



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
PO BOX 99100
YUMA, ARIZONA 85369-9100

IN REPLY REFER TO
StaO 5354.1E Ch 1
EOP
28 Apr 15

STATION ORDER 5354.1E Ch 1

From: Commanding Officer
To: Distribution List

Subj: EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO 5354.1D w/Ch 1

1. Situation. Update and modify the basic order.
2. Execution
 - a. On page 2, paragraph 4.A.(2)(a). Delete "vestiges" and replace with "overt and covert signs".
 - b. On page 2, paragraph 4.A.(2)(a)2. Delete "primary means" and replace with "most preferred method".
3. Filing Instructions. File this change order transmittal immediately behind the signature page of the basic order.


RICARDO MARTINEZ

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5354.1E

EOA

13 JUN 2011

STATION ORDER 5354.1E

From: Commanding Officer
To: Distribution List

Subj: EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO 5354.1D
(b) MCIWESTO 5354.1
(c) MCO 5354.3B

Encl: (1) Commanding Officer's Equal Opportunity Statement

1. Situation. To publish the command's policy statement, assign responsibilities, establish procedures and set forth training requirements as required by references (a) and (b).

2. Cancellation. StaO 5354.1D.

3. Mission

a. Discrimination practices and biases within the Marine Corps are counterproductive and unacceptable. Not only do they undermine morale, thus reducing combat readiness, but they also prevent maximum utilization and development of our most vital asset, our human resources. Therefore, equality of treatment and opportunity for all Marines, Sailors and civilian personnel, as established by law and regulation, is the policy of the Marine Corps and this command.

b. A military Equal Opportunity Advisor (EOA) is assigned to the Station Inspector's office. The EOA will advise and assist station and tenant unit commanders on all equal opportunity issues, to include discrimination and sexual harassment. Additional guidance is contained in reference (c).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marine Corps policies on equal opportunity and sexual harassment are contained in reference (a). This command's policies are contained in enclosure (1). Commanders will ensure widest dissemination of these policies and ensure that they are posted on all unit bulletin boards.

(2) Concept of Operations

(a) Equal Opportunity (EO) Complaint Procedures. Eliminating all vestiges of discrimination and sexual harassment is the main goal of the Equal Opportunity Program (EOP). Commanders at all echelons must establish procedures through which all complaints will be received, reviewed, reported, and promptly resolved per reference (a). These procedures will:

1. Stress the Informal Resolution System as the desirable and preferred method of resolving conflict, per reference (a).

2. Stress the Request Mast procedures per reference (a) as the primary means of initiating a formal complaint of discrimination or sexual harassment.

3. Provide a prompt and thorough investigation into formalized allegations of discrimination or sexual harassment per reference (a), to be conducted by an officer or Staff Noncommissioned Officer not involved in the complaint.

4. A complaint against the Commanding Officer will be formally filed under Article 138, Uniform Code of Military Justice, through the Staff Judge Advocate.

(b) Religious Accommodation. Religious and spiritual beliefs are an important aspect of an individual's culture. Every effort should be made to allow personnel the opportunity to practice their religious/spiritual beliefs, when doing so doesn't adversely impact unit readiness, unit cohesion, health, safety, or discipline.

(c) Training. Professional Military Education (PME) is designed to enhance the development of those professional capabilities necessary for increased knowledge and responsibility. Included among the objectives of PME are many of the objectives of the EOP. Therefore, each Marine will receive specific training which outlines the concepts of the command's EOP. At a minimum, commanders will ensure the required EO and sexual harassment training is conducted annually per reference (a). All training will be coordinated through the unit Equal Opportunity Representative (EOR) and recorded in unit training records.

(d) Career Development. The EOP cannot be successful if equality of opportunity for promotion and upward mobility are not ensured. Aside from the obvious career development enhancement actions discussed in the previous paragraph, the following measures will be initiated and/or continued:

1. All formal screening boards for promotion, school, or special programs will be composed of representatives of all race, gender, and ethnic groups whenever feasible.

(3) Subordinate Element Missions

(a) Commanding Officers

1. Appoint an EOR.
2. Conduct an effective equal opportunity training program to include, but not limited to, the provisions of references (a) and (b).
3. Ensure required reports are completed per reference (a). The EOA will submit the information required by reference (a) to the Commandant of the Marine Corps (MPE).
4. Publicize the availability of the EOA to provide guidance and advice on equal opportunity issues and to answer questions for any military member assigned to any unit aboard Marine Corps Air Station (MCAS) Yuma, by direction of the Station Commander.
5. Request the services of the EOA when appropriate in accordance with the duties outlines in reference (b).

(b) Station Inspector. Act as approval authority for any unusual request for the EOA's services, as well as those items in reference (a) requiring approval or direction.

(c) EOA

1. Carry out all activities/functions contained in reference (a) and other activities directed or approved by the Station Inspector.

2. Maintain liaison with all station and tenant unit EORs and other agencies/personnel deemed appropriate.

(d) All Addresses

1. Ensure all personnel are fully aware of the appropriate complaint procedures.

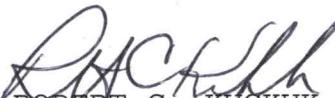
2. Encourage participation in cultural/ethnic observances.

5. Administration and Logistics. The point of contact in regards to this order is the EOA at (928) 269-2529.

6. Command and Signal

a. Command. This order is applicable to all active duty military personnel, both regular and reserve; and reserve personnel when performing active or inactive duty for training or engaging in any activity directly related to the performance of a Department of Defense duty or function.

b. Signal. This order is applicable the date signed.


ROBERT C. KUCKUK

Distribution: A



**COMMANDING OFFICER
MARINE CORPS AIR STATION
YUMA, AZ
EQUAL OPPORTUNITY
POLICY STATEMENT**



The policy of this command is to provide equality of treatment. All personnel shall have the opportunity to achieve and serve at their full potential based solely upon individual merit, fitness and ability. Every member of Marine Corps Air Station Yuma should understand that discrimination, sexual harassment and other behavior that demeans the dignity of another person will not be tolerated.

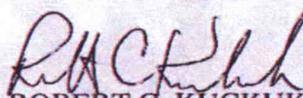
Discrimination is defined as "the act, policy, or procedure that arbitrarily denies equal opportunity because of race, color, religion, gender, age, or national origin to any individual or group of individuals." Acts of discrimination also include Marines, Sailors, and civilians condoning, ignoring, or failing to take corrective action when confronted with such a situation or working environment.

Sexual Harassment is defined as "a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission or rejection of such conduct by a person is used as a basis for assignment, promotion, education, reenlistment, separation, and retirement decisions adversely affecting that person."

Your chain of command has an obligation to ensure everyone is fully aware of the Informal Resolution System (IRS) and how it can be utilized to effectively resolve issues at the lowest level. If the IRS does not resolve the issue, the preferred method to file a formal complaint is Request Mast. All complaints will be reviewed expeditiously to ensure swift resolution.

Leaders will make certain that any Marine, or Sailor reporting Equal Opportunity violations are not subject to reprisal. Personnel impeding this process will face appropriate disciplinary action.

Every unit aboard this installation has an Equal Opportunity Representative (EOR). All military members are encouraged to use their unit representative and chain of command to address discrimination and sexual harassment. Gunnery Sergeant Lisa McNeal is my Equal Opportunity Advisor and she is available to assist in any way. She can be reached at 269-2529.


ROBERT C. KUCKUK
COLONEL, U.S. MARINE CORPS
COMMANDING OFFICER