Air Station, Cherry Point.



C. PAPPAS III

DISTRIBUTION: A

## Equal Employment Opportunity Policy

(Summary)

**POLICY:** It is the policy of the Department of the Navy to provide equal opportunity in all employment matters for all persons, to prohibit discrimination because of race, color, age, religion, sex (including sexual harassment), national origin, disability (physical or mental), genetic information or reprisal, and to promote the full realization of equal opportunity through continuing affirmative employment programs. This policy must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement, and treatment of civilian employees.

**DISCRIMINATION COMPLAINTS:** Any employee or qualified applicant for employment who believes he/she has been discriminated against because of age, race, color, religion, sex, national origin, disability (physical or mental), genetic information or reprisal must contact an EEO Counselor to discuss the matter within the following time frames:

- a. Forty-five calendar days of the alleged discriminatory event;
- b. Forty-five calendar days of the effective date of the personnel action;
- c. Forty-five calendar days of the date the person first became aware of the alleged discriminatory action.

Points of contact are:

- a. Rita Lindsey, EEO Manager, 252-466-2218
- b. Michael Arkin, EEO Counselor, 252-466-3398

**PROCEDURES:** The EEO Counselor has 30 calendar days to make whatever inquiry is necessary to attempt resolution of the person's dissatisfaction. The EEO Counselor conducts a final interview to discuss the outcome of the inquiry. If no satisfactory resolution is reached, a signed written complaint may be submitted within 15 calendar days to the Commanding Officer, who is the Equal Opportunity Officer. This is an abbreviated explanation of the discrimination complaint procedures. Complete information is available from the EEO Office.

In the interest of expediting complaints, it is suggested that complaints be filed with the EEO Program Manager, Ms. Cookie Padrick; however, if there is any reason that the complainant would prefer to file elsewhere, complaints may also be filed with:

- The Secretary of the Navy, Washington, DC 20350-1000
- The Director of Equal Employment Opportunity, Department of the Navy, The Pentagon, Room 4E788, Washington, DC 20350-1000

No reprisal action will be taken against a complainant or any employee providing information on a complaint.

A representative may be designated by a complainant to assist him/her throughout the processing of a complaint.

**WITHDRAWAL:** A complainant may withdraw his/her complaint at any time.

For sexual harassment complaints, you may contact the Deputy EEO Officer at 252-466-2218, the Station Inspector at 252-466-2019, or you may call the toll-free Department of the Navy Sexual Harassment Advice and Counseling Line at 800-253-0931.

**NOTE:** EEO personnel cannot serve as representatives in the work force. EEO personnel are not advocates for the employee or for management.

**ENCLOSURE ( 1 )**