



## Commanding Officer's Statement on Equal Employment Opportunity for Civilian Personnel

**Equal Employment Opportunity (EEO)** is an integral part of the Command's culture, embraced by the leadership, and communicated from the top down to maintain a workplace that is free of harassment and discrimination in any management policies, practices, or procedures in support of readiness.

Today's EEO laws and regulations are rooted in the Constitution and the Bill of Rights. Individuals are entitled to an equal opportunity to enjoy benefits of democracy and the protection of its laws. It is incumbent

upon all personnel to support the EEO program and strive to identify, prevent, and eliminate

any policies or practices that impact or prevent individuals from achieving their highest potential. Everyone has the inherent right to fair treatment, equal employment opportunities, and a workplace that is free of unlawful discrimination or harassment (sexual and non-sexual).

**I will not tolerate of any form of discrimination, harassment, reprisal, or any other conduct that degrades the dignity of another person**—these behaviors are not only inconsistent with our core values but are also against the law.

All Federal employees, applicants for employment, and former employees have the right to file complaints of discrimination or unlawful harassment based on race, color, sex, religion, national origin, age, physical or mental disability, genetic information, or reprisal. In order to initiate the EEO complaint process, aggrieved persons must contact an EEO counselor or official within their command and initiate pre-complaint procedures. SECNAVINST 5800.13 addresses the use of Alternative Dispute Resolution (ADR) and MCO 12713.6A the informal and formal complaint processes. **For advice or assistance, civilian personnel may contact an EEO Counselor at (229) 639-5250/7268.**

Semper Fidelis,

MATTHEW J. MCKINNEY  
Colonel U.S. Marine Corps  
Commanding Officer  
Marine Corps Logistics Base Albany





## Commanding Officer's Statement on Prohibited Activities and Conduct Prevention and Response

### "Marines take care of each other!"



All leaders bear the responsibility to ensure our teams are led well and cared for physically, emotionally, and spiritually. "Taking care of Marines" means vigorously enforcing our high standards of performance and conduct. We will hold each other accountable and address violations expeditiously, at the lowest appropriate level.

**MARINE CORPS ORDER 5354.1G** outlines the Marine Corps policy, procedures, and responsibilities for preventing and responding to prohibited conduct involving sexual harassment, prohibited discrimination, harassment, hazing, bullying, dissident and protest activities, and wrongful distribution or broadcasting of intimate images. These behaviors are referred to collectively as prohibited activities and conduct (PAC).

**All Marines, Sailors, and civilians aboard Marine Corps Logistics Base Albany will treat one another with dignity, care, and concern.** Prohibited activities and conduct as outlined in the order above are corrosive and we share a collective responsibility to prevent and respond to them appropriately. We will take care of our Marines and Sailors to ensure that we uphold our high professional standards of performance, conduct, and discipline. Misconduct, inappropriate behavior, and/or discrimination, to include sexual harassment and hazing are unacceptable within this command. Violators will be subject to immediate administrative and/or disciplinary action.

Conflict Management is the preferred method of resolving most complaints of prohibited activities and conduct. This method should be used, whenever possible, to resolve interpersonal conflicts in the workplace at the lowest appropriate level without an investigation occurring. Conflict Management is not a prerequisite for the Complaint Resolution (Formal Compliant) process. These processes will not replace small unit leadership.

To initiate a complaint, members may communicate with their chain of command or designated representative (Equal Opportunity Coordinator), Equal Opportunity Advisor, the Command Inspector General, NCIS or anonymous tip line. Any member who engages in, or fails to report or prevent any form of prohibited activities and conduct may be subject to appropriate disciplinary actions. Reprisal or acts of retaliation, to include intimidation or ostracism, related to a complaint will not be tolerated and are also subject to disciplinary or administrative action. The Command Inspector General's Office is the avenue of redress for those who believe they have been the subject of reprisal or retaliation actions.

If you believe, you have been the subject of (or witness to) acts of discrimination, to include sexual harassment and hazing, you should report it to your immediate chain of command or contact the Equal Opportunity Coordinator at (229) 639-5129.

Semper Fidelis,

MATTHEW J. MCKINNEY  
Colonel U.S. Marine Corps  
Commanding Officer

Marine Corps Logistics Base Albany

4 February 2025