



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
MARINE FORCES NORTH
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

ForO 12713.1
G-1
OCT 17 2013

FORCE ORDER 12713.1

From: Commander

To: Distribution List

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FOR CIVILIAN
EMPLOYEES

Ref: (a) MCO 12713.6A

1. Situation. The reference contains the guidance used to publish policy and information regarding equal employment opportunity for civilian employees of Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH).

2. Mission. MARFORRES and MARFORNORTH are committed to a policy that all persons will be afforded equal employment opportunity in all civilian employment matters.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, age, or disability and to promote the full realization of equal employment through a continuing affirmative action program.

(2) Concept of Operations. All qualified personnel will receive impartial consideration for initial employment and subsequent promotion. All employees will be granted equal prestige and security during employment and be permitted to enjoy equal opportunities for career development.

b. Coordinating Instructions. The following officials and employees have specific responsibilities under the Equal Employment Opportunity (EEO) Program:

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

OCT 17 2013

(1) Equal Employment Opportunity Officer (EEOO). The Commander is designated EEOO for MARFORRES/MARFORNORTH and is responsible for the development of policy, plans, and procedures to implement the EEO Program.

(2) Deputy EEOO. The Headquarters, United States Marine Corps Administration and Resource Deputy EEOO is designated as the DEEOO for MARFORRES/MARFORNORTH and is the principal advisor to the EEOO on all EEO matters. The Deputy EEOO has major program responsibility for planning, developing, and monitoring EEO plans and programs. The Deputy EEOO also provides assistance and guidance to managers and EEO Program personnel in developing and implementing an effective EEO Program.

(3) Agency Representative. The Commander's Special Counsel is designated as the Agency Representative to the MARFORRES/MARFORNORTH in third-party proceedings on all matters relative to the EEO Program. The Agency Representative works closely with EEO Officials responsible for processing complaints to represent the best interests of MARFORRES/MARFORNORTH, while maintaining the integrity of the discrimination complaint process.

(4) Equal Employment Opportunity Counselors (EEO). Counselors serve as a bridge between employees and management by attempting to resolve EEO problems that are brought to their attention on an informal and confidential basis. The primary objective of the counselor will be to resolve complaints informally.

(5) Director, Human Resources Office Manager (HROM). The Director, HROM who is located in Kansas City, Missouri, through previously executed support agreements, will ensure that adequate resources and trained personnel are available to implement EEO goals and objectives, and advise the EEOO on matters that require attention.

(6) Supervisors and Managers. Managers and supervisors are the key to an effective EEO program. They are to ensure that their actions and work environment are free from discrimination based on race, color, religion, sex, national origin, age, disability, or reprisal for a person's involvement in discriminatory employment practice. When a situation does arise, immediate steps should be taken to correct the situation. If the situation has progressed to the discrimination complaint stage, managers and supervisors are to cooperate with EEO

officials, participate in the resolution of informal complaints, and cooperate with efforts to settle formal complaints.

Managers and supervisors are to ensure that individuals involved in the discrimination complaint process are free from restraint, interference, coercion, and reprisal. The effectiveness of supervisors and managers in furthering the objectives of the MARFORRES/MARFORNORTH EEO Program is a factor which will be considered in annual performance ratings.

(7) Employees. Employees should conduct themselves in a manner consistent with the principles of EEO. They should initiate discussions with their immediate supervisor when they recognize a potential source or area of discrimination, and cooperate fully with management in resolution efforts. The employee, former employee, or applicant for employment who believes that discrimination has occurred should contact the EEO counselor within 45 days of the alleged discrimination incident. When the employee is satisfied with the information obtained during the process or when warranted, the individual may elect to withdraw the complaint. Employees are to cooperate fully with EEO officials in processing and resolving complaints of discrimination.

4. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the Civilian Personnel Office.

5. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities under the cognizance of Marine Forces Reserve and Marine Forces North.

b. Signal. This Order is effective the date signed.



G. T. HABEL
Executive Director

DISTRIBUTION: C, D

Copy to: HROM, Kansas City, MO

Directives issued by this Headquarters are published and distributed electronically.