



THE SECRETARY OF THE NAVY  
WASHINGTON DC 20350-1000

February 9, 2018

**DEPARTMENT OF THE NAVY DIVERSITY AND INCLUSION POLICY STATEMENT**

The strength of the Department of the Navy is found in our people. Our success relies upon leveraging the diverse talents and unique perspectives of every Sailor, Marine, and Civilian. When we harness our collective experiences and strength, we increase our readiness and lethality.

Meeting complex national security challenges requires a diverse, innovative, and resilient workforce. We must attract, develop, and retain top performers to ensure that we maintain our maritime superiority and dominance on the battlefield. In order to support the National Defense Strategy, increase readiness, and enhance lethality, we will continue to leverage the skills of the entire workforce and foster an environment that empowers all members to excel.

We have made significant strides towards creating a diverse culture of inclusion and should be proud of our accomplishments. However, we must continue to strive and pursue a working environment that embraces all members, provides equality of opportunity for all, and actively encourages all voices to be heard. Everyone, regardless of their position, deserves to be treated with dignity and respect.

We are guided by our Core Values of Honor, Courage, and Commitment, which are the foundation of our existence. As representatives of the Navy-Marine Corps team, we have an obligation to demonstrate daily, through our words and actions, that every person is valued. When we embrace diversity and inclusion, we will find that the sum of our actions are greater than our individual efforts.

A handwritten signature in blue ink, appearing to read "R. Spencer", with a long horizontal line extending to the right.

Richard V. Spencer



THE SECRETARY OF THE NAVY  
WASHINGTON DC 20350-1000

4 Apr 18

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

As the Secretary of the Navy, I am strongly committed to preserving the Department of the Navy's (DON) principles of Equal Employment Opportunity (EEO). The DON's mission to maintain, train, and equip combat-ready forces capable of winning wars, deterring aggression, and ensuring the freedom of the seas is critical, especially as we confront increasingly complex and urgent threats. To that end, every member involved in the DON team must have an equal opportunity to contribute to a more effective, versatile, and resilient organization. Preventing, halting, and remedying all forms of discrimination, harassment, and reprisal within the DON is essential to our organizational success.

It is the DON's policy to provide equal employment opportunities for all persons, regardless of race, color, religion, sex, national origin, age, disability, genetic information, parental status, marital status, political affiliation, military service, prior EEO activity, or any other non-merit based factor.

All DON employees are responsible for adhering to EEO principles, and supervisors, managers, and leaders are expected to maintain an inclusive work environment free from discrimination and harassment. Any employees who feel that they are subjected to unlawful discrimination should contact their command's EEO office.

DON EEO principles are not limited to compliance with federal EEO laws and regulations, but also include the duty to affirmatively break down barriers to equal access and equal opportunity for all. I ask each member of our workforce to take personal responsibility for ensuring that the DON maintains a culture which promotes the full realization of equality of opportunity, and reflects the DON Core Values of Honor, Courage, and Commitment.

Thank you for your hard work and continued dedication to fulfilling the DON's mission in service to our Nation.

A handwritten signature in blue ink, appearing to read "R. Spencer", is positioned above the printed name.

Richard V. Spencer



THE SECRETARY OF THE NAVY  
WASHINGTON DC 20350-1000

May 1, 2018

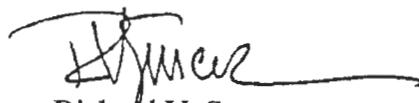
**DEPARTMENT OF THE NAVY  
WORKPLACE ANTI-HARASSMENT POLICY STATEMENT**

It is the policy of the Department of the Navy (DON) to ensure a work environment for all employees that is free from discrimination and harassment (both sexual and non-sexual), and to take proactive steps to prevent any form of harassment in the workplace. Harassment based upon race, color, religion, sex, national origin, age, disability, genetic information, reprisal for protected activity, or any other impermissible basis is prohibited and will not be tolerated. The DON remains committed to providing and maintaining a workplace environment of mutual trust, dignity, and respect.

Harassment includes, but is not limited to, any unwelcome verbal or physical conduct that has the effect of interfering with a person's work performance or creates an intimidating, offensive, or hostile environment. Harassing behavior can include, but is not limited to, epithets; slurs; jokes; name calling; obscene gestures or sounds; obscene, vulgar, or abusive language; threatening, intimidating, or hostile acts; physical assault; and written or graphic material on DON premises, or circulated in the workplace, including electronically.

Any Sailor, Marine, or civilian employee who encounters workplace harassment should report the incident through appropriate channels. Every leader must ensure that every reported incident is investigated immediately and thoroughly with corrective action taken as appropriate. The DON will not tolerate adverse treatment of employees, because they report harassing conduct or provide information related to such complaints.

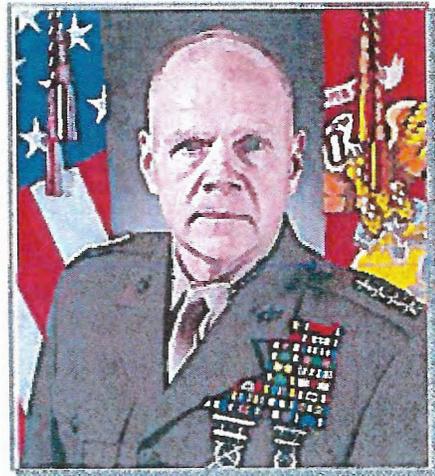
This policy is separate and apart from any administrative, negotiated grievance, or statutory complaint process that covers allegations of harassment, such as the Equal Employment Opportunity complaint process. All employees are expected to support the DON's continuous commitment to a positive workplace environment, and ensure that inappropriate conduct does not occur.



Richard V. Spencer

## COMMANDANT'S POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

The Marine Corps is the Nation's crisis response force and force in readiness. To fight and win wars, we need the talent, skill and contribution of every Marine, Sailor and Civilian Marine. Ensuring diversity and equality of opportunity for all persons regardless of their race, religion, color, sex, national origin, disability, age, and genetic information is crucial to the readiness of our Corps.



Applying the principles of Equal Employment Opportunity makes us a ready and capable Corps. I am fully committed to ensuring equality of opportunity in every aspect of employment. Treatment of our Civilian Marines contrary to these principles is against the law and is inconsistent with our core values.

Every member of our Corps should be treated with dignity and respect. I expect the workplace to be free of harassment, discrimination, and reprisal. Anything less impedes our ability to meet mission requirements. We must ensure a cohesive work environment where every member of our team is free to reach their full potential. The principles of merit should drive all employment decisions. I fully expect every member of the Marine Corps to honor this policy and I challenge everyone to uphold our legacy of pride, leadership, discipline, and respect for human dignity.

A handwritten signature in black ink that reads "Robert B. Neller".

Robert B. Neller  
General, U.S. Marine Corps  
Commandant of the Marine Corps

## Commandant of the Marine Corps Diversity Policy

Marine Corps leaders have the moral imperative and professional duty to take care of Marines. This means accessing, promoting, and retaining Marines in a manner that is consistent with our core values. When leaders take care of Marines in this way, the Marine Corps becomes a more effective fighting organization.



Diversity is the aggregate of the varied cultures, backgrounds, talents, skills, and abilities among Marines. Diversity for the Marine Corps means we Marines are connected in a special relationship with the American public; we are leveraging America's varied pool of skills and abilities; and we are maximizing individual differences as a force multiplier. Our core values compel Marines to respect others and act with moral, mental, and physical bravery while embracing a spirit of determination and dedication.

Through a comprehensive talent management strategy, the Marine Corps will enhance existing leadership, training and education, and manpower systems that attract, access, develop, promote, and retain the best talent the Nation has to offer in order to more effectively operate across the range of military operations within increasingly complex and rapidly changing security environments.

Diversity in our Corps is rooted in the understanding that the objective is not to merely strive for representational parity with the face of the Nation, but it is to meet the global challenges ahead with all the strengths, talents, characteristics, and culture of the Total Force. Our primary focus through our leadership will be to raise the capability of the Marine Corps by leveraging the unique qualities of each Marine to achieve our mission.

Leaders at all levels are responsible for the climates of their commands. Therefore, I specifically charge all leaders with implementing sound, command-wide practices, which promote not only high performance, but also positive discipline and universal camaraderie. The future success of our Corps demands no more than this from its leaders, and it deserves no less.

In everything Marines do and with all that Marines are, there can be no doubt about the importance placed on leading with diversity. Marines for over 240 years have met their mission in 'every clime and place.' I expect we will continue to excel in all missions with a Corps that represents the demographics of the Nation we serve.

A handwritten signature in dark ink that reads "Robert B. Neller". The signature is written in a cursive, slightly stylized font.

Robert B. Neller  
General, U.S. Marine Corps  
Commandant of the Marine Corps



## MARINE CORPS AIR STATION BEAUFORT SEXUAL HARASSMENT POLICY STATEMENT



**Professionalism** – Sexual harassment is inconsistent with the acceptable and expected conduct of the MCAS Beaufort team. This tarnishes the reputation of the command and degrades and dishonors the victim. Integrity is integral to a fully functioning organization and acts of sexual harassment compromise the professional environment afforded to all members of the team.

**Standards** – All members of this command will be held accountable for committing sexual harassment, condoning sexual harassment, falsely accusing one of sexual harassment, or reprisal against a reporter of sexual harassment. Violators will be subject to legal or disciplinary action. This is the standard.

**Communication** – Should you witness or experience sexual harassment, reporting it is the first step. Uniformed members report via the chain of command or contact the Equal Opportunity Advisor (843-228-7936). Civilian employees report via the supervisory chain or contact the Equal Employment Opportunity Office (843-228-2647). While potentially a difficult decision, your willingness to report aids in the prevention of future occurrences.

A handwritten signature in black ink that reads "Timothy P. Miller".

Timothy P. Miller  
Colonel, United States Marine Corps  
Commanding Officer



MARINE CORPS AIR STATION BEAUFORT  
EQUAL EMPLOYMENT OPPORTUNITY  
POLICY STATEMENT



**Professionalism** – Discrimination is contrary to the values we hold most dear aboard this installation. It crushes individual spirit and initiative, corrodes the work environment, and undermines mutual trust and confidence. Discrimination negatively impacts our mission accomplishment, disrupts good order and discipline and will not be tolerated. Instead, respect and dignity will serve as the cornerstone of interaction.

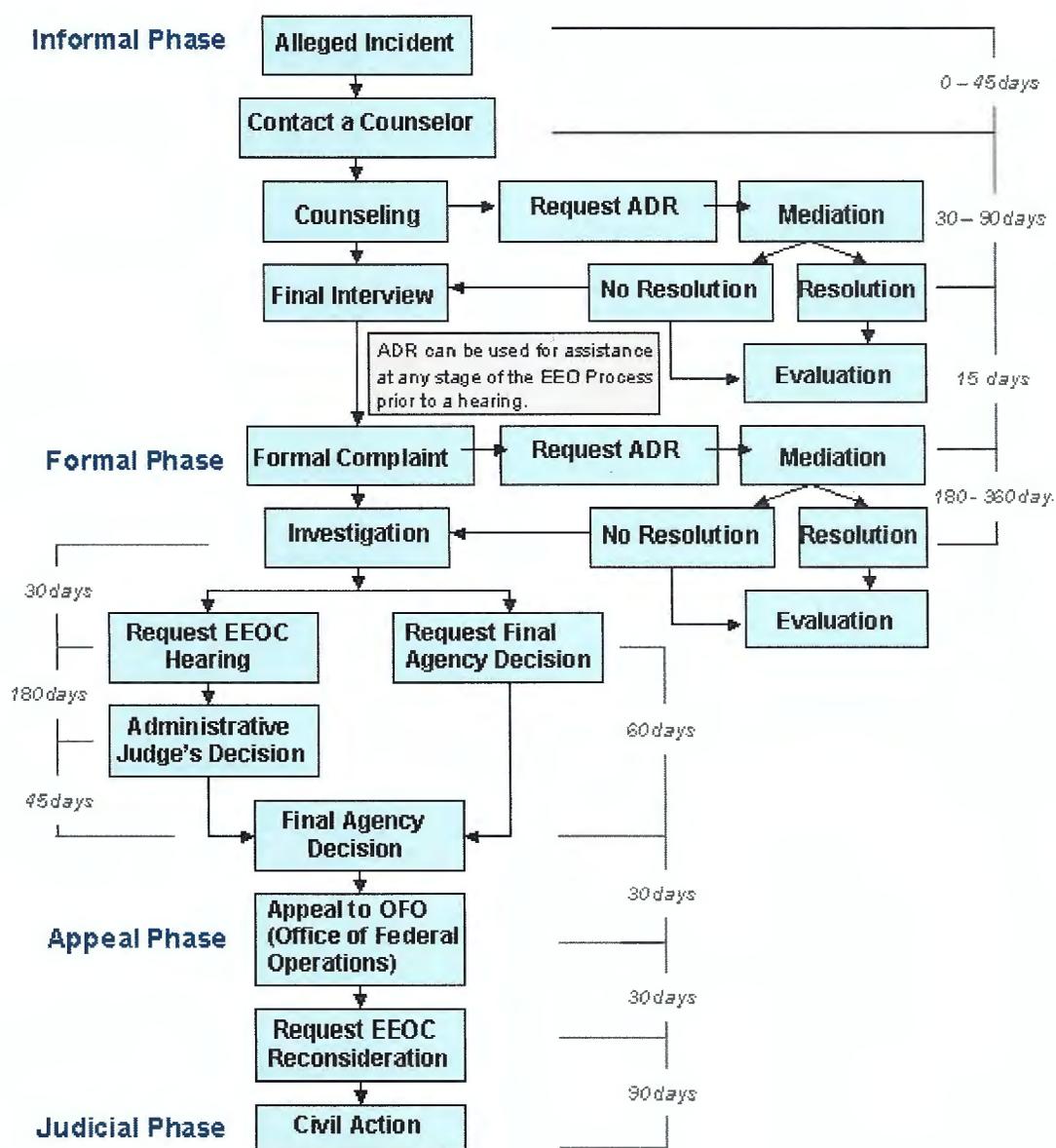
**Standards** – You are assessed upon performance without regard to race, color, religion, sex, age, disability, genetic information, national origin or reprisal for protected equal employment opportunity activity. Employment within this organization is predicated upon the most suitable candidate for the position. This is the standard. Uphold it. Violators of this standard will be held accountable.

**Communication** – Should you encounter discrimination, report it through the appropriate supervisory chain or the Equal Employment Opportunity Office (843-228-2647). Identification and elimination of barriers to employment is dependent upon your willingness to make an issue known and seek resolution. All complaints will be taken seriously and promptly addressed.

A handwritten signature in black ink that reads "Timothy P. Miller".

Timothy P. Miller  
Colonel, United States Marine Corps  
Commanding Officer

## Flowchart of EEO Complaint Process



### OFFICIALS AUTHORIZED TO RECEIVE EEO COMPLAINTS

EEO Officer	Colonel Timothy P. Miller	(843) 228-7158
Deputy EEO Officer	Ms. Cynthia A. Golson	(843) 228-7297
EEO Counselor	Mrs. Tamara S. McMillan	(843) 228-7237



# NO FEAR ACT NOTICES



## Department of the Navy Notice

### Department of Navy - Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002

#### Department of Navy (DON) Notice

On May 15, 2002, Congress enacted the "Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002," which is now known as the No FEAR Act. One purpose of the Act is to "require that Federal agencies be accountable for violations of antidiscrimination and whistleblower protection laws." Pub. L. 107 174, Summary. In support of this purpose, Congress found that "agencies cannot be run effectively if those agencies practice or tolerate discrimination." Pub. L. 107-74, Title I, General Provisions, Section 101(1).

The Act also requires that DON inform current employees, former employees and applicants for employment, of the rights and protections available under Federal antidiscrimination, whistleblower protection and retaliation laws.

#### Antidiscrimination Laws

A Federal agency may not discriminate against an employee or applicant with respect to the terms, conditions or privileges of employment on the basis of race, color, religion, sex, national origin, age, disability, marital status or political affiliation. Discrimination on these bases is prohibited by one or more of the following statutes: 5 U.S.C. 2302(b) (1), 29 U.S.C. 206(d), 29 U.S.C. 631, 29 U.S.C. 633a, 29 U.S.C. 791 and 42 U.S.C. 2000e-16.

If you believe that you have been the victim of unlawful discrimination on the basis of race, color, religion, sex, national origin or disability, you must contact an Equal Employment Opportunity (EEO) counselor within 45 calendar days of the alleged discriminatory action, or, in the case of a personnel action, within 45 calendar days of the effective date of the action, before you can file a formal complaint of discrimination with your agency. See, e.g., 29 C.F.R.1614.

If you believe that you have been the victim of unlawful discrimination on the basis of age, you must either contact an EEO counselors noted above or give notice of intent to sue to the Equal Employment Opportunity Commission (EEOC) within 180 days of the alleged discriminatory action.

If you are alleging discrimination based on marital status or political affiliation, you may file a written complaint with the U. S. Office of Special Counsel (OSC) (see contact information below). In the alternative (or in some cases, in addition), you may pursue a discrimination complaint by filing a grievance through your agency's administrative or negotiated grievance procedures, if such procedures apply and are available.

#### Whistleblower Protection Laws

A Federal employee with authority to take, direct others to take, recommend or approve any personnel action must not use that authority to take or fail to take, or threaten to take or fail to take, a personnel action against an employee or applicant because of disclosure of information by that individual that is reasonably believed to evidence violations of law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety, unless disclosure of such information is specifically prohibited by law and such information is specifically required by Executive order to be kept secret in the interest of national defense or the conduct of foreign affairs.

Retaliation against an employee or applicant for making a protected disclosure is prohibited by 5 U.S.C. 2302(b)(8). If you believe that you have been the victim of whistleblower retaliation, you may file a written complaint (Form OSC-11) with the U.S. Office of Special Counsel at 1730 M Street NW, Suite 218, Washington, DC 20036-4505 or online through the OSC Web site—<http://www.osc.gov>.

#### Retaliation for Engaging in Protected Activity

A Federal agency may not retaliate against an employee or applicant because that individual exercises his or her rights under any of the Federal antidiscrimination or whistleblower protections laws listed above. If you believe that you are the victim of retaliation for engaging in protected activity, you must follow, as appropriate, the procedures described in the Antidiscrimination Laws and Whistleblower Protection Laws sections or, if applicable, the administrative or negotiated grievance procedures in order to pursue any legal remedy.

#### Disciplinary Actions

Under the existing laws, each agency retains the right, where appropriate, to discipline a Federal employee who has engaged in discriminatory or retaliatory conduct, up to and including removal. If OSC has initiated an investigation under 5 U.S.C. 1214, however, according to 5 U.S.C. 1214(f), agencies must seek approval from the Special Counsel to discipline employees for, among other activities, engaging in prohibited retaliation. Nothing in the No FEAR Act alters existing laws or permits an agency to take unfounded disciplinary action against a Federal employee or to violate the procedural rights of a Federal employee who has been accused of discrimination.

#### Additional Information

For further information regarding the No FEAR Act regulations, refer to 5 CFR 724, as well as Human Resources Office servicing your location or on the website <https://www.donhr.navy.mil/NoFearAct.asp>.

Additional information regarding Federal antidiscrimination, whistleblower protection and retaliation laws can be found at the EEOC Web site—<http://www.eeoc.gov> and the OSC Web site—<http://www.osc.gov>.

#### Existing Rights Unchanged

Pursuant to section 205 of the No FEAR Act, neither the Act nor this notice creates, expands or reduces any rights otherwise available to any employee, former employee or applicant under the laws of the United States, including the provisions of law specified in 5 U.S.C. 2302(d).

## Prohibited Personnel Practices (section 2302; Title 5, United States Code):

### Prohibited Personnel Practices (section 2302; Title 5, United States Code):

- Any employee who has authority to take, direct others to take, recommend or approve any personnel action, shall not, with respect to such authority:
- Discriminate against an employee or applicant based on race, color, religion, sex, national origin, age, handicapping condition, marital status or political affiliation;
- Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics (e.g., performance, ability, aptitude, general qualifications, character, loyalty or suitability);
- Coerce the political activity of any person;
- Deceive or willfully obstruct anyone from competing for employment;
- Influence anyone to withdraw from competition for any position to improve or injure employment prospects of any other person;
- Give an unauthorized preference or advantage to anyone so as to improve or injure the employment prospects of any particular employee or applicant;
- Engage in nepotism, i.e., hire, promote or advocate the hiring or promotion of relatives;
- Engage in reprisal for whistle blowing, i.e., take, fail to take-threaten to take or fail to take – a personnel action against the employee or applicant reasonably believes is evidence of a violation of any law or rule; gross mismanagement; a gross mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety;
- Take, fail to take-threaten to take or fail to take-a personnel action against an employee or applicant for exercising an appeal, complaint or grievance right, testifying for or assisting another in exercising such a right, cooperating with or disclosing information to the special counsel or inspector general or the Special Counsel, or refusing to obey an order that would violate a law;
- Discriminate on the basis of personal conduct which is not adverse to the on-the-job performance of an employee, applicant or others;
- Knowingly take or fail to take, recommended or approve a personnel action if taking or failing to take such an action would violate a veteran's preference requirements; **OR**
- Take or fail to take a personnel action if taking or failing to take action would violate any law, rule or regulation implementing or directly concerning the merit principles codified at 5 U.S.C. 2301.

## Merit Systems Principles

### Merit System Principles (Section 2301, Title 5, United States Code):

Nine basic principles governing personnel practices or human resources management:

- Recruitment from qualified individuals from appropriate sources to achieve a work force from all segments of society and selection and advancement determined solely on the basis of relative ability, knowledge and skills; after fair and open competition that assures all receive equal opportunity;
- Fair and equitable treatment in all personnel management, without regard to politics, race, color, religion, national origin, sex, marital status, age or disability; and also with proper regard from individual privacy and constitutional rights;
- Provide equal pay for equal work and appropriate incentives and recognition for excellence in performance;
- Maintain high standards of integrity, conduct and concern for the public interest;
- Use the work force efficiently and effectively;
- Retain employees on the basis of adequacy of their performance, inadequate performance should be corrected and employees should be separated who cannot or will not improve their performance to meet required standards;
- Provide employees with effective education and training where such education and training would result in better organizational and individual performance;
- Protect employees from improper political influence;
- Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations (i.e., protecting people who report things like illegal and/or wasteful activities).

### To Contact the EEO Office for Your Base:

Equal Employment Opportunity (EEO) Office  
Commercial (843) 228-7297/7327 or DSN 335-7297/7327