



HEADQUARTERS UNITED STATES MARINE CORPS

EQUAL EMPLOYMENT OPPORTUNITY OFFICE



"All employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition. Equal employment opportunity covers all personnel/employment programs, management practices, and decisions, including, but not limited to recruitment/hiring, merit promotion, transfer, assignments, training and career development, benefits, and separation. Each of us has a role to play in the EEO Program. We must respect our diversity as a source of strength."

JOHN J. BROADMEADOW

Lieutenant General, United States Marine Corps

EEO Complaint Process

Who May File a Complaint?

Current employees, former employees, applicants, or a group thereof who believe they have been discriminated against on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information may file an EEO complaint using this process. In addition, an aggrieved person who believes he/she was subjected to retaliation for opposing any discriminatory practice or for participation in any stage of the EEO administrative or judicial proceeding may also use this process to file an EEO complaint.

How to File a Complaint?

To initiate the EEO complaint process, an aggrieved person must contact the servicing EEO Office **within 45 calendar days** from the date the alleged discriminatory incident occurred or in the case of a personnel action, **within 45 calendar days** of the effective date of the action, or knowledge thereof.

For more information, contact your servicing EEO Office specialists, as listed below...

Deputy Director, EEO

Ms. Penny Thomison
571-256-8301 (Pentagon)
703-784-2946 (Quantico)

Complaint Manager

Ms. Carrie Davis
703-697-7305 (Pentagon)
703-784-2368 (Quantico)

Alternative Dispute Resolution Manager

Mr. Peter McConnell
571-256-8205

Affirmative Employment Program Manager

Ms. Beteslot Hailu
703-784-2368

Reasonable Accommodation Manager

Ms. Margaretina Sansone
703-784-2281
Ms. Sheba Godbey
703-697-7113

Training Program Manager

Mr. Anthony Forbes
703-432-6538

Compliance Program Manager

Ms. Donna Cunningham
571-256-8304

Alternative Dispute Resolution (ADR)

ADR has proven to be very effective and is highly encouraged for seeking early resolution in EEO complaints and workplace disputes. Mediation is the most commonly used ADR process by the Department of the Navy, where a certified neutral mediator will be assigned to conduct the mediation.

Affirmative Employment Programs (AEP)

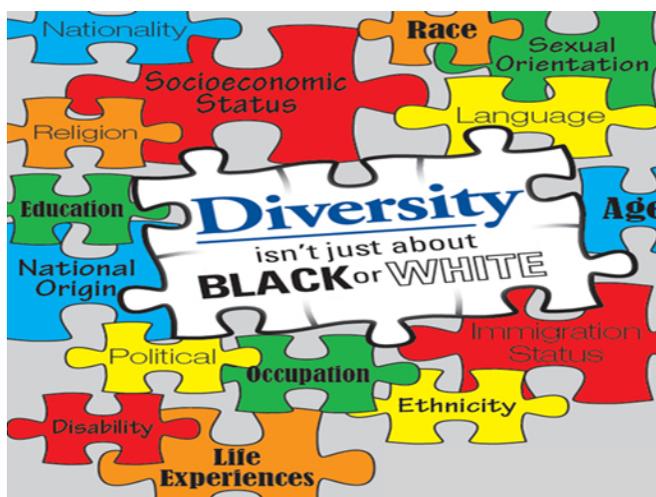
The primary role of the AEP Manager is to ensure compliance with the Model EEO program. This is facilitated through implementation of Management Directive 715 and the Special Emphasis Program. The appointed AEP manager is expected to serve as an advisor to management, champion the recognition of diversity, and participate in the review of agency policies, practices, and procedures. Part of this process is to help identify triggers and eliminate barriers that serve as possible indicators of discrimination.

Reasonable Accommodation (RA)

A "reasonable accommodation" is a change in the work environment or in work processes that enables a qualified individual with a disability to perform essential functions and enjoy equal employment opportunities. The accommodation must be effective in meeting the needs of the individual by addressing the barrier created by his/her functional limitations.

Personal Assistance Service (PAS)

Federal agencies are required to provide Personal Assistance Services (PAS), in addition to reasonable accommodation, during work hours and work-related travel to employees with targeted (severe) disabilities unless doing so would impose an undue hardship. PAS allows individuals to perform activities of daily living that an individual would typically perform if he or she did not have a disability, such as assistance with removing and putting on clothing, eating, and using the restroom.



This poster shall be prominently posted on the agency's official bulletin boards and remain displayed in conspicuous places, including all places where notices to employees are customarily posted. Reasonable steps should be taken to ensure that posters are not altered, defaced, or covered by any other material.