



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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5354.1E
CIG
AUG 11 2014

COMBAT CENTER ORDER 5354.1E

From: Commanding General
To: Distribution List

Subj: CULTURAL AWARENESS COUNCIL

Ref: (a) Title 29, Code of Federal Regulations, Part 1614, "Federal Sector Equal Employment Opportunity," current edition
(b) OCPMINST 12713.2A
(c) MCO P5354.1D W/Ch 1
(d) CCO 5354.2C

Encl: (1) List of Observances
(2) Organizations and Units Providing Council Membership to the Cultural Awareness Council
(3) Organizing an Observance

1. Situation. Annual observances are held in support of Presidential Proclamation, Joint Congressional Resolution, Joint Chiefs of Staff direction, and through federal or local government authority to recognize the contributions and achievements of all groups that comprise the society of the United States. Since 1968, the Department of Defense (DoD) has proudly supported ethnic and cultural observances through the development of local programs of recognition and many other diverse activities.

2. Cancellation. CCO 5354.1D.

3. Mission. To establish a Cultural Awareness Council that will meet the specific military equal opportunity (EO) program and civilian equal employment opportunity (EEO) program requirements per references (a) through (d).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanding Officers (COs), Assistant Chiefs of Staff (ACs/S), Special Staff Officers, and Officers-In-Charge (OICs) will create an organization that values diversity. Leaders must set an example and recognize that differences in cultures cause people to look at and approach similar situations in different ways. It is the Commanding General's (CG) intent to provide for a community approach to equal opportunity that enhances the human relations climate through increased unity, awareness, and mutual understanding of the accomplishments and contributions of all military and civilian members of the Marine Corps Air Ground Combat Center (MCAGCC) team and their family members.

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(2) Concept of Operations. The primary focus of the Cultural Awareness Council is to develop and plan observance activities at the installation level per enclosure (1). These observances are designated to increase awareness, mutual respect, and understanding of the ethnic, cultural, and gender diversity issues relevant to mission readiness of all MCAGCC military units, the civilian work force, our families, and the local civilian communities. General functions include, but are not limited to:

(a) Providing activities that are extensions of education and training objectives mandated by the military EO program and the civilian EEO program.

(b) Ensuring the focus of the observance is directed towards encouraging interaction and not just recognition.

(c) Measuring success of the observance as the level of cross-cultural and cross-gender participation.

(d) Coordinate events with local community organizations, such as the Chamber of Commerce, cultural and ethnic organizations, and the National Park Service Joshua Tree.

b. Subordinate Elements Missions

(1) The CG is responsible for the military EO program and the civilian EEO program and serves as the ex officio chairperson of the Cultural Awareness Council.

(2) The Cultural Awareness Council

(a) Be chaired, for a period of one year, by a person designated in writing by the CG.

(b) Meet monthly or more often as directed by the chairperson.

(c) Consist of at least one primary and one alternate member from each organization or command listed in enclosure (2). Civilian personnel, appointees, and volunteers to Council will be on official time during scheduled meetings and events.

(d) Act in an advisory capacity to the CG.

(e) Solicit volunteers from the Combat Center's military units, civilian work force, and family members to aid in preparing and presenting ethnic and cultural observances.

(f) Record the minutes of each Cultural Awareness Council meeting and forward to the CG, via the EO Advisor.

(3) COs, ACs/S, Special Staff Officers, and OICs. COs, ACs/S, Special Staff Officers, and OICs of organizations and units listed in enclosure (2) will appoint, in writing, one primary and one alternate (military or civilian, E6/GS-7 or above) representative. This may be assigned to the command equal opportunity representative, per reference (d).

(4) EEO Program Specialists. The EEO program specialists for appropriated and non-appropriated fund civilian employees, the military EO

advisor, and the EO representatives for Headquarters Battalion shall serve as advisory ex officio members to the Cultural Awareness Council.

(5) Unit EO Representatives. Resident unit EO representatives are encouraged to attend and assist.

(6) Appointed Command Representatives

(a) Serve for a period of at least one calendar year.

(b) Attend Cultural Awareness Council meetings as required.

(7) Labor Union. The local unions are encouraged to provide representation and membership on the Cultural Awareness Council.

c. Coordinating Instructions. Strong command support, leadership through planning, and adequate logistical support are the essential elements of program success. Enclosure (3) is provided as an aid to preparing for observances.

5. Administration and Logistics. Distribution statement A directives issued by the CG are distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/CCO.aspx>.

6. Command and Signal

a. Command. This Order is applicable to active duty, reserve, civilian personnel, and all residents aboard the Combat Center.

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


J. B. HANLON
Chief of Staff

Distribution: A

List of Observances

The special emphasis observances listed below are established and commemorated throughout the DoD. From time to time, Congress and the President may establish other occasions that may require action. Commanders and civilian personnel managers are expected to publicize these events and establish policy that supports and allows personnel to have a reasonable opportunity to participate in these events.

Month: January
Dates: 3rd Monday
Observance: Martin Luther King, Jr. Birthday
Authority/comment: Public Law 98-144, Nov 83 (Federal Holiday)

Dr. Martin Luther King, Jr. Day. A national holiday commemorating the life, dedication, and contributions of Dr. Martin Luther King Jr. By signing Public Law 98-144 in November 1983, Congress and the President designated the third Monday in January as a federal holiday observing his birthday.

Month: February
Dates: 1-28/29
Observance: African American/ Black History Month
Authority/comment: First Presidential Proclamation, Feb 76

African American/Black History Month. This observance originally began in 1926 by Dr. Carter G. Woodson, founder of the Association for the Study of Afro-American Life and History, to coincide with the 12th and 14th of February, the birth dates of Abraham Lincoln and Frederick Douglass. Since the first Presidential Proclamation in 1976, this celebration is held each year during the entire month of February. The primary purpose of this observance is to disseminate information about the history of African Americans throughout the United States and abroad.

Month: March
Dates: 1-31
Observance: Women's History Month
Authority/comment: Public Law 100-9, Mar 87

Women's History Month. Public Law 100-9 was enacted in March 1987 as an annual celebration to bring about an awareness and study of women's roles in America's history, society, and culture.

Month: April/May
Dates: Sunday to Sunday for the week incorporating Yom Hashoah
Observance: "Days of Remembrance" for Victims of the Holocaust
Authority/comment: Public Law 96-388, Oct 80

Holocaust Remembrance Day/Days of Remembrance. In October 1980, Congress enacted Public Law 96-388 that established the United States Holocaust Memorial Council. Each Spring, (April/May) from Sunday to Sunday for the week incorporating Yom Hashoah, this council is directed to establish a "Days of Remembrance" observance to remember the victims of the Holocaust.

Month: May
Dates: 1-31
Observance: Asian Pacific American Heritage Month
Authority/comment: First Presidential Proclamation, May 91

Asian Pacific American Heritage Month. Congress enacted by Public Law 95-419 that the President is authorized and requested to issue a proclamation designating a 7-day period in May as Asian/Pacific American Heritage week. Since the first presidential proclamation, this celebration has been redesigned to include the entire month of May.

Month: June
Dates: 1-30
Observance: Pride
Authority/comment: Presidential proclamation (historically published The beginning of June)

Pride Month.

Month: August
Dates: 26
observance: Women's Equality Day
Authority/comment: First Presidential Proclamation, Aug 73

Women's Equality Day. Honors the 18 August 1920 ratification of the 19th Amendment which states, "The rights of citizens of the United States to vote shall not be denied or abridged by the United States or by any States on account of sex. Congress shall have power to enforce this article by appropriate legislation." Women's Equality Day is celebrated 26 August of every year.

Month: September/October
Dates: 15 Sep - 15 Oct
Observance: National Hispanic American Heritage Month
Authority/comment: Public Law 100-402, Aug 88

Hispanic American Heritage Month. Observed annually since it was established by Public Law 90-498 in 1968 as a week long observance centered around 15 and 16 September to coincide with Mexican Independence Day and those of other Latin American nations. Public Law 100-402 extended the weeklong observance to a full month each year, beginning September 15th, and ending October 15th. The objective is to honor Hispanic-American contributions to the history, heritage, and culture of the United States.

Month: October
Dates: 1-31
Observance: National Disability Employment Awareness Month
Authority/comment: Congressional Resolution No. 176 of 1945, amended 1988

National Disability Employment Awareness Month. Congress passed Resolution No. 176 in 1945, designating the first week in October of each year as National Employ the Physically Handicapped Week. In 1952, the word "Physically" was removed from the week's name to recognize employment needs of all persons with disabilities. Congress in 1968 expanded the week to a

Enclosure (1)

month and changed its name to the present title. Thus October became the kickoff month for year long activities and programs to ensure the intent of Resolution 176, "to advance employment of persons with disabilities", became a reality.

Month: November
Dates: 1-30
Observance: National Native American Indian Heritage Month
Authority/comment: Public Law 102-188, Mar 92

National Native American Indian Heritage Month. November 22-28 was proclaimed as American Indian Week in recognition of unique and essential contributions made by this group to the United States. Public Law 102-188, March 1992, extended this observance to the entire month of November.

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Organizations and Units Providing Council Membership
to the Cultural Awareness Council

AC/S G-1, Manpower

AC/S G-5, Public Affairs

Headquarters Battalion

Marine Corps Communication-Electronics School

7th Marine Regiment

1st Tank Battalion

3rd Light Armored Reconnaissance Battalion

Delta Company, 3rd Assault Amphibian Battalion

Combat Logistics Battalion 7

Marine Wing Support Squadron 374

Marine Unmanned Aerial Vehicle Squadron-1

Naval Hospital Twentynine Palms

23rd Dental Company

Marine Corps Community Services

American Federation of Government Employees

4th Tank Battalion

29 Palms Veterinarian Service

Enclosure (2)

Organizing an Observance

Committees: The chairperson of the Cultural Awareness Council shall establish adequate committees for each planned observance. It cannot be overstated the importance of soliciting for interested and genuine volunteers to participate on these committees. Volunteers shall assist the appointed Council members. These committees shall be responsible for meeting the timetable for proper planning and coordination of each event.

1. Suggested Timetable for Organizing Observances

Calendar Days before the Observance

Activity

90

Cultural Awareness Council

Brainstorming session. Identify possible guests or ethnic groups and provide educational seminars or lectures.

85

Begin publicity for solicitation of volunteers and identify estimated requirements.

70

First organizational meeting, establish committees.

60

General meeting, initial publicity release.

45

Council chairperson and committee heads meeting. Status updated briefing for the CG.

30

General meeting with status update. Submit draft message to the Chief of Staff.

15

Council chairperson and committee heads meeting. Main publicity effort begins. Status update briefing for the CG.

10

General meeting with status update.

5

Confirm all committee duties are on track.

Days after the Observance

Activity

5

Committee after-action reports are submitted to the planning committee.

10

Letters of Appreciation are forwarded.

2. Suggested Committees on the Cultural Awareness Council

a. Planning Committee

- (1) Brainstorm for ideas.
- (2) Develop proposed agenda of events and activities, including costs.
- (3) Identify potential guest speakers to CG for approval.
- (4) Prepare after-action report and consolidate input from other committees.
- (5) Coordinate with the Staff Judge Advocate office (SJA) for events requiring individual participation where injury may occur and where government equipment is requested for events occurring off base.

b. Finance Committee

- (1) Determine dollar amount available.
- (2) Coordinate donations by outside activities with SJA.
- (3) Coordinate sponsorship agreements with M CCS.
- (4) Maintain a ledger of expenses and funds collected.
- (5) Costs for guest speakers may be paid from appropriate funds upon approval from the CG. Coordinate with the AC/S G-8, Comptroller for further guidance as to what speakers are eligible for payment from appropriated funds.

c. Publicity Committee

- (1) Plan, develop, coordinate, and implement publicity programs to increase the awareness of the accomplishments and achievements of ethnic groups and to advertise activities.
- (2) Coordinate publicity with the AC/S G-5, PAO.
- (3) Utilize Combat Center media and local community media after coordination with PAO community relations personnel.
- (4) Establish contact with complimentary special groups within the Morongo Basin in an effort to combine resources and possible interface with related observance within local area.

d. Education Committee

- (1) Plan, develop, coordinate, and implement educational programs to increase awareness of historical significance to the cultural accomplishments and achievements of all ethnic groups.

Enclosure (3)

(2) Identify subjects to be presented, such as book reviews, seminars, or guest speakers on a desired subject.

(3) Use of the Combat Center training and audiovisual resources is highly encouraged.

e. Luncheon/Banquet Committee

(1) Coordinate dates and obtain reservations for luncheons and banquets with open mess or MCCA facilities.

(2) Select menu, basing attendee cost on food only.

(3) Review seating for practicality and protocol.

(4) Arrange for the audio and visual support for guest speakers or group presentations.

f. Protocol Committee

(1) Provide coordination with the CGs staff on all matters requiring the CGs approval.

(2) Solicit services of guest speakers.

(3) Prepare biography of guest speakers for the CGs information and for use in the local media and the planned events program.