



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

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RMD 4
AUG 20 2021

POLICY LETTER 5-21

From: Commanding General
To: All Hands

Subj: EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT

Ref: (a) SECNAV INSTRUCTION 12713.14
(b) DoDI 1020.04

1. Purpose. To comply with the references, this policy letter provides guidance on the implementation and practices of the Equal Employment Opportunity Program and Anti-Harassment for Department of Defense civilian employees aboard Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC). All civilian Marines of MAGTFTC, MCAGCC, Twentynine Palms, California serve an important role in the accomplishment of our mission and will be treated with respect. The Marine Corps' values of honor, courage, and commitment form the basis for how we conduct ourselves both at work and off duty. Equal employment opportunity covers all personnel/employment programs, management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits and separation.

2. Cancellation. MAGTFTC, MCAGCC Policy Letter 5-20.

3. Information. Any form of harassment or discrimination is a direct violation of United States Federal Regulations. Discrimination undermines the Marine Corps mission and it will not be tolerated. All reported work place incidents of harassment based on discriminatory factors such as: race, color, national origin, gender, sexual orientation, age (over 40), religion, genetic information, or disability, or non-discriminatory factors, will be investigated in a timely manner. Work place harassment and discrimination includes behavior exhibited by third party non-employees including customers. I hold supervisors and managers (military and civilian) of civilian employees responsible for providing a work environment free from harassment of any type, including conduct based on discriminatory and non-discriminatory factors.

4. Scope. The confidentiality of any individual bringing a claim of harassment or discrimination will be protected to the fullest extent possible, and they will be free from reprisal for raising such a claim. Alternate Dispute Resolution (ADR) options such as mediation, conciliation or conflict resolution are available to resolve conflicts in the work place. I encourage you to utilize ADR to resolve your conflict at the lowest possible level.

a. This policy covers appropriated and non-appropriated fund employees. If you are a civilian employee and believe that you have been discriminated against because of your race, color, religion, gender, sexual orientation, age (over 40 years), national origin, disability, genetic information or as reprisal for prior Equal Employment Opportunity (EEO) involvement, you may

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consult with an EEO counselor to resolve the matter. The matter must be brought to the attention of the EEO counselor within 45 calendar days from the date the alleged act occurred, the effective date of an alleged discriminatory personnel action or the date you knew, or reasonably should have known, that it occurred. If you wish to report harassment, want to file an EEO complaint, request ADR, or request a reasonable accommodation for your disability, please call (760)725-3845. You can also contact the Civilian Human Resources Office at (760) 830-7295 (Appropriated Fund) or (760) 830-4535 (MCCS) to request ADR for any type of workplace conflict.

b. The Marine Corps' history is built on trust and teamwork. The continued success of MAGTFMC, MCAGCC, the Marine Corps, and our great nation is dependent upon you and your commitment to the fair and impartial treatment of all members of our military and civilian team.



A. E. RENFORTH

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