



# UNITED STATES MARINE CORPS

MARINE CORPS INSTALLATIONS EAST  
PSC BOX 20005  
CAMP LEJEUNE, NORTH CAROLINA 28542-0005

MCIEASTO 5354.1

EO

FEB 10 2006

## MARINE CORPS INSTALLATIONS EAST ORDER 5354.1

From: Commanding General  
To: Distribution List

Subj: EQUAL OPPORTUNITY PROGRAM

Ref: (a) SECNAVINST 5350.16  
(b) MCO P5354.1D  
(c) MARFORLANTO 5350.3  
(d) MCIEAST Equal Opportunity Statement

Encl: (1) Annual Equal Opportunity Data Summary Report (DSR)  
(2) Discrimination and Sexual Harassment (DASH) Report

1. Situation. To publish Equal Opportunity (EO) policies, procedures, responsibilities and standards for the conduct of the EO Program, per the references, for Marine Corps Installations East (MCIEAST).

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

### 3. Execution

#### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To implement an aggressive EO program, which will employ proactive measures to deter or reduce MCIEAST'S vulnerability to the potentially harmful effects of discrimination. The guiding principles of this plan include improved individual/unit EO awareness, EO education and

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training, special emphasis programs and climate assessments. Synchronization of installation and tenant commands will produce the synergy necessary to allow in allowing MCIEAST to improve its combat readiness.

(2) Concept of Operations. The policy of the Marine Corps and MCIEAST is to provide equality of 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 personnel should have enough trust in their leadership to bring forth any issues of concern without fear of reprisal. Marines should be afforded the opportunity to resolve any dispute at the lowest possible level, utilizing the Informal Resolution System per reference (b). However, the Request Mast program is the preferred method to file a formal complaint of discrimination or sexual harassment.

b. Tasks

(1) Equal Opportunity Advisor (EOA). Assist the commander in executing the MCIEAST EO program. Provide instruction, assistance and advice on all EO matters to subordinate and tenant installation commands. Conduct EO reviews and submit DASH reports on all formal EO complaints.

(2) Command Inspector. Initially receive all EO complaints reported through the command inspector and forward to respective command and EOA for action.

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

(4) Commanding Officers of all units subordinate to this Command will:

(a) Ensure a command EO program and procedures are established in compliance with reference (b) MCO P5354.1D and this Order.

(b) Maintain all command formal complaints/investigations, Discrimination and Sexual Harassment (DASH) Reports and Data Summary Reports (DSR) for two years, in accordance with reference (b).

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(c) Ensure that training in the areas of equal opportunity and the prevention of sexual harassment are part of the command's leadership training program, in accordance with references (a) and (b).

(d) Ensure a command climate assessment is conducted within 90 days of assuming command, per reference (b). The Defense Equal Opportunity Management Institute Climate Survey (DEOCS) or the Marine Corps Climate Assessment Survey Windows (MCCASWIN) may be used to meet this requirement; however, the DEOCS is the preferred method.

(e) Establish and monitor follow up procedures to ensure that each EO issue is resolved in a timely manner and no action adverse or prejudicial to the interests of any Marine results from the Marine's exercise of the right to report incidents of discrimination or inappropriate behavior.

(f) Ensure all formal complaints are documented via the DASH report per reference (b).

(g) Ensure Installation EOA forwards a copy of the respective command DASH report to the MCIEAST EOA before submitting to higher headquarters. Installations without EOAs will have their designated command Equal Opportunity Representatives (EOR) submit DASH reports directly to MCIEAST EOA for submission to higher headquarters.

#### c. Coordinating Instructions

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

(2) Data Summary Report. Data Summary Reports will be submitted to HQMC (MPE) via MCIEAST.

(3) Discrimination and Sexual Harassment (DASH) Report. Installation EOAs will info MCIEAST EOA on all DASH reports submitted to HQMC. Installations without EOAs will have their designated command Equal Opportunity Representatives (EOR) submit DASH reports directly to MCIEAST EOA.

4. Administration and Logistics. Not applicable.

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5. Command and Signal

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

b. Command. This Order is applicable to Marine Corps Installations East.



R. M. REED  
Chief of Staff

DISTRIBUTION: A

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

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## ANNUAL EQUAL OPPORTUNITY DATA SUMMARY REPORT FORMAT

The purpose of this report is to enable HQMC to provide data annually to the Military Equal Opportunity Assessment. This data is not available through other sources like the Total Force Data Warehouse. Accordingly, MCIEAST commanders will provide this report each year to the MCIEAST Equal Opportunity Advisor by 15 October. Per reference (b), MCIEAST will forward to HQMC by 15 November.

	CO		XO	
	MALE	FEMALE	MALE	FEMALE
American Indian / Alaskan Native				
Asian American				
Native Hawaiian/Other Pacific Islander				
Black/African American				
Hispanic/Latino				
White				
Totals:				

ENCLOSURE (1)

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**USMC DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT TO CMC (MPE) Part 1 of 5**

The major command will notify the CMC (MPE) via DASH within 30 days of an immediate commander receiving a formal report or allegation of discrimination, to include sexual harassment. The complaint will be entered into DASH by the installation EO Advisor. The format for the INITIAL DASH report is contained in the following five part form. LEAVE DATA ELEMENT BLANK WHEN INFORMATION IS UNAVAILABLE OR DETERMINATION HAS NOT BEEN MADE. After filing an INITIAL DASH report with CMC (MPE), use Part 1A (DASH Status Update Report) to provide further update and/or to report FINAL closure of this incident.

<b>1. INCIDENT DESCRIPTION</b>		DATE INITIATED:
(A) INCIDENT NUMBER:	(B) DATE REPORTED:	
(C) REPORTIVE: <input type="checkbox"/> Initial <input type="checkbox"/> Continuation <input type="checkbox"/> Final	(D) REPORTING SERVICE:	
(E) UIC/MCC:	(F) POC: PHONE: LOCATION:	
(G) DATE(S) OF INCIDENT: From: To:	(H) TYPE DISCRIMINATION: <input type="checkbox"/> Age <input type="checkbox"/> Gender <input type="checkbox"/> Religion <input type="checkbox"/> Race  <input type="checkbox"/> Sexual Harassment	
(I) LOCATION: Aboard Ship, At sea	(J) REPORTED THROUGH Article 138 UCMJ	
(K) SENSITIVITY		
(L) DESCRIPTION OF INCIDENT:		
<p>INCIDENT NO: _____ DATE PRINTED: _____ Page 1</p>		

ENCLOSURE (2)

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<b>USMC DISCRIMINATION AND SEXUAL HARRASSMENT (DASH) REPORT TO CMC (MPE) Part 1A STATUS UPDATE REPORT</b>	
<p>Formal complaints or allegations not resolved during the initial 30-day period require additional action in accordance with chapter 4 of MCO P5354.1C. The format for these additional reports is listed below. Action is complete when all action, to include administrative separation processing has been completed, or the commander has determined the allegation to be unsubstantiated, or the alleged offender is found innocent at a court-martial/civilian court. Final update status will also be submitted in the following format:</p>	
<b>1. COMPLAINT IDENTIFIER</b>	
(A) INCIDENT NUMBER:	
(B) TODAY'S DATE	(C) REPORT TYPE: <input type="checkbox"/> CONTINUATION <input type="checkbox"/> FINAL
(D) COMMAND POC:	PHONE: LOCATION:
<b>2. DISPOSITION INFORMATION</b> (REPEAT FOR EACH OFFENDER)	
OFFENDER'S NAME: (LAST, FIRST, MI) <span style="float:right">Second Offender,</span>	
(A) DATE ACTION COMPLETED:	(B) CLOSURE CODE: SUBSTAN/UNSUB
(C) ACTION TAKEN:	<input type="checkbox"/> ADMINISTRATIVE <input type="checkbox"/> JUDICIAL
IF ADMINSTRATIVE:	IF JUDICIAL:
NARRATIVE OF ADMINSTRATIVE ACTION TAKEN:	
(D) JUDICIAL TRIAL RESULTS:	
(E) MILITARY SENTENCE:	
(F) CIVILIAN SENTENCE:	
(G) NARRATIVE OF MILITARY TRIAL/CIVILIAN RESULTS:	
<p><u>Military Results:</u></p> <p><u>Civilian Results:</u></p>	
(H) CONVENING AUTHORITY APPROVAL:	
NARRATIVE OF APPROVING AUTHORITY RESULTS, (IF REQUIRED)	
(I) DATE FINAL ACTION COMPLETED:	
INCIDENT NO:	

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**USMC DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT TO CMC (MPE) Part 2 of 5**

PRIVACY ACT STATEMENT Requiring Document: MCO P5354.1C, Marine Corps Equal Opportunity Manual. Sponsor Code: CMC(MPE). Authority: Title 5 US. Code 301; Title 10. Privacy Act of 1974, as amended by Title 5 US Code 522a. Principal Purpose: Statistical data collection and tracking of complaints received. Routine uses: Used to track the resolution of complaints and/or allegations of discrimination or sexual harassment received by a unit through formal reporting channels. Disclosure: Disclosure of the requested information is voluntary. Failure to disclose the requested information may result in delay of the resolution process or inhibit the ability of the command to effectively process the complaint and promote the goals of the Marine Corps Equal Opportunity Program.

Signature of this Recipient:

Date:

<b>2. RECIPIENT INFORMATION:</b> (REPEAT FOR EACH RECIPIENT)	DATE INITIATED:
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(A) RECIPIENT NUMBER OF	(B) COMPONENT:	(C) PAY GRADE:
(D) GENDER:	(E) RACE/ETHNICITY	(F) ALCOHOL USE SUSPECTED (YES, NO, UNKNOWN)

**(G) RECIPIENT PERSONAL INFORMATION:** (REQUIRES PRIVACY STATEMENT TO BE SIGNED BY RECIPIENT)

(1) LAST NAME: <small>(The second, Junior)</small>	(2) FIRST NAME:	(3) MIDDLE INITIAL
(4) SSN	(5) DATE OF BIRTH: (YYYYMMDD)	
(6) LOCAL ADDRESS:		
(7) CITY:	(8) STATE:	(9) ZIP CODE
(10) COML PHONE:	(1) DSN PHONE:	(12) MARTIAL STATUS:
(13) RELIGION:		(14) MILITARY/CIVILIAN:

**(H) RECIPIENT MILITARY INFORMATION:**

(1) MAJOR COMMAND: <small>(NAME)</small>	(2) GRADE: <small>(CORPORAL, ETC.)</small>	(3) MOS
(4) STATUS:	(5) DUTY STATUS AT TIME OF INCIDENT:	(6) ACTIVE DUTY SERVICE DATE:
(7) ROTATION DATE:	(8) EAS:	(9) UIC/RUC:
(10) FUTURE MCC:	(11) CO NAME/GRADE:	
(12) CO PHONE NUMBER:		

INCIDENT NO:	Date Printed:	Page
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**USMC DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT TO CMC (MPE) Part 3 of 5**

PRIVACY ACT STATEMENT Requiring Document: MCO P5354.1C, Marine Corps Equal Opportunity Manual. Sponsor Code: CMC(MPE). Authority: Title 5 US. Code 301; Title 10. Privacy Act of 1974, as amended by Title 5 US Code 522a. Principal Purpose: Statistical data collection and tracking of complaints received. Routine uses: Used to track the resolution of complaints and/or allegations of discrimination or sexual harassment received by a unit through formal reporting channels. Disclosure: Disclosure of the requested information is voluntary. Failure to disclose the requested information may result in delay of the resolution process or inhibit the ability of the command to effectively process the complaint and promote the goals of the Marine Corps Equal Opportunity Program.

Signature of this Alleged Offender \_\_\_\_\_

Date: \_\_\_\_\_

<b><u>2. OFFENDER INFORMATION:</u></b> (REPEAT FOR EACH OFFENDER)	DATE INITIATED:
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(A) OFFENDER NUMBER OF _____	(B) COMPONENT:	(C) PAY GRADE:
(D) GENDER:	(E) RACE/ETHNICITY	(F) RELATIONSHIP TO RECIPIENT:

(G) ALCOHOL USE SUSPECTED: \_\_\_\_\_

**(H) ALLEGED OFFENDER PERSONAL INFORMATION:** (REQUIRES PRIVACY STATEMENT TO BE SIGNED BY OFFENDER)

(1) LAST NAME: (The second, Junior)	(2) FIRST NAME:	(3) MIDDLE INITIAL
(4) SSN	(5) DATE OF BIRTH: (YYYYMMDD)	
(6) LOCAL ADDRESS:		
(7) CITY:	(8) STATE:	(9) ZIP CODE
(10) COML PHONE:	(11) DSN PHONE:	(12) MARTIAL STATUS:
(13) RELIGION:		(14) MILITARY/CIVILIAN:

**(H) ALLEGED OFFENDER MILITARY INFORMATION:** (REQUIRES PRIVACY ACT STATEMENT TO BE SIGNED BY OFFENDER)

(1) MAJOR COMMAND: (NAME)	(2) GRADE: (CORPORAL, ETC.)	(3) MOS
(4) STATUS:	(5) DUTY STATUS AT TIME OF INCIDENT:	(6) ACTIVE DUTY SERVICE DATE:
(7) ROTATION DATE:	(8) EAS:	(9) UIC/RUC:
(10) FUTURE MCC:	(11) CO NAME/GRADE:	
(12) CO PHONE NUMBER:		

INCIDENT NO: \_\_\_\_\_

Date Printed: \_\_\_\_\_

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ENCLOSURE (2)

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USMC DISCRIMINATION AND SEXUAL HARASSMENT (DASH) REPORT TO CMC (MPE) Part 4 of 5

4. INCIDENT DISPOSITION/RESOLUTION

DATE PREPARED:

REPEAT THIS PAGE FOR EACH OFFENDER:

OFFENDER'S NAME: (LAST, FIRST, MI)

(A) DATE ACTION COMPLETED:

(B) CLOSURE CODE: SUBSTAN/UNSUB

(C) ACTION TAKEN:

ADMINSTRATVIVE

JUDICIAL

IF ADMINSTRATIVE:

IF JUDICIAL:

NARRATIVE OF ADMINISTRATIVE ACTION TAKEN:

(D) JUDICIAL TRIAL RESULTS:

(E) MILITARY SENTENCE:

(F) CIVILIAN SENTENCE:

NARRATIVE OF MILITARY TRIAL/CIVILIAN RESULTS:

Military Results:

Civilian Results:

(G) CONVENING AUTHORITY APPROVAL:

NARRATIVE OF APPROVING AUTHORITY RESULTS, (IF REQUIRED)

INCIDENT NO:

Date Printed

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**USMC DISCRIMINATIN AND SEXUAL HARASSMENT (DASH) REPORT TO CMC (MPE) Part 5 of 5**

PRIVACY ACT STATEMENT Requiring Document: MCO P5354.1C, Marine Corps Equal Opportunity Manual. Sponsor Code: CMC(MPE). Authority: Title 5 US. Code 301; Title 10. Privacy Act of 1974, as amended by Title 5 US Code 522a. Principal Purpose: Statistical data collection and tracking of complaints received. Routine uses: Used to track the resolution of complaints and/or allegations of discrimination or sexual harassment received by a unit through formal reporting channels. Disclosure: Disclosure of the requested information is voluntary. Failure to disclose the requested information my result in delay of the resolution process or inhibit the ability of the command to effectively process the complaint and promote the goals of the Marine Corps Equal Opportunity Program.

Signature of this Witness

Date:

**5. WITNESS PERSONAL INFORMATION:** (REPEAT FOR EACH WITNESS)

DATE INITIATED:

(A) WITNESS NUMBER:	Of
(B) LAST NAME:	
(C) FIRST NAME:	
(D) MIDDLE INITIAL:	
(E) GENDER:	
(F) REQUEST ANONYMITY:	
(G) COMPONENT:	
(H) GRADE: (Component)	
(I) LOCAL ADDRESS:	
(J) CITY:	
(K) STATE/COUNTRY:	
(L) ZIP CODE:	
(M) PHONE: (COML/WORK)	
(N) DSN:	
(O) RELATIONSHIP TO RECIPIENT:	
(P) MILITARY/CIVILIAN:	

LOCAL USE OF THIS SPACE TO RECORD SUMMARY BY THE WITNESS: (NOT SENT TO CMC MPE)

INCIDENT NO:

Date Printed:

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