



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC
MCB CAMP SMEDLEY D. BUTLER, OKIINAWA
UNIT 35001
FPO AP 96373-5001

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I-EEO
23 Jun 17

From: Equal Employment Opportunity Office

To: Employees, Former Employees, and Applicants for Employment within
Marine Corps Installations Pacific

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINTS

1. As an employee, former employee, or applicant, you have the right to file an EEO complaint with the EEO Office if you believe you have been unlawfully discriminated against in any aspect of employment based on race, color, religion, sex (including sexual harassment, sexual identity, and sexual orientation), national origin, age, mental or physical disability, or reprisal. The first step is to contact an EEO Counselor from our office within 45 days of the alleged discriminatory act, or within 45 days of becoming aware of the discriminatory act.

2. The first stage of the EEO process is the informal pre-complaint process. You may choose to participate in counseling or Alternative Dispute Resolution (ADR). Ordinarily, counseling must be completed within 30 days and ADR within 90 days. Our goal is to resolve your issue as quickly as possible and at the lowest possible level. If the counseling or ADR does not result in resolution of the complaint, you will then have the option to file a formal EEO complaint. Procedures for filing a formal complaint will be issued to you during your final interview with the EEO counselor.

3. If you have any questions about the information in this letter, or if you wish to obtain more information regarding the EEO Program, please contact our office at 645-5422. We are located in Bldg. 5717, room 106.


Dr. Marisa Bryant
EEO Counselor