

Welcome to Your Annual Mandatory Training



MCCS Human Resources
Training & Development

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What is Human Trafficking?

According to Polarisproject.org, Human trafficking is the business of stealing freedom for profit. In some cases, traffickers trick, defraud or physically force victims into providing commercial sex. In others, victims are lied to, assaulted, threatened or manipulated into working under inhumane, illegal or otherwise unacceptable conditions. It is a multi-billion dollar criminal industry that denies freedom to 24.9 million people around the world.

ELEMENTS OF HUMAN TRAFFICKING



According to U. S. government, human trafficking is defined as:

Criminal conduct involved in forced labor and sex trafficking, essentially the conduct involved in reducing or holding someone in compelled service.

According to the United Nations, human trafficking is defined as:

Recruiting, transporting, transferring, harboring or receiving a person through a use of force, coercion or other means, for the purpose of exploiting them.

U.S. Statistics:

Estimates from the [2020 National Human Trafficking Hotline](#) and the [2022 Trafficking in Persons Report](#) by the US State Department

- Number of U.S. Contacts in 2020: 51,667
- Number of Human Trafficking Cases Reported: 10,583
- Number of DOJ initiated convictions: 228

California Statistics:

- 1,334 cases of human trafficking reported to the National Hotline in 2020
- 4,970 Contacts in 2020
- Total Cases since 2007: 11,368

What is Human Trafficking? cont.

Legal Provisions

The United States treats serious crimes committed by service members abroad as if they were committed at home and involvement in trafficking carries serious consequences. The United States has a **zero tolerance policy** toward trafficking.

Signs of Trafficking:

- Is not free to leave or come and go at will.
- Is unpaid, paid very little, or paid only through tips.
- Works excessively long and/or unusual hours.
- Exhibits unusually fearful or anxious behavior after bringing up law enforcement.
- Shows signs of abuse, physical restraint, confinement, or torture.
- Has few or no personal possessions.
- Is frequently monitored.
- Is not in control of their own identification documents (ID or passport).
- Is not allowed or able to speak for themselves.
- Claims of just visiting and inability to clarify where they are staying/address.

Where to Find Victims

Victims are anywhere and everywhere. Most people will think that victims are only found in places like clubs, escort services, and massage parlors. Victims of human trafficking can also be found in businesses such as hotels/restaurants or nail salons. They can also be found in farms, factories or providing domestic care in a private home.

Reporting Trafficking

If you believe you have witnessed a trafficking operation or believe a person is being trafficked, **Report that information to your chain of command, Provost Marshal or Inspector General.** You can also report any information to the National Human Trafficking Hotline at (888) 373-7888 or text at 233733.

If you **see** something, **say** something®

For More Information

2022 Trafficking in Persons Report
[2022 Trafficking in Persons Report - United States Department of State](#)

<https://polarisproject.org/myths-facts-and-statistics/>

<https://humantraffickingsearch.org/top-3-states-for-trafficking/>

National Center for Missing & Exploited Children
<https://www.missingkids.org/>

Personal Identifiable Information (PII)

What is PII?

Personally Identifiable Information, or PII refers to information that can be used to distinguish or trace an individual's identity. Examples include, but are not limited to:

Names	Home address and phone numbers
Social Security number	Financial, credit, medical data
Biometric records	Drug test results

These identifiers can either stand alone or, when combined with other PII data become linked to a specific individual like a date and place of birth or a mother's maiden name.

Why is the collection of PII necessary?

PII is used throughout the organization in various programs and processes. Examples include, but are limited to:

Hiring	Customer/Client Records
Payroll	Background Checks
Benefits	

If this information falls into the wrong hands you may become a victim of identify theft.

Why is Training Necessary?

Recent breaches have brought unneeded, negative attention to the Marine Corps.

Emphasizing personal responsibility for protecting PII and preventing unauthorized disclosures is needed.

It is the responsibility of every employee to make sure that any documentation of any kind is handled with care, and to ensure that all information is secured.

The misuse of PII can cause you to lose your job as well as legal action.

Consider all of the different methods that PII is stored and utilized which include:

Hard Drives	Portable Media
E-mail	Paper Documents

Electronic methods of storage and delivery has added new concerns and vulnerabilities concerning the protection of PII.

How do I protect this information?

There are three areas to consider when protecting PII. They are:

- **Administrative** – For example, Restricting access based on a need-to-know basis.
- **Physical** – For example, properly storing records in accordance to agency policy & procedures.
- **Technical** – For example, encrypting records in accordance to agency policy & procedures.



Personal Identifiable Information (PII) cont.

Human error accounts for 52% of the root causes of security breaches, according to a study from CompTIA, the IT industry association. The majority of human errors center around employees that do not follow policy/procedure or are unaware of policy/procedure as it pertains to protecting PII.

Posting information

- Ensure that recall rosters are not posted in a public folder/common area for access by individuals who DO NOT have an official need for access.
- Ensure that PII is not mistakenly posted on an intranet/internet website.

Sending/Releasing information

- Determine the sensitivity of the information and the potential impact of a loss before relying on email to share information.
- Properly mark the document “For Official Use Only-Privacy Sensitive” to alert the reader on the necessity to protect the information.
- Provide information to the reader as to who to contact should the email be received by an unauthorized recipient.

Disposal

Proper disposal of PII is any means of destruction that renders documents or records unrecognizable and beyond reconstruction. Think twice before tossing documents in the trash or recycling containers. “Dumpster Diving” is an easy method to retrieve information about an individual.

Disclosure of PII

The Privacy Act forbids disclosure of personal information to those who are not entitled to view or access it. This is referred to as the “No Disclosure without Consent Rule.” This is a misdemeanor charge along with a \$500 fine!!

Loss of PII

It is very important to notify your manager in the case of any PII documentation that may be lost or stolen. Potential loss of PII is a time-sensitive matter and should be reported ASAP.

The loss of PII has major implications for both the Marine Corps and the employee which include:

- Erode confidence in the government’s ability to protect information
- Potential major legal (civil and/or criminal) actions
- Disciplinary actions
- Costly fines and imprisonment

We all have a responsibility to protect privacy information.



Drug Free Workplace

Addiction is a chronic disorder characterized by compulsive use of one or more substances that result in physical or psychological harm to the individual and continued use of the substance or substances despite this harm. Addiction has two components, physical and psychological.

Physical Dependence

There are two important aspects to physical dependence:

- Tolerance- the need for higher and higher doses to achieve the same effects.
- Withdrawal- the appearance of physical symptoms (e.g., nausea, chills, and vomiting) when someone stops taking a drug too quickly.

Psychological Dependence

A subjective sense of need for alcohol or other drugs, either for its positive effects or to avoid negative effects associated with no use.

Nature of Addiction

Although addiction unquestionably begins with a voluntary act of drug use, continued use often becomes involuntary, ultimately to the point that the behavior is driven by a compulsive craving. The compulsion results from a number of factors, including dramatic changes in brain function produced by prolonged exposure to the drug. Once addicted, it is almost impossible for most people to stop the spiraling cycle of addiction on their own without treatment.

Typical Signs of Addiction

Behavioral signs of addiction include:

- Aggressiveness
- Excessive talking
- Inability to sit still/limited attention span
- Lack of energy/poor motivation
- Paranoia

Physical signs of addiction include:

- Slow reaction time
- Slowed or slurred speech
- Chills and/or sweating
- Impaired coordination



While the above mentioned behavioral and physical signs will likely be present, employers and coworkers also should be cognizant of continual missed appointments, excessive and unexplained absences or days off from work, and repeated mistakes.

Drug Free Workplace cont.

Six Types of Drug Testing

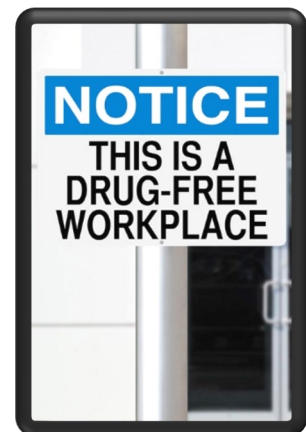
The goal of a viable Drug-Free Work Place is deterrence of illegal drug use through a carefully controlled and monitored program of six types of drug testing.

1. **Random Testing:** Annually, individuals who occupy “Testing Designated Positions” (TDPs) will randomly selected for drug testing without prior announcement.
2. **Applicant Testing:** Testing required of all, individuals tentatively selected for employment in a TDP. Individuals who use illegal drugs will be screened out during the initial employment process.
3. **Accident or Unsafe Practice Testing:** Authorized test of any employee involved in a workplace accident, or who engages in an unsafe job-related activity. For example, an accident which result in death or personal injury and or damage to Government or private property. It must be approved by at least a second level supervisor.
4. **Reasonable Suspicion Testing:** Testing conducted when management has reason to believe that an employee may be using illegal drugs. The suspicion must be based on specific objective facts, and drawn from reasonable inferences of these facts, and documented. Approval for such testing must be received from a second level supervisor or higher. Testing can be based on such factors as: observed drug use or possession, physical evidence of being under the influence, and/or evidence of tampering with a drug test urine sample.
5. **Voluntary Testing:** Testing of employees who are not in, but who volunteer for unannounced random testing.
6. **Follow-up Testing:** Testing of employees who undergo a counseling or rehabilitation program for illegal drug use through the Employee Assistance Program(EAP). These employees are subject to unannounced testing following completion of the program for a period of one year.

Individuals who refuse, do not show-up at the time designated for their drug test, or provide an adulterated/substitute specimen, will receive a **Positive Test Result** and disciplinary action will be taken.

Consequences of a Positive Result

- Removal from Test Designated Position
- Potential loss of security clearance
- Referral to Employee Assistance Program (EAP)
- Administration of disciplinary action
 - First Offense- minimum 14-day suspension up to removal
 - Second Offense- Mandatory removal
 - Refusal of Counseling- mandatory removal



Drug Free Workplace cont.

Deferral of Testing

A deferral of an employee's random drug test may be authorized by the Drug Program Coordinator, when requested by the employee's first line supervisor with higher level concurrence. The request must be in writing and be based on a compelling need which necessitates the deferral on the basis that the employee is:

- In a non-duty status (previously approved) such as annual or sick leave, suspension, absent without leave, continuation of pay, etc.
- In an official travel status away from the work site or is about to embark on official travel which was scheduled prior to testing notification.
- Working a different shift.
- Performing a task or project that requires the employee's presence at the work site during the time testing is scheduled.
- Exempt- during treatment and rehabilitation (Safe Harbor, EAP).

Safe Harbor

Safe Harbor insulates an employee from discipline for admitted acts of using illegal drugs when the agency is unaware of such use. Under "Safe Harbor" management will not initiate disciplinary action against an employee who meets the following three conditions:

- Voluntarily identifies as a user of illegal drugs prior to being identified through any other means
- Obtains counseling and rehabilitation through EAP
- Thereafter refrains from using illegal drugs

Who is not eligible for Safe Harbor?

- An employee who admits to illegal drug use after being notified that he /she is scheduled for a drug test or after a sample is collected.
- An employee who is found to use illegal drugs on the basis of other appropriate evidence, e.g., evidence obtained from a criminal conviction.

Supervisors' Role & Responsibilities

Make sure you are informed and help keep your employees informed as well, know what programs are available. Keep an eye open for warning signs.

Employees' Role & Responsibilities

Refrain from illegal use of drugs at all times. Be on time for any scheduled tests and bring appropriate photo identification to test site. Provide urine sample when required. Cooperate with the Medical Review Officer, to provide additional information regarding a drug test, if necessary.

For more information on a Drug Free Workplace please contact:

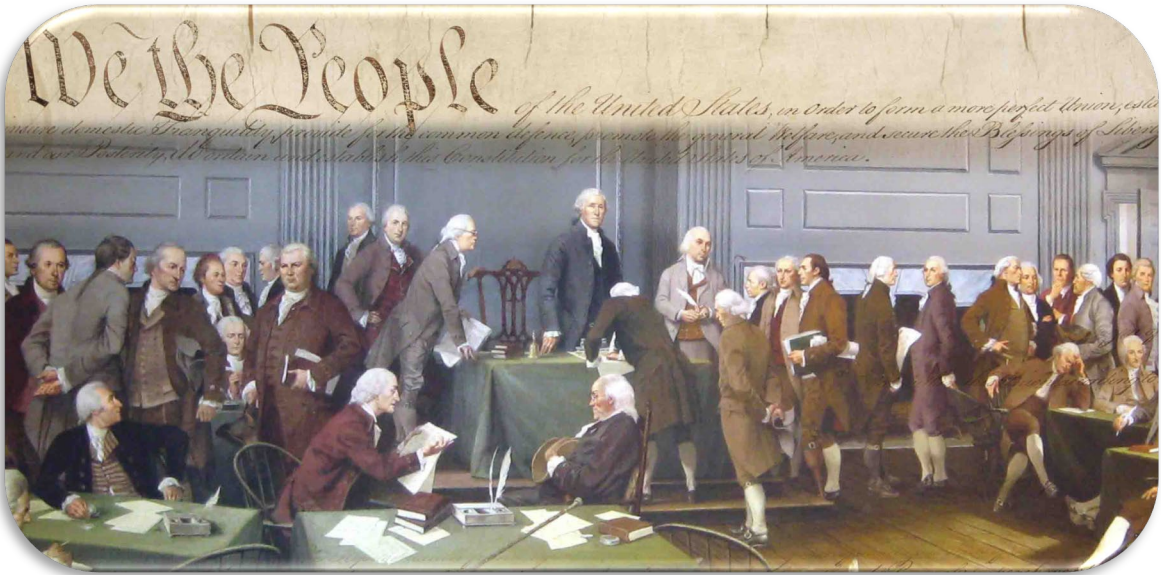
Ms. Dianne Hulett (760) 763-9968

Box 555020 Bldg 15100

Camp Pendleton, CA 92055

Constitution and Citizenship Day

September 17 is designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787.



As Federal civil servants, we take an oath of office by which we swear to support and defend the Constitution of the United States of America. The Constitution not only establishes our system of government, it actually defines our role as Federal employees - "to establish Justice, ensure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty."

The history of the Oath for Federal employees can be traced to the Constitution, where Article II includes the specific oath the President takes - to "preserve, protect, and defend the Constitution of the United States." Article VI requires an oath by all other government officials from all three branches, the military, and the States. It simply states that they "shall be bound by oath of affirmation to support the Constitution." The very first law passed by the very first Congress implemented Article VI by setting out this simple oath in law: "I do solemnly swear or affirm (as the case may be) that I will support the Constitution of the United States."

The wording we use today as Executive Branch employees is now set out in chapter 33 of title 5, United States Code.

I, [name], do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

5 U.S.C. §3331

For more information, go to:
<http://constitutionday.cpms.osd.mil/>

Annual Records Management Refresher

This guide fulfills the mandate that Department of the Navy (DON) personnel (military, government civilian and contractor) are reminded each year of their responsibilities regarding records management. Specifically, each person shall:

1. Create, maintain, and properly preserve records.

DON personnel are required to create, maintain, and properly preserve records that document the Department's transaction of business and mission in wartime and peace time. Federal records provide evidence of the Department's organization, functions, policies, procedures, decisions, operations, and other activities.

2. Identify records and distinguish records from non-record materials.

The official definition of a record is: "Records include all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them." (44 United States Code (USC) "3301).

This definition contains two key points. First, records are documentary materials, regardless of physical form or characteristics. Second, many of the reports, documents, briefings, and other items we create in our jobs are records because they provide evidence of a command's organization, functions, policies, procedures, decisions, operations, and other activities. Almost everything we create or receive is a Federal record that falls into one of these categories.

Command functions, activities, and administrative practices vary widely within the DON; therefore, the prevalent records can vary widely between different commands. Fortunately, many records are already identified in reference (b). If there is uncertainty, Navy and Secretariat commands should contact their records manager/officer, legal counsel, or Judge Advocate for a determination of whether documentary materials are records. Marine Corps personnel should contact CMC (Records, Reports, and Directives Management (ARDB)).

Non-records are informational materials that do not meet the definition of a record or have been excluded from coverage by the statutory definition. Excluded materials are extra copies of documents preserved only for reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibit.

The Glossary of Terms in reference (b) (Appendix C) provides additional discussion of records, non-records, and related terms.

Annual Records Management Refresher cont.

3. Identify personal papers and maintain them separately from Federal records.

Personal papers are not Federal records and must not be stored with official records. Personal papers are documentary materials of a private or non-public character that do not relate in any way to, or have any effect upon, the conduct of DON business, e.g., personal correspondence or notes, personal journals or diaries.

4. Not remove records from government custody or destroy them, except as required or allowed under authorized record schedules. Sanctions are imposed for the unlawful removal or destruction of Federal records.

Under penalty of law, departmental personnel may not remove records from government custody or destroy them, except as required or allowed under authorized disposition instructions and schedules.

Only two emergency conditions warrant destruction of DON records without regard to statutory and regulatory requirements as directed by reference (b) (Part 1, paragraph 5): 1) when hostile action by a foreign power appears imminent in a state or threatened state of war, the agency may determine if records retention is prejudicial to the interest of the United States or the space occupied is urgently needed for military purposes; or 2) when records menace property, health or life. Significant and specific conditions apply to these circumstances.

5. Inform appropriate officials of any actual, impending, or threatened unlawful removal, alteration, or destruction of Federal records and the sanctions imposed for the unlawful removal or destruction of Federal records.

DON personnel who suspect an actual, impending, or threatened unlawful removal, alteration or destruction of Federal records should notify their chain of command immediately. If the threat to records persists, notify the Navy Records Manager (DON/AA Directives and Records Management Division (DRMD)) at SECNAV_OPNAVrecords@navy.mil or the USMC Records Manager (CMC (ARDB)) at HQMCREC-MGR@usmc.mil.

In addition to the actions specified above, the following topics are critical to a compliant records management program:

1. Record Holds, Litigation, Investigations, Claims

DON personnel may not destroy, discard, or delete any record or other documentary material that is subject to any type of hold/freeze or may be related in any way to reasonably foreseeable or ongoing litigation or investigation or unresolved claims for or against the government, incomplete investigations, or exceptions taken by the Government Accountability Office or internal auditors. Most importantly, if there are any doubts about whether a specific item is to be retained, err on the side of retention.

Annual Records Management Refresher cont.

2. E-mail may or may not be a record

E-mail is a record when it meets the definition of a Federal record and must be properly managed just like any record. Additional guidance is available in reference (b) Part I, Section 17 and reference (c).

With one caveat, record e-mail must be managed in one of two ways. 1) Record e-mail and attachments may be printed and filed with related paper records and managed in accordance with the NARA-approved disposition. 2) Record e-mail and their attachments may be transferred and managed by a records management application (RMA) that is compliant with reference (d).

The caveat involves record e-mail with a NARA approved retention period of 180 days or less. Per CFR 1236.22.c, these e-mails may reside on the e-mail system provided they are not deleted, either manually or automatically, prior to the expiration of their retention period. Further details on record e-mail and electronic records in general are described in reference (c). Record e-mail management is often misunderstood. The bottom line is that many e-mails are records. They remain records, even if they are not managed appropriately.

3. Electronic Records Management (ERM)

Electronic records, including e-mail, may be stored in an RMA that is compliant with reference (d). According to reference (b) (Part I, paragraph 17), electronic records may also be managed by printing to hard copy and applying the appropriate records retention schedule. Reference (e) addresses ERM for the Marine Corps. Reference (f) provides ERM guidance from NARA.

Note: Reference (g) paragraph 25, sub-paragraph (c) states that all Navy personnel (including military, government civilian, and contractor) shall complete the Navy Knowledge Online (NKO) course "*Records Management in the DON: Everyone's Responsibility (DOR-RM-010)*". If their activity uses the DON approved RMA, they should also complete *Total Records and Information Management (TRIM) via the NMCI (Entry) (DOR-TRIM-101)* on an annual basis. If the command does not have access to NKO, then this guide can be used to meet the annual requirement.

References:

- (a) SECNAVINST 5210.8F "Department of the Navy Records Management Program," 26 Mar 2019
- (b) SECNAV Manual 5210.1 "Department of the Navy Records Management Manual," Sept 2019
- (c) DON CIO Memo "Department of Navy Electronic Records Management and Record Electronic Mail (E-Mail) Management," 15 Jun 07
- (d) DoD 5015.2-STD "Electronic Records Management Software Applications Design Criteria Standard," April 25, 2007
- (e) NAVMC DIR 5210.11E "Marine Corps Records Management Program," 15 May 2006
- (f) 36 CFR 1236, Electronic Records Management
- (g) OPNAVINST 5210.20 Navy Records Management Program, 21 Dec 2010

Ethics

What is Ethical Behavior?

People will have varying beliefs about what constitutes ethical behavior. The law governs us about what is legal and illegal, but the distinctions between moral right and wrong are not always clear.

When faced with choices, it's important to consider outcomes of the decision-making process. One way of dealing with ethical dilemmas is by using the Four Way Test to evaluate decisions. The Four-Way Test was developed by a Chicago businessman in the 1930s in an effort to save his company from bankruptcy. His hope that was by using this test in the recovery plan it would help change the ethical climate of the company. This test involves asking four questions:

- Is my decision a truthful one?
- Is my decision fair to everyone affected?
- Will it build goodwill for the organization?
- Is the decision beneficial to all parties who have a vested interest in the outcome?

When these four questions can truthfully be answered with a "yes," it is likely that the decision is an ethical one.

Many factors impact ethical decisions employees and managers make on a daily basis, including:

- Existence and application of a written code of ethics
- Formal and informal policies and rules
- Norms for acceptable behavior
- Financial reward system
- System for recognizing accomplishment
- Company attitude toward employees
- How employees are selected for promotions
- Hiring practices
- Degree to which professionalism is emphasized
- The company's decision making processes
- Behaviors and attitudes of the organization's leaders



Knowing the difference between right and wrong and choosing what is right is the foundation for ethical decision making. In many cases, doing the right thing often leads to the greatest financial, social, and personal rewards in the long run.

DO THE RIGHT THING!!

The Acts

REHABILITATION ACT

The Rehabilitation Act of 1973 prohibits employment discrimination against Federal employees with disabilities. In addition, agencies must provide reasonable accommodation for an employee or applicant with a disability.

- A disability is a physical or mental impairment that substantially limits a major life activity (breathing, walking, seeing, hearing, performing manual tasks).
- A temporary or short term illness is not a disability.
- If you cannot perform the essential functions of the job, with or without reasonable accommodations, then you are not qualified.

The accommodation does not have to be specifically what is requested by the employee. It does have to be a reasonable, effective accommodation. An agency has no obligation to change performance standards or to eliminate essential functions of the position as a reasonable accommodation. A reasonable accommodation is an adjustment to the work situation or environment to enable an employee to perform the job, as long as it does not cause undue hardship to the agency.

EQUAL PAY ACT

The Equal Pay Act of 1963 prohibits federal agencies from paying employees of one sex lower wages than those of the opposite sex for performing substantially equal work.

Job content (not job titles) determines whether jobs are substantially equal. All forms of pay are covered by this law which include:

- Base salary & overtime pay
- Benefits
- Stock options
- Profit sharing plans
- Vacation and holiday pay
- Reimbursement for travel expenses

If there is an inequality in wages between men and women, employers may not reduce the wages of either sex to equalize their pay.

An individual alleging a violation of the Equal Pay Act may go directly to court and is not required to file an EEOC charge beforehand. The time limit for filing a charge with the EEOC and the time limit for going to court are the same: within two years of the alleged unlawful compensation practice or, in the case of a willful violation, within three years. The filing of an EEOC charge under the EPA does not extend the time frame for going to court.

The Acts cont.

No Fear Act

Congress enacted the Notification and **Federal Employee Antidiscrimination and Retaliation Act (NO FEAR ACT)** on May 15, 2002. The act required “Federal agencies be accountable for violations of antidiscrimination and Whistleblower protection laws.” Pursuant to section 205 of the No FEAR Act, neither the Act nor any notice issued in compliance with the Act, creates, expands or reduces any rights otherwise available to any employee, former employee or applicant under the laws of the United States, including the provisions of law specified in 5 U.S.C. 2302(d).

The Act requires Federal Agencies to:

1. Reimburse the Treasury Judgment fund for payments made in Federal District Court cases involving violations of discrimination and whistleblower laws.
2. Post information on its public website relating to complaints of discrimination and annually report to congress.
3. Train and notify employees on their right and protections under the antidiscrimination and whistleblower laws.

Genetic Information Nondiscrimination Act

EEOC enforces Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits the use of genetic information in making employment decisions in any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment.

Genetic information includes:

Family medical history including genetic counseling information or participation in clinical studies. Information about an individual's or family member's genetic tests, such as tests to detect whether an individual has an increased risk of developing certain cancers or other diseases.

An employer may never use genetic information to make an employment decision because genetic information is not relevant to an individual's current ability to work. Under GINA, it is also unlawful for employers to request, require, or purchase an applicant's or employee's genetic information. This means that employers must tell their health care providers that they cannot ask about family medical history when conducting post-offer or fitness-for-duty examinations.

A person who believes that an employer has violated GINA may file a charge of discrimination with the EEOC within 180 days of the alleged violation.

The Acts cont.

Whistleblower Protection Laws

Eligible individuals are encouraged to report fraud, waste, abuse, or safety concerns directly to the Office of Special Counsel. **Unless disclosure of such information is specifically prohibited by law and such information is specifically required by Executive order to be kept secret in the interest of national defense or the conduct of foreign affairs.**

Examples of concerns include:

- Violations of a law, rule, or regulation
- Gross mismanagement
- Gross waste of funds
- Abuse of authority
- Substantial and specific danger to public health or safety

Disclosures must be based on credible information, such as first-hand observation or documents, and may be supported by sworn affidavits from witnesses. OSC cannot rely on mere speculation or unsupported second-hand information in making its determination.

Federal employees may report wrongdoing online at www.osc.gov using [OSC Form 12](#), via fax number 202-254-3711, or by mail to:

Office of Special Counsel
1730 M Street NW
Suite 218
Washington, DC 20036

Retaliation against an employee or applicant for making a protected disclosure is prohibited by 5 U.S.C. 2302(b)(8).

If you believe that you have been the victim of whistleblower retaliation, you may file a complaint at www.osc.gov using OSC Form 11, or by mail to:

Office of Special Counsel
1730 M Street NW
Suite 218
Washington, DC 20036

You can also file a complaint of retaliation with the DoD Inspector General. The most efficient and secure method is to use the online complaint form on the DoD Hotline website at

http://www.dodhotline.dodig.mil/hotline/filing_info.html

If you have any questions, please call the Defense Hotline at 1-800-424-9098.

Federal Sector EEO & Complaint Process

The U.S. Equal Employment Opportunity Commission enforces Federal laws prohibiting employment discrimination. These laws protect you against employment discrimination when it involves:

- Unfair treatment based on race, color, religion, or sex
- National origin
- Age (40 or older)
- Disability or genetic information
- Pregnancy
- Denial of a reasonable workplace accommodation for religious beliefs or disability
- Retaliation for bringing or assisting with a job discrimination investigation or lawsuit

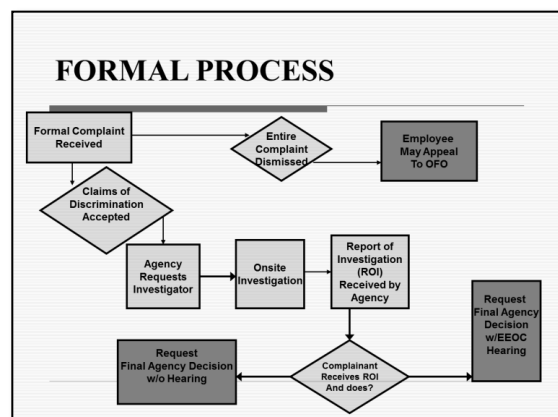
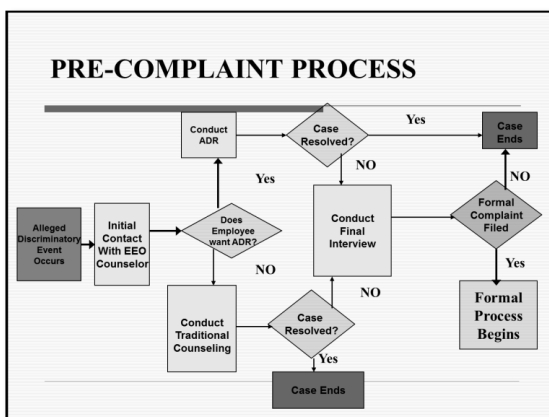
There are also federal laws and regulations and Executive Orders(which are not enforced by EEOC) that prohibit discrimination on bases such as sexual orientation, marital status, parental status, or political affiliation.

If you believe that a federal agency has discriminated against you, you have a right to file a complaint. Each agency is required to post information about how to contact the agency's EEO Office. The first step is to contact an EEO Counselor at the agency where you work. You must contact the EEO Counselor within 45 days from the day the discrimination occurred. In most cases the EEO Counselor will give you the choice of participating either in EEO counseling or in an alternative dispute resolution (ADR) program, such as a mediation program.

If you do not settle the dispute during counseling or through ADR, you can file a formal complaint. You must file within 15 days from the day you receive notice about how to file.

Once you have filed a formal complaint, the agency will review the complaint and decide whether or not the case should be dismissed for a procedural reason (for example, your claim was filed too late). If the agency doesn't dismiss the complaint, it will conduct an investigation. The agency has 180 days from the day you filed your complaint to finish the investigation.

When the investigation is finished, the agency will issue a notice giving you two choices: either request a hearing before an EEOC Administrative Judge or ask the agency to issue a decision as to whether the discrimination occurred.



MCCS EEO Complaint Process Camp Pendleton

Equal Employment Opportunity



INCIDENT/ EVENT

Must make initial contact with EEO Counselor within 45 days

ALTERNATIVE DISPUTE RESOLUTION

At total of 90 days to achieve resolution /settlement. If unsuccessful EEO Counseling available, providing EEO Counselor contacted with 45 day window

CONSIDERATION/REFERRAL

EEO COUNSELING STAGE

30-90 days to conduct counseling, 15 days upon completion of counseling stage to file complaint

FORMAL COMPLAINT

180 days to investigate and issue investigative file

REQUEST A FINAL DEPARTMENT OF THE NAVY DECISION

With or without a hearing within 30 days from receipt of investigative file

IF HEARING IS REQUESTED

180 days to conduct hearing, 60 days from receipt of findings and conclusions to issue final (DoN) decision

IF NO HEARING IS REQUESTED

60 days to issue final (DoN) decision

UPON RECEIPT OF FINAL AGENCY DECISION (FAD):

30 days to appeal decision to EEOC/OFO
30 days from receipt of EEOC/OFO's decision to request for reconsideration. Within 90 days from receipt of FAD to file in U.S. District Court

OR

Within 90 days from receipt of FAD to file in U.S. District Court

EEO Counselor

760/763-7994

Bldg 1100, Room 12

*Note: IF AGENCY dismisses the complaint, the complaining party may appeal to Equal Employment Opportunity Commission/Office of Federal Operations within 30 days and file in U.S. District Court within 90 days of receipt of the Equal Employment Opportunity Commission/Office of Federal Operations decision.

Revised: 04/2022



JAN 30 2023

MARINE CORPS COMMUNITY SERVICES
EQUAL OPPORTUNITY STATEMENT

Marine Corps Community Services (MCCS) has a large and diversified workforce and every employee has the right to report to a workplace that is free from discrimination of any kind.

Whether civilian or military, it is our responsibility to ensure that the workplace is free from discrimination based on race, religion, age (over 40), Genetic Information Nondiscrimination Act, national origin, gender, sexual orientation, or disability. Workplace harassment or bullying has no place in any MCCS activity and will not be tolerated.

MCCS employees are encouraged to report any incidents of sexual harassment, workplace harassment, or bullying to their manager, supervisor, MCCS Human Resources Office, or to the Base Equal Opportunity Office.

MCCS managers and supervisors are responsible to ensure that the workplace remains free of ethnic slurs, sexually explicit comments, or comments that may refer to religion, age, national origin, gender, sexual orientation, or physical and mental disabilities. Managers and supervisors who receive reports of this nature are to report them immediately to their Division Director for immediate action.

All reported incidents of harassment, whether discriminatory in nature (based on race, color, religion, gender, age, or national origin) or non-discriminatory, will be investigated in a timely manner. Reprisal or retaliation against anyone who reports an incident or participates in an investigation will not be tolerated.

I remain confident that each of you will exercise good judgement and will apply equal employment opportunity on a daily basis, treating everyone with dignity and respect. Thank you for all that you do for our organization and for the support to our military community.



A. I. CISNEROS
Assistant Chief of Staff
Marine Corps Community Services

Anti Terrorism

Terrorism is a real and present danger and understanding how to lower personal vulnerability is important to the safety and security of both the employee and the installation.

Terrorists are indiscriminate and innocent people are targeted. It is important to remain vigilant while executing responsibilities by:

- Being alert to the threat
- Being aware of surroundings
- Reporting suspicious activity
- Making security the norm
- Avoiding predictable routines

To understand the threat and be prepared for potential risks, consider these factors:

- Are terrorist groups in the area?
- Are they violent?
- Do they attack Americans?
- How active are they?
- How sophisticated are they?
- Are they predictable?
- Will local citizens warn Americans?
- What tactics and weapons are used?

Several factors make individuals a possible target such as:

- Being at a location targeted by terrorists
- Association with the U.S. Flag and/or DoD
- Opportunity

Terrorists may target locations frequented by Americans or U.S. military personnel such as certain hotels, apartment buildings, public transportation centers, and nightclubs. Avoid possible target locations. Terrorists may focus on American tourists, personnel associated with the US Government, and individuals who appear to be high-ranking or important. When possible, avoid disclosing DOD or US Government affiliation. Terrorists look for "soft targets." Maintain vigilance, practice good personal safety, and alert the proper authorities of suspicious behavior.

If the terrorists do not see an association with the United States, they are less likely to see a person as a target. Do not be an easy target.

The Defense Intelligence Agency assesses a Terrorist Threat Level for each country by considering these factors. Other U.S. agencies are also involved in collecting and analyzing terrorist threat information and intelligence in an effort to ensure the best possible warning of terrorist dangers. If there is indication that a terrorist group is operationally active and targeting U.S. forces, the Defense Intelligence Agency will issue a Terrorism Warning Report. Regional and local U.S. commanders can assign a different Terrorist Threat Level for specific personnel, family members, units, and installations. These threat levels inform DoD personnel of the need to take appropriate precautions and assess Force Protection Conditions at affected installations.

Anti Terrorism cont.

Force Protection Conditions

US military facilities use a variety of protective measures to reduce vulnerability to terrorist attack. These measures are organized in a system called Force Protection Conditions, or FPCONs. As the threat changes, Commanders change the FPCON to protect personnel.

FPCONs are organized in five levels with increasing measures of protection: NORMAL, ALPHA, BRAVO, CHARLIE, and DELTA. Commanders adapt protective measures for the local situation, and they can use additional measures and move to a higher FPCON as needed. Measures may also be added randomly to rehearse them, to promote security awareness, and to confuse surveillance by potential threat elements.

As the FPCON increases, expect delays at gate checks, more detailed inspections, gate closures, and increased guard presence. FPCON CHARLIE and DELTA are very restrictive and rarely used. Normal operations may be reduced or suspended in these cases.

Random Antiterrorism Measures

Random antiterrorism measures, or RAMs, are defined as the random use of different force protection measures at a specific installation. A random measure might be to conduct random vehicle inspections at a gate over a period of several hours. Emergency response units or a rapid-reaction force may rehearse deployment to a perimeter fence line, or a gate might be temporarily closed. Random antiterrorism measures are used to rehearse protective measures for different Force Protection Conditions. Additionally, mixing up the security measures randomly increases the threat awareness of U.S. troops and personnel and confuses terrorists who might be watching the U.S. installation. These random measures serve as a deterrent against terrorist attack, since the terrorist has a harder time predicting unit routines and vulnerabilities.



Some examples of RAMs include:

- Gate guards
- Vehicle Inspections
- Barriers
- Patrols
- ID checks
- Plan Rehearsals

Anti Terrorism Continued

FPCON Normal/ Alpha

- General global threat of possible terrorist activity
- *Routine security posture*
- No indication of probable attack



FPCON Bravo

- Increased and more *predictable terrorist threat activity*
- No indication of installation specific targeting
- Extra precaution is appropriate to deter terrorist planning



Closer inspection of vehicles

FPCON Charlie

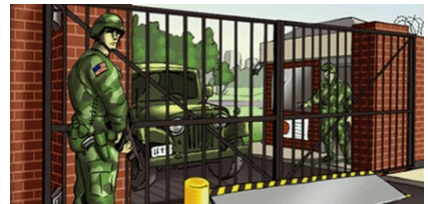
- Incident occurs indicating that terrorist action against personnel and installations is imminent.
- Evidence of terrorist attack planning may exist, such as terrorist surveillance or reports from local sources.
- Strong protective measures are required, but the installation must continue its regular mission activities.



Expect rigorous efforts to inspect vehicles and facilities.

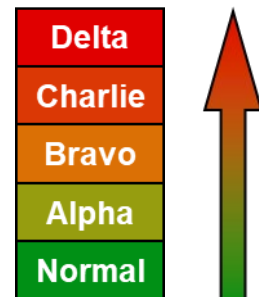
FPCON Delta

- Terrorist attack has occurred
- Evidence of imminent terrorist action on a specific location
- Declared as a localized warning
- High state of alert
- Mandatory security measures are implemented
- Mission activities may be delayed or canceled



Expect delay and interruptions of your normal routines.

FPCON
BRAVO
REMAIN VIGILANT!
Report Suspicious Activity
Eagle Eyes at (877) 365-EYES (3937)
www.usmceagleeyes.org





**COMMANDING GENERAL'S
EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-
HARASSMENT POLICY STATEMENT FOR
CIVILIAN EMPLOYEES**



All Marines, Sailors, and Civilian Marines of Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) 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 on and off duty. Equal employment opportunity covers all personnel/employment programs; management practices; decisions, including but not limited to, recruitment, hiring, meritorious promotions, transfers, reassignments, training, career development, benefits, and separations.

Any form of discrimination is a direct violation of the United States Federal Regulations. Discrimination undermines the Marine Corps' mission and will not be tolerated. All reported workplace incidents of harassment, based on discriminatory factors such as: race, color, national origin, sex (pregnancy, sexual orientation, and gender identity), age (over 40), religion, genetic information, disability, and reprisal, or non-discriminatory factors will be investigated in a timely manner. Reprisal against anyone who engaged in protected activity will not be tolerated, and the command supports all employees in exercising their rights under the civil rights statutes. Appropriate disciplinary action will be taken against the individual or individuals found to have harassed or discriminated against an employee. I hold supervisors and managers (military and civilian) of civilian employees responsible for providing a work environment free from harassment, based on discriminatory and non-discriminatory factors.

The confidentiality of any individual claiming harassment or discrimination will be protected to the fullest extent possible, and will be free from reprisal for raising such a claim. Alternative Dispute Resolution (ADR) options such as mediation, conciliation, or conflict coaching are available to resolve the conflicts in the workplace. I highly encourage ADR to resolve conflicts at the lowest possible level.

This Policy covers appropriated and non-appropriated fund employees. If you are a civilian employee and believe you have been discriminated against because of race, color, national origin, sex (pregnancy, sexual orientation, and gender identity), age (over 40), religion, genetic information, disability, and reprisal for prior Equal Employment Opportunity (EEO) involvement, you may 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 of the alleged act, the effective date of an alleged discriminatory personnel action, or the date you knew or reasonably should have known it occurred. If you wish to report harassment, want to file an EEO complaint, request ADR, or request a reasonable accommodation for your disability for non-appropriated fund employees please call (760) 763-7994, appropriated fund employees please call (760) 725-3845.

July 6, 2023, the Pregnant Woman's Fairness Act was signed into law. The act requires agencies to provide reasonable accommodations to an employee's or applicant's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. Employees or applicants requiring accommodations under this new law should contact their supervisor or an EEO counselor.

The Marine Corps' legacy is built on trust and teamwork. The continued success of MCIWEST-MCB CAMPEN, the Marine Corps, and our great nation depends on you and your commitment to all members of our military and civilian team. People perform their best when they are valued by the organization.

8 Aug 24
Date

N. I. BROWN
Brigadier General, U. S. Marine Corps
Commanding General
Marine Corps Installations West-Marine Corps Base,
Camp Pendleton



**COMMANDING GENERAL'S
WHISTLEBLOWER PROTECTION AND
PROHIBITED PERSONNEL PRACTICES
POLICY STATEMENT**



The purpose of this Policy Statement is to ensure all Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) employees are aware of prohibited personnel practices and whistleblower protections available to federal employees.

The United States Office of Special Counsel (OSC) is an independent agency that protects federal employees from prohibited personnel practices including whistleblower retaliation and unlawful hiring practices. OSC also provides an independent, secure channel for disclosing and resolving wrongdoing in federal agencies.

The Whistleblower Protection Act of 1989 and Whistleblower Protection Enhancement Act of 2012 provide the right for all covered federal employees to make whistleblower disclosures and ensure employees are protected from whistleblower retaliation. The Dr. Chris Kirkpatrick Whistleblower Protection Act of 2017 and OSC's Reauthorization Act of 2017 further enhance and reinforce these rights and protections.

Whistleblowing is defined as the disclosure of information an employee reasonably believes evidences a violation of any law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; a substantial and specific danger to public health or safety; or censorship related to scientific research or analysis. Employees may make lawful disclosure to anyone including, management officials, the Inspector General of an agency, and/or OSC.

Review <https://osc.gov/services/pages/outreach.aspx>, for detailed information on the 14 prohibited personnel practices and whistleblower protection overview including how to file complaints with OSC. Additionally, I encourage you to review <https://oig.opm.gov/report-oig/whistleblower-rights-protections> which describes whistleblower rights and protections.

Federal employees have the right to be free from prohibited personnel practices, including retaliation for whistleblowing. MCIWEST-MCB CAMPEN is committed to ensuring all employees are aware of their rights as well as the safeguards in place to protect them.

8 Aug 24
Date

N. I. BROWN
Brigadier General, U. S. Marine Corps
Commanding General
Marine Corps Installations West-Marine Corps Base,
Camp Pendleton



COMMANDING GENERAL'S SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) POLICY STATEMENT



Sexual assault is not only prejudicial to good order and discipline, but a serious crime that can deteriorate mental and physical health. It is defined as intentional sexual contact, characterized by the use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Sexual assault can occur without regard to gender, spousal relationship, or age. Consent shall not be deemed or constructed to mean the victim's failure to offer physical resistance. Consent is not given when a person uses force, coercion, or when the victim is asleep, incapacitated, or unconscious. Sexual assault is not tolerated. Appropriate legal or administrative action will be taken against violators where cause exists. Victims will be treated with sensitivity, decency, and respect and will receive appropriate medical, emotional, and psychological treatment with assistance from social services. Care will be given ensuring the identity of a victim is released only to those who have a need-to-know. Victim safety and rights are paramount at all times.

Those who report sexual assault incidents must feel confident their personal safety will be protected and they will not be re-victimized by the organization. Victims who are sexually assaulted may be physically, mentally, and/or emotionally traumatized. They deserve to be treated with sensitivity and care.

There are two options available when reporting sexual assault. **A Restricted Report** allows the victim to receive medical, informational, advocacy, and counseling support services without notification to law enforcement or leadership if the report is made confidentially to one of the following resources: Sexual Assault Response Coordinator (SARC), SAPR Victim Advocate (VA), Healthcare Provider (HCP), DoD Safe Helpline 24/7 (877-995-5247), and/or Marine Corps Base, Camp Pendleton 24/7 Sexual Assault Support Line (760-500-1707). *With a Restricted Report, the victim's identity remains confidential and is not forwarded to law enforcement or the command.*

An Unrestricted Report also allows a victim to receive medical, informational advocacy, and counseling services, and an official investigation ensues. An Unrestricted Report can be made to law enforcement or the command, as well as to a SARC, SAPR VA, HCP, DoD Safe Helpline, and/or Marine Corps Base Camp Pendleton 24/7 Sexual Assault Support Line. *Although the victim's identity will not remain confidential, care will be given ensuring information is released only to those with a need-to-know (e.g., unit commander and investigating authorities, etc.).*

All members of Marine Corps Installations West-Marine Corps Base, Camp Pendleton must be willing to speak out against sexual violence and intervene when necessary. We are each responsible for assisting Marines, Sailors and their family members with finding proper help and support after a crime. It is only by our united efforts we will succeed in creating an environment that does not tolerate sexual assault.

9 Aug 24
Date

N. I. BROWN
Brigadier General, U. S. Marine Corps
Commanding General
Marine Corps Installations West-Marine Corps Base,
Camp Pendleton



**COMMANDING GENERAL'S
UNIT, PERSONAL, AND FAMILY READINESS
PROGRAM POLICY STATEMENT**



Our Marines, Sailors, civilians, and families serve with honor, courage, and commitment in the face of repeated deployments. My wife Anneese and I fully recognize the demands and stresses placed upon our Service Members during these challenging times, and we appreciate the love and support our families provide to their Marines and Sailors enabling them to meet our nation's call. One of my top priorities is to ensure we take care of our people in these demanding and uncertain times, and I take my responsibility very seriously. I am committed to providing world class programs and services across a range of capabilities to support the Operating Forces. We must provide relevant and reliable capabilities to commanders and unit leaders. Our Unit, Personal, and Family Readiness Programs (UPFRP) are extremely important to me and will have the dedicated attention of commanders and unit leaders.

I firmly believe a ready family makes for a ready individual, and both are essential to maximizing unit readiness. Monthly Family Readiness Command Team meetings provide an opportunity for commanders and Deployment Readiness Coordinators and Uniform Readiness Coordinators to discuss UPFRP data reports and any noticeable trends or support requirements. UPFRP will focus on proactive sharing of information, timely and applicable referrals to supporting programs and agencies, and fiscally responsible execution of command-sponsored events. Ensuring our Marines, Sailors, civilians, and family members have the assistance and support they need is key. Additionally, our programs encompass all personnel assigned on temporary additional duty throughout Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN), to include our civilians. Our programs recognize families come in many shapes and forms and include Service Members, civilians, spouses, parents, children, and extended family members as designated by the individual Marine or Sailor.

Our Marine Corps has invested heavily in developing family readiness programs over the past 14 years. These programs equip our people with the knowledge, tools, resources, and skills necessary to sustain the high level of individual, unit, and family readiness to meet the often unexpected demands of military service. With that said, personal and family readiness starts and ends with caring people who stand ready to help others in need. This has always been our way in the Marine Corps – taking care of our own.

Anneese and I are honored to take the helm of the MCIWEST-MCB CAMPEN UPFRP. The Branch Head of Marine Corps Family Team Building aboard Marine Corps Base, Camp Pendleton, Mrs. Tabitha Perez, is my principle point of contact for all UPFRP programmatic questions or concerns, and I encourage you to contact her at (760) 725-5702 or tabitha.perez@usmc-mccs.org.

8 Aug 24
Date

N. I. BROWN
Brigadier General, U. S. Marine Corps
Commanding General
Marine Corps Installations West-Marine Corps Base,
Camp Pendleton



COMMANDING GENERAL'S SAFETY POLICY STATEMENT



Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) integrates installation management and support efforts to the critical requirements of the Fleet Marine Force and supporting establishment while building resiliency, improving quality of life, and protecting our installations in order to enable force generation, modernization, employment and power projection of I MEF. Every Marine, Sailor, and civilian in this command plays a vital role in this collective effort. Safety is integral to force preservation and operational readiness. It is imperative we establish a safe and healthful work environment to safeguard the very resources driving our success.

Leaders at every level at our bases and stations will employ an effective Safety Management System (SMS) incorporating provisions outlined in MCO 5100.29C, Marine Corps Safety Management System, ensuring:

- **Safety and Occupational Health** objectives are established and align with SMS policies and take into account organizational hazards, risks, and opportunities.
- **Risk Management (RM)** principles and processes are incorporated into all levels of planning, transition, execution, and decision-making.
- **Safety Promotion and Training** such as the use of digital media, posters, standdowns, operational pauses, and formal and informal training courses are integrated into SMS strategies promoting a positive and proactive safety culture.

Additionally, I challenge each member throughout our MCIWEST-MCB CAMPEN community to actively contribute toward reducing our mishap numbers and enhancing our safety culture by:

- Incorporating RM into your daily decision making, both on and off duty.
- Being vigilant and taking immediate actions to stop and correct unsafe acts and behaviors.
- Reporting hazards and unsafe conditions to your chain of command and/or unit safety representative for awareness and attention.

Whether at work, training, or at home, poor safety practices cause needless suffering, property loss, and death which have devastating effects on families, readiness, and mission capabilities. Through engaged leadership and personal involvement at all levels, we can eliminate unnecessary risks to our Marines, Sailors, and civilians, ensuring MCIWEST-MCB CAMPEN is postured to meet our nation's challenges both today and tomorrow.

Date

9 Aug 24

N. I. BROWN
Brigadier General, U. S. Marine Corps
Commanding General
Marine Corps Installations West-Marine Corps Base,
Camp Pendleton



COMMANDING GENERAL'S ENVIRONMENTAL POLICY STATEMENT



Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) is the Marine Corps' premier amphibious training installation and one of the Department of Defense's (DoD) busiest installations. The base and region offer a myriad of training facilities for active and reserve DoD components, as well as other national, state, and local agencies.

As we support today's fight and prepare for tomorrow's conflicts, we maintain our commitment to sustaining and enhancing mission readiness and expanding access to training environments through effective and efficient environmental management. While training on the lands of the southwest, Marines take great pride in preserving the natural and cultural resources of this region. The Marine Corps is committed to responsible stewardship through programs balancing the operational needs of the Marine Corps and the protection and preservation of the environment for future generations. Accordingly, I charge all commanders and

personnel to conduct mission planning, decision making, training, and daily operations in a manner demonstrating a commitment to:

- Comply with applicable environmental laws, regulations, and policy;
- Implement and improve Environmental Management Systems enhancing the capability of Camp Pendleton, stations, and ranges supporting expeditionary Marine Air Ground Task Force training and minimize risks to both mission and the environment;
- Steward MCIWEST-MCB CAMPEN natural and cultural resources;
- Remediate contaminated sites from past disposal practices;
- Prevent pollution and spills to protect the environment and minimize the burden and cost of compliance;
- Partner with other federal, state, and local resource agencies to share successes and lessons learned to maximize the return on the Marine Corps investment in environmental compliance and conservation.

Commanders and leaders of all units must promote awareness of this Policy throughout their organizations and support superior environmental management that improves training opportunities, maximizes resources, and supports the broader Marine Corps mission.

8 Aug 24
Date

N. I. BROWN
Brigadier General, U. S. Marine Corps
Commanding General
Marine Corps Installations West-Marine Corps Base,
Camp Pendleton