



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5354.1
EOA
23 APR 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
5354.1

From: Commanding General
To: Distribution List

Subj: EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO P5354.1D Ch 1
(b) SECNAV M-5210.1
(c) SECNAVINST 5350.16A
(d) CG's Policy on Equal Opportunity and Hazing

1. Situation. To publish Equal Opportunity (EO) policies, procedures, responsibilities, and standards for the conduct of the EO Program, per references (a) through (c), for Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ). This Order outlines the MCIEAST-MCB CAMLEJ EO Program.

2. Cancellation. MCIEASTO 5354.1 and BO 5354.3A.

3. Mission. The EO Program seeks to ensure fair and equal treatment of all personnel regardless of race, color, gender, national origin, or religion. Unlawful discriminatory practices within the U.S. Marine Corps and MCIEAST-MCB CAMLEJ are counterproductive and unacceptable. Discrimination, to include sexual harassment, undermines morale, reduces combat readiness, and prevents maximum utilization and development of our most vital asset, its people. MCIEAST-MCB CAMLEJ policy is to provide equal treatment and opportunity for all personnel to achieve their full potential based solely upon merit, fitness, and ability.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To implement an aggressive EO Program employing proactive measures to deter or reduce MCIEAST-MCB CAMLEJ vulnerability to the potentially harmful effects of discrimination. The guiding principles of this plan include improved individual/unit EO awareness, EO education and training, special emphasis observances, and climate assessments. Synchronization of installation and tenant commands shall produce the synergy necessary for MCIEAST-MCB CAMLEJ to improve its combat readiness.

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(2) Concept of Operations. U.S. Marine Corps and MCIEAST-MCB CAMLEJ policy is to provide equal treatment and the opportunity for all Marines to achieve their full potential based solely upon individual merit, fitness, and ability. EO is a leadership fundamental: Taking care of and knowing your Marines. All MCIEAST-MCB CAMLEJ personnel should have enough trust in their leadership to bring forth any issues of concern without fear of reprisal. Marines shall be afforded the opportunity to resolve any dispute at the lowest possible level, utilizing the Informal Resolution System (IRS), which is one of the most effective methods to resolve conflict, per reference (a). In cases where it is not feasible to use the IRS, Request Mast is the preferred method to file a formal complaint of discrimination or sexual harassment.

b. Subordinate Element Missions

(1) Equal Opportunity Advisor (EOA) shall:

(a) Assist the commander in executing the MCIEAST-MCB CAMLEJ EO Program.

(b) Provide instruction, assistance, and advice on all EO matters to subordinate and tenant installation commands.

(c) Conduct EO sufficiency reviews and submit Discrimination and Sexual Harassment (DASH) reports on all formal EO complaints.

(2) Staff Judge Advocate shall: Serve in an advisory capacity to commanders regarding issues involving the Uniform Code of Military Justice and conduct legal sufficiency reviews on all formal EO complaints.

(3) MCIEAST-MCB CAMLEJ subordinate commanders shall:

(a) Ensure a command EO Program and procedures are established in compliance with reference (a) and this Order.

(b) Maintain all formal complaints/investigations for a period of two years and properly dispose of thereafter, in accordance with references (a) and (b).

(c) Ensure annual training in the areas of EO and the Prevention of Sexual Harassment are part of the command's leadership training program, in accordance with references (a) and (c).

(d) Ensure a Defense EO Climate Survey is conducted within 90 days of assuming command and annually thereafter. Commanders shall report the results of their assessment to the next higher level and

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develop a written plan of action to address climate concerns identified by the survey within 30 days.

(e) Establish and monitor follow-up procedures to ensure that each EO issue is resolved in a timely manner and that no adverse action prejudicial to the interests of any Marine results from the Marine exercising their right to report incidents of discrimination or sexual harassment.

(f) Ensure all formal complaints are documented via the EOA to the DASH reporting system, per reference (a).

c. Coordinating Instructions

(1) The MCIEAST-MCB CAMLEJ EOA is the point of contact for all EO reports submitted to higher headquarters.

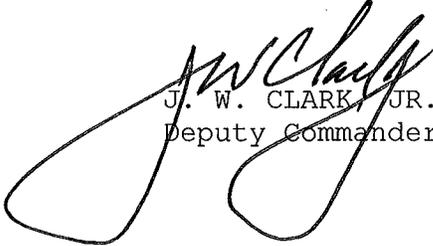
(2) DASH Report. Installation EOAs will notify the MCIEAST-MCB CAMLEJ EOA when a DASH report is in the system for approval and forwarding action. Installations without EOAs will have their designated command EO Representatives submit their DASH reports directly to the MCIEAST-MCB CAMLEJ EOA for submission to higher headquarters.

5. Administration and Logistics. Reference (d) is the Commanding General, MCIEAST-MCB CAMLEJ policy on Equal Opportunity and Hazing.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ subordinate commands.

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


J. W. CLARK, JR.
Deputy Commander

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