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.

Richard V. Spencer
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 remediying 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.

Richard V. Spencer
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
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.

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

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.

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

Timothy P. Miller
Colonel, United States Marine Corps
Commanding Officer
Flowchart of EEO Complaint Process

Informal Phase
- Alleged Incident
  - Contact a Counselor
    - Counseling
      - Final Interview
        - ADR can be used for assistance at any stage of the EEO Process prior to a hearing.
        - Request ADR
          - Mediation
            - Resolution
              - Evaluation
                - Final Interview
          - No Resolution

Formal Phase
- Formal Complaint
  - Request ADR
    - Mediation
      - Resolution
        - Evaluation
          - Investigation
            - Request Final Agency Decision
              - Evaluation
                - Final Agency Decision
          - No Resolution

Appeal Phase
- Appeal to OFO (Office of Federal Operations)
  - Request EEOC Reconsideration
    - EEOC Final Agency Decision
      - Final Agency Decision
        - 30 days
      - Appeal to OFO
        - 45 days
      - Evaluation
        - 180-360 days

Judicial Phase
- Civil Action
  - Evaluation
    - 15 days
  - 180-360 days

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
Department of the Navy Notice

74, Title I, General Provisions, Section 101(1).
employment, of the rights and protections available under Federal antidiscrimination, whistleblower, and whistleblower Protection Laws.

conditions or privileges of employment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity. Discrimination on these bases is prohibited by one or more of the following statutes: 5 U.S.C. 2302(b)(1) and 29 U.S.C. 631, 29 U.S.C. 631a, 29 U.S.C. 796, 29 U.S.C. 797a. 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, within 45 days of the effective date of the action, before you can file a formal Employment Opportunity Commission (EEOC) within 180 days of the alleged discriminatory action.

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

- Any employer who has 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 that individual reasonably believed to evidence violations of law, rule or regulation; gross mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety.
- Take or fail to take personnel action against an employee or applicant for exercising or attempting to exercise a right, or for making a protected disclosure.
- Take or fail to take personnel action against an employee or applicant for furnishing or attempting to furnish information to the Special Counsel, or refusing to obey an order that would violate a law.
- Discrimination on the basis of personal conduct which is not adverse to the on-the-job performance of an employee, applicant, or other.
- Knowingly fail or to take, recommend or approve a personnel action of taking or failing to take such action which would violate a victim's personal or privacy requirements.

To contact the EEO Office for Your Base

Equal Employment Opportunity (EEO) Office
Commercial (434) 228-5977/7277 or DSN 335-1957527

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

- Prohibit personnel practices which are discriminatory or harassing, or which create an intimidating, hostile, or offensive working environment.
- Retain employees on the basis of adequate performance. Inadequate performance should be corrected and employees should cooperate in the improvement of their performance based on the principles of Federal employment law. The Department of the Navy has developed a Defense Civilian Personnel Management System (DCPMS) that is used to manage employee performance.
- Provide equal pay for equal work and appropriate recognition for excellence in performance.
- Maintain high standards of integrity, conduct and service for the public interest.
- Use the work force effectively and efficiently.
- Ensure equal employment opportunity for all qualified persons.
- Provide employees with appropriate training and education to help them advance in their careers.
- Protect employees from improper political interference.
- Protect employees against reprisal for the disclosure of any whistleblower situations.

For further information regarding the NO FEAR Act, regulations, 5 CFR 724.1, and the Merit Systems Protection Board website, visit the website http://www.opm.gov.