



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8097
CHERRY POINT, NORTH CAROLINA 28533-0097

IN REPLY REFER TO:
12713
EEO

12 SEP 2016

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Encl: (1) Equal Employment Statement Poster/Individual Discrimination
Complaint Process

1. As Commanding Officer of Marine Corps Air Station (MCAS) Cherry Point, I am fully committed to the principles of equal employment opportunity (EEO) and expect all employment decisions to be based solely on merit factors. Leaders who manage and supervise federal employees will integrate these principles into all personnel management functions such as recruiting, selecting, hiring, training, developing, promoting, reassigning, evaluating, awarding, counseling, disciplining, or separating employees. Decisions founded on prohibited personnel practices, preferential treatment, bias, or prejudice will not be tolerated in this command.

2. As such, all federal employees, applicants for employment, and former employees have the right to file complaints of discrimination or unlawful harassment based on race, color, sex, religion, national origin, age (40 years and older), physical/mental disability, genetic information, or reprisal for previous EEO activity. In order to initiate the EEO Complaint process, aggrieved persons must contact an EEO counselor within 45 calendar days of the action or practice alleged to be discriminatory.

3. The use of Alternative Dispute Resolution (ADR) is highly encouraged to resolve issues at the lowest level possible. ADR is a non-adversarial process designed to enhance communication between managers and employees and achieve quick resolution.

4. When complaints arise, management officials will initiate prompt, thorough and impartial inquiries of all allegations upon knowledge or notification. While conducting inquiries, confidentiality will be protected to the greatest extent possible. If management finds that discrimination, harassment (sexual/non-sexual) or reprisal has occurred, immediate steps will be taken to stop these actions, and it shall be reported accordingly.

5. Leaders will incorporate EEO training into the overall organizational training plans, ensure 100% accountability of the training, and maintain attendance records of such training.

6. Leaders will issue this policy to all newly appointed employees and supervisors. Managers and supervisors will ensure all personnel under their control acknowledge understanding of this policy annually and maintain records of such acknowledgement. A copy of this command policy statement and its supplemental EEO poster will be posted in all unit/activity/directorate bulletin boards.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Subj: POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY (EEO)

7. Equal opportunity is essential to good order, morale, discipline, and combat readiness. It is the right thing to do, and we cannot afford anything less in the defense of our great nation. The point of contact for this policy statement is the EEO Manager, Mr. Michael W. Arkin at (252) 466-2218 or michael.arkin@usmc.mil.



T. W. FERRY

DISTRIBUTION: A



EQUAL EMPLOYMENT OPPORTUNITY



The Equal Employment Opportunity (EEO) laws and regulations of today are based on principles set forth in the Constitution and the Bill of Rights. Individuals are entitled to an equal opportunity to enjoy benefits of democracy and the protection of its laws. It is incumbent upon all personnel to support the Equal Employment Opportunity program and to strive to identify, prevent and eliminate policies and practices that impact or prevent individuals from achieving their utmost potential. Everyone has the inherent right to fair treatment, equal employment opportunities and to a workplace that is free of harassment (sexual and non-sexual) and other types of unlawful discrimination. Persons assigned to Marine Corps Air Station (MCAS) Cherry Point and its assigned units and serviced tenant organizations have the right of reporting or filing a discrimination complaint under the procedures described below:

WHO MAY FILE A COMPLAINT?

According to the Code of Federal Regulations (CFR), Title 29, Part 1614 (Federal Sector Equal Employment Opportunity), Sections 1614.101(a) and 1614.105, all federal employees, applicants for employment and former employees have the right to file complaints of discrimination or unlawful harassment on the bases of race, color, sex, religion, national origin, age (40 years and older), physical or mental disability, genetic information or reprisal for either participation in previous EEO activities or opposition to any practice made unlawful under Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Sections 501 and 505 of the Rehabilitation Act of 1973, Titles I and V of the Americans with Disabilities Act of 1990 (ADA), Title II of the Genetic Information Non-discrimination Act (GINA), and the Civil Rights Act of 1991.

Discrimination complaints based on age will be processed if complainants are at least 40 years of age or older at the time the discriminatory act was alleged to have occurred. In the processing of age complaints, the complainant may serve the EEOC with notice of intent to file a civil action and after 30 days proceed directly into Federal Court.

Discrimination against an individual because that person is transgender (also known as gender identity discrimination) is discrimination because of sex and therefore covered under Title VII of the Civil Rights Act of 1964. Lesbian, gay and bisexual individuals alleging sex-stereotyping may also state a claim of discrimination based on sex under Title VII. Employees claiming discrimination based on sexual orientation may seek redress from the Merit Systems Protection Board (MSPB); the Office of Special Counsel (OSC); or the Administrative Grievance Procedure.

There are other avenues available to address issues outside of the protected bases under Title VII, such as the Chain of Command and/or the Administrative Grievance Procedure. Bargaining unit employees (BUEs) may address grievances under the Master Labor Agreement (MLA). When doing so, BUEs should contact their Union Representatives as they have exclusive representation of all BUEs in all matters concerning any grievance, any personnel policy or practice, any general condition of employment and related workplace conditions. Alternative Dispute Resolution (ADR) in the form of Mediation is also available. Additional information¹ is available to all employees by calling the MCAS Cherry Point's EEO Office at 252-466-2218/3398/3438 or the Deputy Equal Employment Opportunity Officer (DEEEO) at (910) 451-5272. The EEO Office is located on 4th Avenue in building #286.

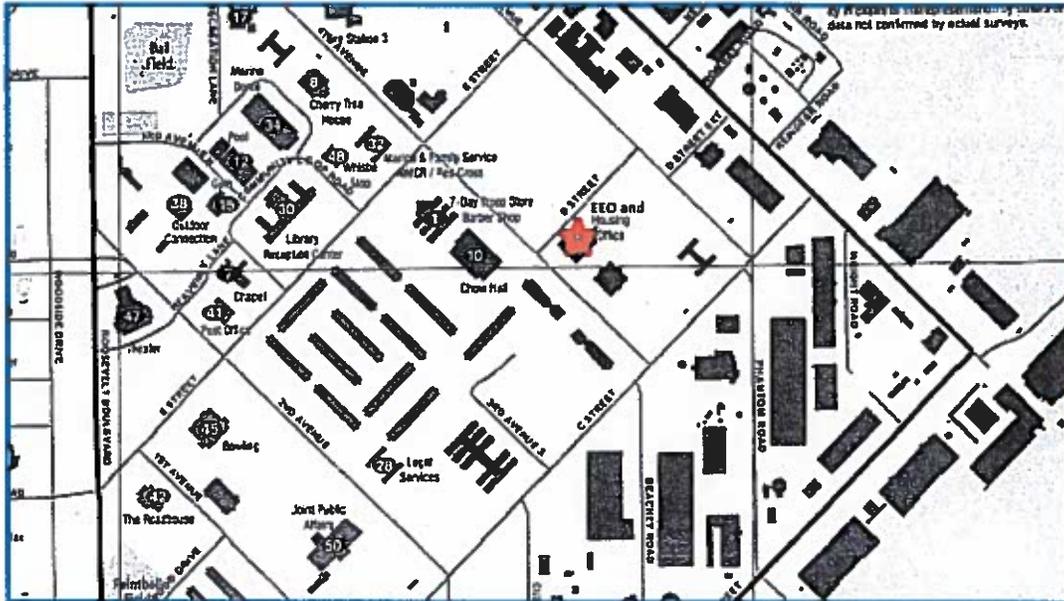
¹ Supplemental informational tri-folds are available at the Civilian Human Resources Office-East, Satellite Office Cherry Point located on E Street, building #286 and the MCCS Human Resources Office located on 1st Avenue, building #400, aboard the Air Station.

ENCLOSURE (1)

WHERE TO FILE A COMPLAINT? Aggrieved persons may initiate the Pre-complaint process by contacting an EEO Counselor or EEO Official within the MCAS Cherry Point's EEO Office.

Mailing Address:
Equal Employment Opportunity Office
PSC Box 8097
Marine Corps Air Station Cherry Point
Cherry Point, NC 28533-0097

DSN: (94) 582-2218/3398/3438; Commercial: (252) 466-2218/3398/3438 or 910 451-5272.
FAX: (252-466-2940)



Physical Location: 4th Ave, Building #286

Directions: Turn right at 'C' Street and turn left after you pass 4th Ave. Building #286 is located at the end of the Parking Lot on the left side. Building is accessible to individuals with disabilities.

HOW TO FILE A COMPLAINT?

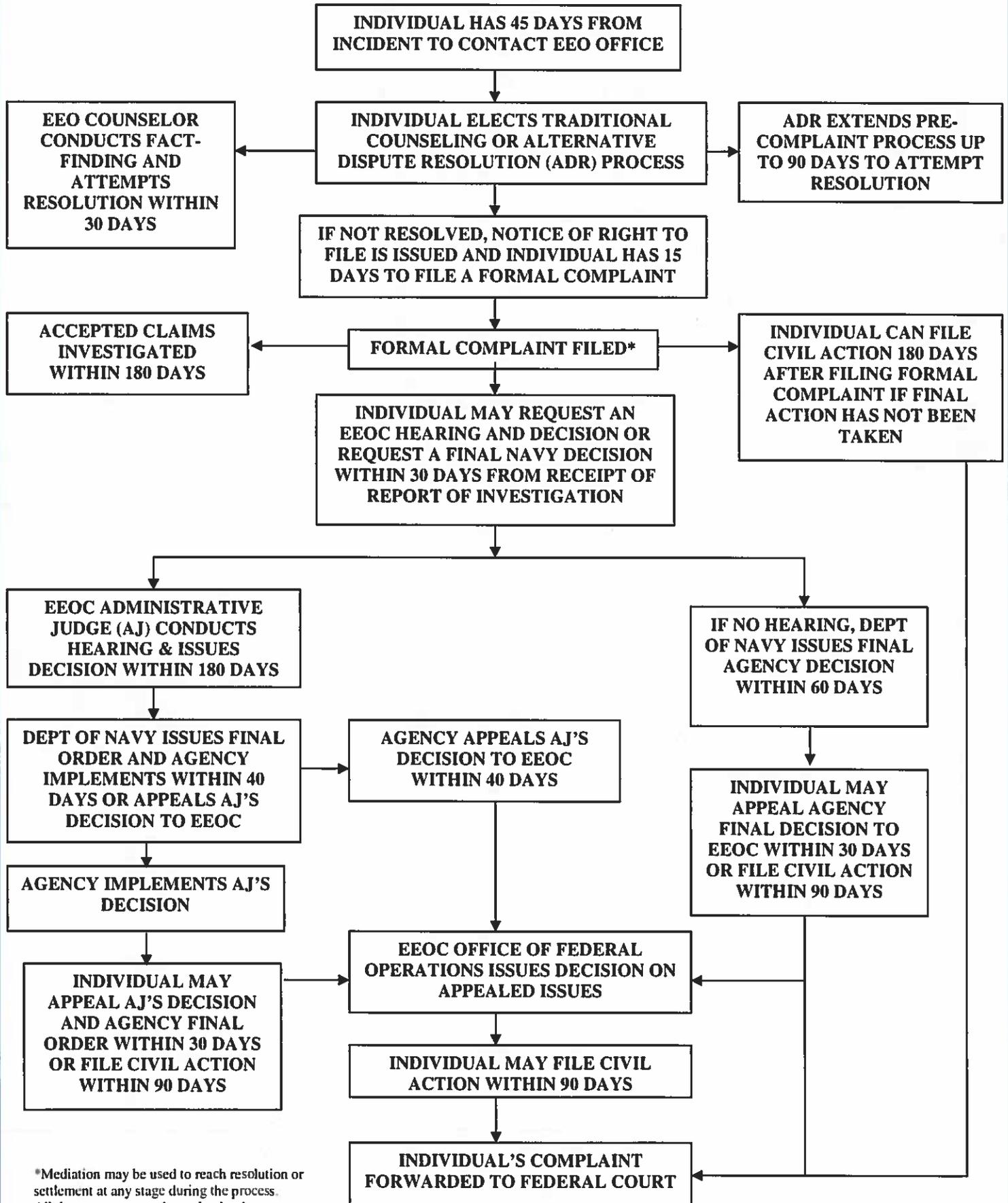
To initiate the 29 CFR Part 1614 Federal EEO complaint process, aggrieved persons must contact an EEO counselor or official in the MCAS Cherry Point EEO office and initiate pre-complaint procedures within 45 calendar days of: 1) the action or practice alleged to be discriminatory; 2) the effective date of the personnel action alleged to be discriminatory; or 3) the time the aggrieved person became aware of the alleged discriminatory action or practice.

Individuals may choose between participation in an alternative dispute resolution (ADR) process or traditional counseling. If both parties agree to ADR, arrangements will be made to mediate the dispute. If traditional counseling is elected, an EEO Counselor will be assigned and will attempt to resolve the complaint during the pre-complaint process. Federal employees under the supervision of a commanding officer or officer in charge may use Title 10, United States Code, Section 1561 as an alternate procedure for raising allegations of sexual harassment. This procedure is separate from the aforementioned EEO complaint process and does not waive the time limits for filing an EEO complaint nor exhausts the administrative remedies under 29 CFR 1614. However, the two procedures may be pursued simultaneously.

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TO BE POSTED ON OFFICIAL BULLETIN BOARDS

(Last Revision: Aug 2016)

INDIVIDUAL DISCRIMINATION COMPLAINT PROCESS



*Mediation may be used to reach resolution or settlement at any stage during the process. All days are accounted as calendar days.