



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 5354.2C
CIG
MAR 12 2013

COMBAT CENTER ORDER 5354.2C

From: Commanding General
To: Distribution List

Subj: COMMAND MILITARY EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO 1700.23F
(b) MCO P5354.1D
(c) DoD Directive 1350.2, DOD Military Equal Opportunity Program
18 August 1995
(d) MCO 5354.3B
(e) CCO 12771.2D
(f) MCO 3504.2
(g) CCO 5354.1B
(h) SECNAVINST 5300.26D
(i) MCO 1000.9A
(j) TECOM LOI 5403/5 10 October 2000

Encl: (1) Sample Annual Equal Opportunity Data Summary Report

Reports Required: I. Annual Equal Opportunity Data Summary (Report Control
Symbol MC-5354-01), par. 4b(10) (i)

1. Situation. The command's uniformed Equal Opportunity Program (EOP) refers to military personnel and how each member is expected to interact with others, to include civilians. The EOP, through the use of the chain of command, is the primary and preferred channel for military members to communicate equal opportunity (EO) matters and for correcting discriminatory practices.

2. Cancellation. CCO 5354.2B.

3. Mission. Provide guidance for the establishment of the EOP for all units aboard Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) in accordance with the references (a) through (j).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Commanders are responsible for the military EOP. The appropriate chain of command will be continuously emphasized as the primary channel for correcting discriminatory practices and for communicating equal opportunity and human relations matters.

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(b) Commanders will provide equal opportunity for all military members aboard MAGTFTC, MCAGCC without regard to race, color, religion, gender, age, or national origin, consistent with the laws and regulations, and the requirements for physical and mental abilities.

(2) Concept of Operations

(a) The EOP impacts every individual, command program, procedure, and action. Rather than functioning as a separate program, and in keeping with the Marine Corps leadership philosophy, the EOP will function through existing programs, such as request mast as outlined in reference (a). The responsibility for accomplishing equal opportunity goals is not specific to any special staff officer. All Marines, sailors, and civilian personnel are expected to harmoniously interact with other individuals regardless of race, gender, age, religion, color, or national origin. To ensure uniformity of understanding, terms used in the Marine Corps EOP are defined in Appendix F of reference (b).

(b) Processing Complaints. There are two methods for resolving EO complaints: informal and formal. The method used rests with the recipients of inappropriate, or perceived inappropriate, discriminatory behavior, not with command personnel. Command personnel may make recommendations to the recipient but in no way will they order a recipient to use a specific method to resolve complaints. Reference (b) establishes the process by which any person may report suspected cases of discrimination, including sexual harassment, to supervisors in the chain of command.

1. Informal Resolution System (IRS). Depending upon the severity of the behavior, the commanding officer (CO) may recommend the individuals involved attempt to use the IRS to resolve their conflict. The IRS may be used if the complainant agrees. This is the complainant's decision, not the commander's. When using the IRS, no formal action is required by the command. If, after adequate inquiry or investigation, the CO determines the behavior or conduct is clearly not criminal in nature, and the complaint has been resolved under the IRS, the CO may forego taking further formal action. It is crucial for the CO to monitor the individuals involved to ensure the conflict has been permanently resolved under the IRS. The CO will continue to provide support and resource materials as appropriate such as granting a request to provide training through the training information resources (TIR) library. The CO will document the case in local records in order to respond to subsequent inquiries. If the recipient of the offensive behavior is not satisfied, the CO should take the appropriate steps to resolve the conflict.

2. Formal Complaint to Command. Any individual may report suspected cases or allegations of discrimination on the basis of race, color, religion, gender, age, national origin, or any other form of discrimination, to include sexual harassment to supervisors in the chain of command. An EO complaint may be made orally, in writing, or both, and may be received as a request mast, charge sheet, congressional inquiry, Department of Navy or Inspector General Marine Corps (IGMC) Hotline, Article 138 of Uniform Code of Military Justice (UCMJ) or Article 1150 of the Navy Regulations, of initiation of administrative or criminal investigation. When a complaint is received a thorough inquiry or investigation into the complaint will be

conducted. Regardless of who initially receives the complaint, it must be forwarded immediately to the proper authority, normally the immediate CO of the offending person.

3. Initiating a complaint is not the same as preferring charges. In preparation for courts-martial or non-judicial punishment (NJP), preferring charges is the separate function of signing and swearing to charges.

(c) Training Philosophy. Reference (c) mandates that all military personnel receive a minimum of one hour training annually in EO, human relations, discrimination, and prevention of sexual harassment. Approaches to training will address both the subtle and the most blatant forms of discrimination and sexual harassment. During training sessions, individuals must be informed of what is considered inappropriate behavior so that they can effect personal change and function in a professional manner in an environment free from all forms of inappropriate or discriminatory behavior.

b. Subordinate Element Missions

(1) Command Inspector Program. Is designated as having staff cognizance over the command military EOP and shall:

(a) Assist commanders in the investigation of complaints against the chain of command or a CO.

(b) Ensure the Equal Opportunity Advisor (EOA) is available to assist COs of resident units.

(c) Ensure the Discrimination and Sexual Harassment (DASH) reports are submitted to Commandant of the Marine Corps (CMC) [Manpower Equal Opportunity Branch (MPE)] via the Marine Corps Central Registry System and DASH database.

(d) Ensure the TIR library is maintained.

(e) Ensure that EO and sexual harassment are included in the Commanding General's Inspection Program (CGIP).

(f) Conduct a CGIP inspection of the EOP, bi-annually, for Headquarters Battalion (HqBn), Marine Corps Tactics and Operations Group (MCTOG), Marine Corps Logistics Operations Group (MLOG), Marine Aviation Weapons Tactics Squadron 1 (MAWTS-1), and Marine Corps Mountain Warfare Training Center (MCMWTC).

(g) In accordance with reference (j), conduct a CGIP inspection of the EOP, bi-annually for Marine Corps Communication-Electronics School.

(h) Submit the annual EO data summary report to CMC (MPE) by 15 November, using the report format found in Appendix C of reference (b).

(i) Assist staff officers and COs in developing reports from racial and ethnic statistical data by identifying negative or positive trends utilizing the categories in reference (b).

(j) Coordinate the congressional interest (CONGRINTS) command response with the Adjutant, MAGTFTC, MCAGCC when it is determined the CONGRINT may raise a potential EO complaint. Ensure the command has adequately addressed EO concerns.

(2) Equal Opportunity Advisor. The EOA is assigned to the command inspector division and will perform duties as directed by the Commanding General (CG), under the staff cognizance of the command inspector division per reference (d). The EOA will:

(a) Advise and assist the COs, HqBn, MCTOG, MCLOG, MAWTS-1, MCMWTC and resident units as required.

(b) Submit DASH reports to CMC (MPE) via the Marine Corps Central Registry System and DASH database.

(c) Manage and maintain the TIR library.

(3) Human Resources Officer (HRO). Designated as having staff cognizance over the commands' Civilian (appropriated funds) Equal Employment Opportunity (EEO) Program and shall assist staff officers and COs in EEO matters involving federally employed civilians throughout the command. Reference (e) applies.

(4) Assistant Chief of Staff Marine Corps Community Services (MCCS). Designated as having staff cognizance over the commands' civilian [non-appropriated fund (NAF)] EEO program and shall:

(a) Assist staff officers and COs in EEO matters involving NAF civilian employees.

(b) Ensure MCCS programs, services, and facilities are responsive to the ethnic and cultural needs of all members of the Combat Center.

(5) Store Director, Twentynine Palms Marine Corps Air Ground Combat Center Commissary. Ensure that actions are taken to provide services that are responsive to the ethnic and cultural needs of all members of the Combat Center.

(6) Assistant Chief of Staff Religious Ministries. Ensure that actions are taken per Department of Defense (DoD) Directive 1300.17 that shall provide for religious services and observances that are equally responsive to all members of the Combat Center.

(7) Assistant Chief of Staff G-4. Ensure that the housing referral program complies with Chapter 3 of reference (b).

(8) Assistant Chief of Staff G-5. Ensure that the Combat Center's public affairs effort is conducted per Chapter 3 of reference (b).

(9) Staff Judge Advocate (SJA). Ensure that the Combat Center's military justice and administrative separation functions are conducted per Chapter 3 of reference (b).

(a) Assist commanders by providing a legal sufficiency review of formal investigations into EO complaints.

(b) Ensure courts-martial, charge sheets, and other legal correspondence are adequately screened for issues that may raise potential EO complaints and that the responsible command has adequate time to address EO concerns.

(10) Commanding Officers, Headquarters Battalion, Marine Corps Tactics and Operations Group, Marine Corps Logistics Operations Group, Marine Aviation Weapons Tactics Squadron 1, and Marine Corps Mountain Warfare Training Center

(a) Designate, in writing, a unit equal opportunity representative (EOR). Assignment as the unit's EOR should be for a minimum of one year. Provide a copy of the appointment letter to the EOA.

(b) Ensure all the requirements of the Marine Corps EOP are being met by current programs and directives within your organization in accordance with Chapter 3 and Appendix H of reference (b).

(c) Submit a DASH report, Appendix D of reference (b), to the CG (EOA) for any formal complaint or allegation of discrimination involving a HqBn Marine on the basis of race, national origin, color, gender, religion, age, sexual harassment, or other types of discrimination received as a result of request mast, charge sheet, congressional inquiry, DoD or IGMC Hotline call, Article 138 of the UCMJ, Article 1150 of the U.S. Navy Regulations, or initiation of administrative or criminal investigation. DASH report information collected shall be transmitted to CMC (MPE) by the EOA for statistical data tracking using the Central Registry System and DASH database. DASH reports shall be prepared and submitted by the battalion commander for request masts handled at the company level.

(d) Ensure complaints are handled expeditiously per the procedures and timelines directed by Chapter 4 of reference (b). Request mast procedures should be encouraged, to document formal complaints, regardless of how the command initially received the complaint. A completed EO case file should include a copy of complaint (i.e., Request mast or CONGRINTS), documentation of investigation or inquiry, action taken, records of feedback, and the DASH report.

(e) Ensure adequate feedback and follow-up is provided to the individual(s) filing the complaint while maintaining, at all levels within your command, confidentiality and sensitivity to the individual(s) involved. Documentation of the degree of satisfaction should be afforded to the complainant and annotated on the request mast form.

(f) Ensure that complaints of discrimination, including sexual harassment can be made in a command climate that does not tolerate acts of reprisal, intimidation, or further acts of harassment.

(g) Ensure that all formal complaint investigations are reviewed for legal sufficiency by the SJA, MAGTFTC, MCAGCC. A suggested review checklist is provided in Appendix I of reference (b).

(h) Ensure a thorough review of all formal investigations prior to SJA review. Commanders are highly encouraged to utilize the EOA, MAGTFTC, MCAGCC during this process of review.

(i) Submit the annual equal opportunity data summary report to the EOA using the format provided in enclosure (1).

(j) Submit a serious incident report (OPREP-3 SIR), upon occurrence, involving any MAGTFTC, MCAGCC unit member, to CMC (POC), with an info-copy to CMC//MPE// and CG MAGTFTC/MCAGCC//MPR// per references (b) and (f).

(k) Develop and implement annual equal opportunity training and prevention of sexual harassment periods of instruction. Small unit leadership training shall emphasize the importance of individual dignity and worth, stressing that the affirmative application of Marine Corps Equal Opportunity and Core Value principles is an inherent function of Marine Corps leadership principles. Annually, blocks of instructions will be prepared for the following subjects and should be discussed in small groups:

1. Team Marine. All hands.
2. Prevention of sexual harassment. All hands.
3. Informal resolution system. All hands.

4. MAGTFTC, MCAGCC directorates are required to comply with the leadership-training mission of HqBn by conducting and reporting to the CO, HqBn, all small unit leadership training to include equal opportunity and prevention of sexual harassment training held within their directorate. When including civilians in EO training, submit a record of attendance to the appropriate HRO office.

(l) Develop and use quality assurance procedures that validate the effectiveness of the unit's EOP and measure the perceptions and attitudes of your command's members in regard to equal opportunity and sexual harassment. Per reference (b), commanders may request the Defense Equal Opportunity Management Institute (DEOMI) Military Equal Opportunity Climate Survey administered by the DEOMI.

(m) Actively promote, within the unit, all special emphasis observances as recognized and highlighted by the Marine Corps EOP. Assist with the goals of the MAGTFTC, MCAGCC cultural awareness council in accordance with reference (g).

(11) Commanding Officers, Resident Commands. COs shall comply with applicable Navy and Marine Corps orders and route required EO reports to their respective major command EOA. The EO Advisor, MAGTFTC, MCAGCC is available to assist and advise COs on EO matters. COs are requested to:

(a) Designate, in writing, a unit EOR (Command Managed Equal Opportunity representative for Navy), and provide a copy of the appointment letter to the EO Advisor, MAGTFTC, MCAGCC.

(b) Utilize as necessary the EOA, MAGTFTC, MCAGCC when submitting DASH reports [see reference (b)].

(c) Ensure complaints are handled expeditiously, per Chapter 4 of reference (b), and with confidentiality and sensitivity to the individual(s) involved at all levels within your command.

(d) Forward a copy of the DASH report to EO Advisor, MAGTFTC, MCAGCC, if a party to the EEO complaint belongs to MAGTFTC, MCAGCC.

(12) Equal Opportunity Representative. The EOR shall manage his or her unit's EOP operating procedures per the references, and will:

(a) Function as a source of information for both the complainant and the commander.

(b) Receive all complaints within the command, prior to the CO commencing an investigation.

(c) Initiate, track, maintain, and ensure all unit DASH reports are in compliance with the timeline reporting requirements found in reference (b).

(d) Serve as the primary command representative on existing EO/EEO councils and committees and those that shall be considered necessary by the CG, MAGTFTC, MCAGCC.

c. Coordinating Instructions

(1) Sexual Harassment. Definitions and terms with regard to sexual harassment can be found in references (b), (h), and (i).

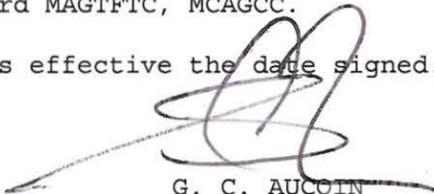
(2) Training Information Resources Library. The purpose of this library is to provide resources for commands or individuals to use in strengthening the cohesion and trust within units. The TIR library includes videos, books, lesson plans, posters, and other materials. The TIR library is located in the EOA office.

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

6. Commands and Signal

a. Command. This Order is applicable to active-duty, reserve, civilian personnel, and residents aboard MAGTFTC, MCAGCC.

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


G. C. AUCCIN
Chief of Staff

Sample Annual Equal Opportunity Data Summary Report



UNITED STATES MARINE CORPS
Required Letter Head
Address

5300
Date

From: Commanding Officer, (Applicable Unit)
To: Commanding General, (Applicable Unit)

Subj: ANNUAL EQUAL OPPORTUNITY DATA SUMMARY REPORT

1. Assignments. Marines filling command (CO/XO) billets (Regimental/Group level down to Company level). This report covers the period 1 October 2009 through 30 September 2010.

	CO		XO	
	Male	Female	Male	Female
American Indian / Alaskan Native	0	0	0	0
Asian	0	0	0	0
Native Hawaiian / Other Pacific Islander	0	0	0	0
Black / African American	0	0	0	0
Hispanic / Latino	0	0	0	0
White	0	0	0	0

2. The point of contact at this command is Equal Opportunity Representative at DSN 230-9999 or Beltbuckles@usmc.mil.

CO SIGNATURE

Enclosure (1)