



MARINE CORPS LOGISTICS BASE ALBANY
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."

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...

EEO Manager
 (229) 639-7268

EEO Specialist/Counselor-Reasonable Accommodation Coordinator
 Donna Barber
 (229) 639-5275

EEO Assistant
 Jacquelyn Smith
 (229) 639-5250

Servicing:

- * MCLB
- * MCLC
- * MFSC
- * MDMC
- * BIC/MCSF
- * MCFC-MacDill AFB

* AF/NAF Employees

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.

Special Emphasis Programs

The Special Emphasis Programs (SEPs) were established as part of the overall affirmative employment program. Within the context of the EEO program and the Federal merit Systems, the program emphasizes the enhancement of employment and advancement opportunities for minorities, women, and individuals with disabilities. The SEP Managers, therefore, are responsible for the concerns of represented groups in the areas of employment and advancement.

For more information contact:

Equal Employment Opportunity Office
 814 Radford Blvd., Building 3010, Room 122
 Albany, GA 31704
 (229) 639-5250