



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5354.3A
EOA

JUN 20 2006

BASE ORDER 5354.3A

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS BASE, CAMP LEJEUNE EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO P5354.1D w/Ch 1
(b) MCO 12713.7
(c) MCO 12713.6A
(d) BO 12713.6F

End: (1) Checklist for Commanders
(2) Statistical Data Collection, Management and Reporting

Reports Required: Annual Equal Opportunity Data Summary Report
reference (a).

1. Situation. The purpose of this Order is to implement the provisions of reference (a), provide guidance, and state a command policy for the management of the Equal Opportunity Program (EOP) at Marine Corps Base, Camp Lejeune.

2. Cancellation. BO 5354.3.

3. Mission. Consistent with the concepts, principles, and objectives of the Marine Corps EOP provided by reference (a), it is the policy of the Commanding Officer, Marine Corps Base, Camp Lejeune that:

a. All military personnel be assured equal opportunity and fair treatment without regard to their race, color, religion, gender, age or national origin, consistent with the law and regulations and the requirements for physical and mental abilities.

b. Cultural, racial, gender, and ethnic diversity are accepted as desirable characteristics that exist within the American society and the Marine Corps, and that this diversity be recognized and furthered by ensuring that all personnel are assisted in attaining both their personal and professional goals.

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c. Concept

(1) Ensuring that fairness and equality of opportunity are extended to each individual is an inherent function of leadership at all levels. By ensuring equal opportunity, we exhibit the highest degree of honor, display moral courage to consistently do what is right, and execute a strong commitment to our fellow Marines, Sailors, and civilian employees. Further, by creating a command climate that fosters equal opportunity we encourage all personnel to contribute and develop their full potential, thereby directly impacting mission readiness.

(2) The actions directed by this Order are designed to:

(a) Identify and monitor all command policies, programs and procedures in which discriminatory practices have occurred or could occur.

(b) Promote professional and harmonious personal interrelationships among all military and civilian personnel.

(c) Eliminate all forms of sexual harassment, from verbal comments to physical acts, whether subtle or overt.

(d) Create an atmosphere which encourages both the professional and personal advancement of all individuals without regard to race, color, religion, sex, age, or national origin.

(3) The chain of command will be continuously emphasized as the primary and preferred channel for correcting discriminatory practices and for coordination and communication relative to all equal opportunity matters.

(4) When possible the Informal Resolution System will be utilized to resolve conflict at the lowest level.

d. Policy Implementation. As previously stated, the total efforts of all military and civilian personnel are required to implement the concept of equal opportunity outlined in this Order.

(1) At the most basic command level, addressing equal opportunity as a readiness issue is most effectively accomplished by the Commander and the senior enlisted advisor. Enclosure (1) provides a checklist for commanders which summarizes the major requirements of this Order.

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(2) Statistical data summary reports will be submitted by each battalion to the Equal Opportunity Advisor (EOA) who will compile and consolidate the statistics, and forward to Headquarters Marine /Corps (HQMC), as required by reference (a). Timelines for submission of the reports will be determined by HQMC, normally by 31 October, annually.

(3) Appendix C of reference (a) will be filled out annually by all battalions and maintained for a minimum of two years. This annual statistical data will be reviewed by the Commander and senior enlisted advisor for possible trends.

(4) Chapter 3 of reference (a) outlines the Commander's responsibilities for implementation of the EOP.

e. Maintenance of Statistical Data. Enclosure (2) sets forth the procedures for collecting, reporting and reviewing the statistical data required to support the attainment of the command's equal opportunity objectives.

f. Affirmative Employment Plan (AEP). All Commanders and officers in charge of tenant organizations shall review the AEP, reference (b), to ensure that their EOP is based on and contributes to the accomplishment of the Marine Corps' goals and objectives.

g. Equal Employment Opportunity (EEO) Complaints. References (c) and (d) address civilian EEO discriminatory complaint procedures and policies.

4. Execution

a. Commanding Officers, Headquarters and Support Battalion, Marine Corps Combat Service Support School, School of Infantry, Marine Corps Engineer School, Naval Hospital, Weapons Training Battalion, Deployment Processing Center (DPC), Field Medical Service School, and Dental Battalion should:

(1) Ensure widest dissemination of and compliance with the policy and equal opportunity concepts contained in the references and this Order.

(2) Appoint an Equal Opportunity Representative (EOR) and forward a copy of the appointment letter to the Equal Opportunity Advisor (EOA). Equal Opportunity Representatives will advise their commander and the EOA of all formal

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allegations of discrimination to include sexual harassment as set forth in reference (a). Additionally, the EOA will ensure that EORs are properly trained and assist them in implementing the required training and accomplishing the goals of the Marine Corps and Marine Corps Base, Camp Lejeune's EOPs.

(3) Per reference (a), develop an annual training plan that includes milestones that ensure annual equal opportunity, sexual harassment prevention, and Team Marine training requirements are fulfilled.

(4) Per reference (a), implement the policies and requirements detailed in this Order. Publish a policy letter on Equal Opportunity (which includes sexual harassment).

(5) Per reference (a), ensure that unit request mast directives identify request mast as the primary formal means for surfacing discrimination and sexual harassment complaints.

(6) Upon receiving knowledge of a formal EO complaint, notify the Deputy and the EOA of the situation. Continue to update the Deputy and EOA until resolution. Ensure that the timelines established in reference (a) are complied with and that the DASH is submitted to the EOA in a timely manner.

(7) Per reference (a), ensure that all investigations of alleged discrimination and sexual harassment receive legal and EOA review.

(8) Ensure widest dissemination of information relating to the conduct of special emphasis observances. Provide at least one member of your command, preferably a volunteer, to serve on each special emphasis committee.

b. Marine Corps Base Equal Opportunity Representative

(1) Inform the Commander of any discriminatory practices.

(2) Assume responsibility to coordinate and review investigations of allegations pertaining to sexual harassment or discrimination.

(3) Assist the Commander in monitoring the EO climate.

(4) Develop, maintain, and draft policies in support of the EOP.

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(5) Ensure all formal allegations of discrimination, to include sexual harassment, are reported to HQMC per reference (a).

(6) Assist commands with EOP information on complaint reporting, command statistics and training requirements as directed.

(7) Serve as an advisor on special emphasis committees.

c. Command Inspector. Upon request, act as the advisor to the EOA. Ensure that you inform and utilize the EOA in all investigations, complaints, and request masts that involve allegations of discrimination and or sexual harassment.

d. Staff Judge Advocate (SJA). Provide legal counsel and advice to the command, and all military personnel, with regard to equal opportunity and civil rights matters.

e. Director, Marine Corps Community Services (MCCS). Coordinate and support the conduct of the special emphasis observances identified in reference (a). You will be assisted by members from each command who will serve on each special emphasis observance committee.

f. Public Affairs Officer (PAO). Ensure the Command's public information efforts support the Marine Corps' commitment to equal opportunity. Ensure the announcement and coverage of special emphasis observances.

g. Base Adjutant. Inform telephonically, upon receipt, and provide a copy of all correspondence that contains allegations of discrimination or sexual harassment to the EOA.

6. Command and Signal

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

b. Command. The provisions of this Order apply to all Marines and Sailors, all other Armed Forces personnel assigned to or serving with Marine Corps Base, Camp Lejeune units,

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civilian supervisors of military personnel, and civilian employees and non appropriated fund employees providing services to military personnel.


W. A. MEIER
By direction

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distribution is unlimited.

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CHECKLIST FOR COMMANDERS

1. General. This enclosure, together with Appendix H of reference (a), serves as an equal opportunity checklist for commanders.

2. Synopsis of Command Action Requirements

a. Ensure the CMC, Marine Corps Installations East, and MCB Camp Lejeune Equal Opportunity Statement is received, posted, and widely disseminated throughout the command. Publish a Command EO statement and ensure it is posted in all unit areas and living areas.

b. Maintain and report command statistical data as required by the provisions of reference (a)

c. Review collected minority statistical data to monitor progress in attaining EO objectives, identify areas requiring affirmative action or command emphasis, and to serve as a basis for updating established affirmative actions.

d. Review charges, and where applicable, the non judicial proceedings of subordinates to ensure ethnic or sexual bias has not been a factor.

e. Publish the final results of all judicial punishments per Section 0115 of the JAGMAN.

f. Consider the establishment of an open door policy for all non-judicial punishments.

g. Use the chain of command, and where appropriate, EOR or EOA to support the Commands. Maintain documentation of training programs.

h. Widely disseminate information on locally available educational opportunities, remedial skills programs, and career advancement programs.

i. Ensure minority and female representation on formal promotion, school, and other enlisted screening boards.

ENCLOSURE (1)

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j. Ensure that EO, discrimination, and sexual harassment topics are included in organizational leadership training programs.

k. Ensure command EOR attend quarterly EO sustainment training as required by reference (a).

l. Ensure Marines and Sailors are adequately counseled concerning the effects of disciplinary action, Service Record book (SRB) entries, and educational status, etc., on promotion opportunities.

m. Ensure assignments to primary duty, and command billets are made per the provisions of reference (a).

n. Ensure a non-segregation policy in organizational barracks and living areas.

o. Ensure organizational, recreational and lounging facilities include programs, services, and materials which accommodate the requested needs of all Marines and Sailors.

p. Ensure the Request Mast procedure is emphasized as the primary means for filing a formal complaint of discrimination to include sexual harassment.

q. Promptly report all formal allegations of discrimination to include sexual harassment to the Executive Officer and the EOA.

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STATISTICAL DATA COLLECTION, MANAGEMENT AND REPORTING

1. General. In developing, implementing, and managing the Command EOP, it is essential that specific statistical information concerning minority and female members of the command be maintained and utilized. Through the accurate maintenance and review of these selected personnel racial/ethnic statistics, commanders will:

a. Identify areas requiring development of specific affirmative actions to obtain their stated equal opportunity objectives.

b. Identify areas requiring additional command emphasis or attention.

c. Measure the command's progress in the EOP, to include obtaining that information needed to statistically update and report attainment of affirmative action milestones progress.

2. Requirement

a. Commanders should review all compiled statistical data regularly to ensure they are aware of any significant trends which may develop.

b. Commanders will maintain statistical data for a minimum of two years, after which, at the discretion of the commander, it may be destroyed.

c. All required reportable data is maintained at the organization level. The Basic Individual Record (BIR) is the primary source document for Marine Corps Total Force System related data and must be accurately updated. All other information, such as commendations, awards, separations, promotions, educational program participation, etc., must be obtained through local screening of unit diaries correspondence files, UPB's, etc. While one person will normally be assigned to compile and report equal opportunity statistics, complete staff involvement in the initial data collection will both streamline collection procedures and ensure greater participation and awareness in the command Equal Opportunity efforts.

ENCLOSURE (2)