MARINE CORPS INSTALLATIONS EAST
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As the Commanding General and Sergeant Major of Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), we are fully committed to providing equal opportunity in employment for all persons; to prohibit discrimination in employment because of race, color, religion, sex, age, national origin, or physical or mental disability; and to promote the full realization of equal opportunity through continuing affirmation efforts. Every employee deserves great leadership and they must be treated with the infinite worth, dignity, and respect they deserve. Our core values of Honor, Courage, and Commitment are central to our dedicated service to this Nation; as such, we must demonstrate the same to our Civilian Marines in everything we do. We endorse the principles of Equal Employment Opportunity (EEO) and expect all leaders to integrate these principles in all personnel actions. Decisions founded on prohibited personnel practices, preferential treatment, bias, prejudice, discrimination, harassment or reprisal will not be tolerated in this command. Equal Employment Opportunity is essential to good order, morale, discipline and combat readiness. It is the right thing to do, and we can afford nothing less.

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, physical or mental disability, genetic information, or reprisal. In order to initiate the EEO complaint process, aggrieved persons must contact an EEO counselor or official within their command and initiate pre-complaint procedures. SECNAVINST 5800.13 addresses the use of Alternative Dispute Resolution (ADR) and MCO 12713.6A the informal and formal complaint processes.

When complaints arise, we must work together to resolve them swiftly, quickly and effectively starting at the lowest level possible. Management officials will initiate prompt, thorough, and impartial inquiries of all allegations upon knowledge or notification. If management finds that discrimination, sexual, or unlawful harassment and/or reprisal has occurred, they will take immediate action to stop and eradicate any discriminatory, harassing, or retaliatory actions and report accordingly. The goal is personal and professional excellence in all that we do – and that includes the Equal Employment Opportunity sphere.

CHARLES A. METZGER
Sergeant Major, U. S. Marine Corps

J. D. ALFORD
Brigadier General, U. S. Marine Corps
Commanding General

MCIEAST-MCB CAMLEJ Deputy EEO Officer is Mr. Ramon Ayala-Heredia at (910) 451-5272 or ramon.ayala-heredia@usmc.mil. Mr. Ayala-Heredia is located in Building 233.