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MCO 5354.3B
MPE
17 JUN 02

MARINE CORPS ORDER 5354.3B

From: Commandant of the Marine Corps
To: Distribution List

Subj: EQUAL OPPORTUNITY ADVISOR (EOA)

Ref: (a) MCO P5354.1
(b) MCO P1070.12H (IRAM)

Encl: (1) Commanding Officer's Screening/Interview Guide -
Equal Opportunity Advisor

1. Purpose. The purpose of this Order is:

a. To provide guidance regarding the utilization and functions of EOAs.

b. To provide standing operating procedures for EOAs, publish criteria for the EOA Program, and issue instructions relative to the selection and screening of enlisted Marines for duty as an EOA.

2. Cancellation. MCO 5354.3A.

3. Background

a. Reference (a) establishes equal opportunity (EO) policy for the Marine Corps.

b. EOAs are assigned to major Marine Corps commands to provide information, assistance, and advice on all EO matters to the commander, commanding general, commanding officer, tenant commander, Marines and Sailors, and other attached service members.

c. The EOA is a special staff member for the commanding general/commander. Recognizing that command structures are different, the commander has the prerogative of placing the EOA where he/she can best serve the needs of the command.

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4. Duties. The primary duty of the EOA is to assist the commanders in executing the commander's Equal Opportunity Program.

a. EOAs also can perform the following duties:

(1) Provide guidance, advice, or assistance in all EO matters to commanders, designated commanding generals, commanding officers, and tenant commanders in their geographical areas.

(2) Provide guidance and advice on command investigations into allegations of discrimination, to include sexual harassment.

(3) Advise commanders and military personnel about the use of the Informal Resolution System (IRS) and Request Mast to resolve allegations of discrimination and sexual harassment at the lowest possible level.

(4) Provide analysis of command-specific data which will enable the commander to monitor the EO climate within their organization, identify trends and areas of concern, and develop methods for improving the EO climate.

(5) Conduct inspections of subordinate/tenant commander's EO programs, as directed.

(6) Assist Equal Opportunity Representatives (EORs) in cultural events or celebrations on those days set aside for the recognition of the contributions of various groups.

(7) Provide EO input into policies and programs for assigned and tenant commands, as requested.

(8) Provide briefings or training on EO issues for assigned and tenant commands, as requested.

(9) Assist EORs with EO program information on complaint reporting and other reporting requirements, command statistics, and EO training requirements.

(10) Monitor the effectiveness of command EO training.

(11) Conduct the 40-hour Equal Opportunity Representative Course (EORC) on a semi-annual basis, at a

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minimum, for new EORs. Coordination and cooperation between EOAs in the local area is strongly encouraged.

(12) Conduct quarterly training for unit EORs to continue the awareness and learning process initiated with the 40-hour EORC.

(13) Manage the command's Training Information Resources Library (TIR).

(14) Serve as the command's POC to report formal complaints of discrimination and sexual harassment to CMC (MPE), via the Discrimination and Sexual Harassment (DASH) reporting system.

(15) Assist commanders in disseminating EO information throughout the command.

b. EOAs do not:

(1) Serve as advocates for those who file EO complaints, or those who believe that they have been subjected to discrimination or sexual harassment.

(2) Serve as a unit EOR.

5. Duty Stations. EOAs will be assigned to the commanding general/commander of commands where EOA billets have been approved by HQMC and established by CG MCCDC. CMC (MPE) is the EOA occupational field sponsor and is responsible to coordinate and recommend to CMC (MMEA-85) the scheduled replacement of EOAs.

6. Screening of Applicants. The Commanding Officer (CO) plays the most important role in the screening process of EOA applicants. The CO is responsible for the initial screening (personal interview) of the Marine. The CO will have the Marine's SRB and other current information not available to HQMC during the screening. The CO must be at least a Battalion or Squadron level commander with Courts Martial Authority, or an Officer in Charge with message releasing authority. Screening cannot be delegated. (Note: Serving as an EOA constitutes a "B" billet and as such, the enclosure will be utilized for screening.)

7. Eligibility and Application. Staff noncommissioned officers, staff sergeant through master gunnery sergeant

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(excluding first sergeants and sergeants major), may request assignment as an EOA via AA form utilizing the appropriate chain of command to the CMC (MMEA-85). Enclosed with the AA form will be a letter based on a personal interview with the local EOA and the enclosure of this Order. CMC (MMEA-85) will consider waivers of the requirements in the enclosure on a case-by-case basis. CMC (MMEA), and in consultation with CMC (MPE), will select and assign Marines as EOAs.

8. EOA Training. Marines selected for assignment as an EOA will attend the 15-week EOA Course at the Defense Equal Opportunity Management Institute (DEOMI), Patrick Air Force Base, FL. EOA training includes information related to Department of Defense equal opportunity policy, cultural and ethnic diversity, contemporary issues, discrimination to include sexual harassment prevention training and service specific training. Upon successful completion of the course EOAs are assigned by Headquarters, U.S. Marine Corps to a major Marine Corps installation or command for duty.

9. Prerequisites. The following prerequisites are established as basic assignment criteria:

a. Any Primary Military Occupational Specialty (PMOS) can be assigned as an EOA.

b. GT equal to or above 105 (waiverable with demonstrated academic ability).

c. Must meet height and weight standards or be within body fat standards.

d. Must pass the Physical Fitness Test (PFT) and, per DoD directives, must pass a PFT within 90 days of reporting for the EOA Course at Patrick AFB.

e. Minimum of three years PMOS experience (can be waived).

f. Any adverse fitness report must be waived by CMC (MMEA-85).

g. Must be able to work independently with minimal supervision.

h. Must have basic computer skills to include the most current programs used for word processing.

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i. Tour Length. EOAs are assigned for a period of 36 months and will be assigned an 8534 additional MOS upon successful completion of the formal school. Marines generally will not be assigned back-to-back EOA tours. Marines may request further service as an EOA by submitting an AA form.

j. All requests for transfer of personnel as a result of relief for cause or good of service, prior to completion of a 36 month tour, will be handled in accordance with reference (b).

10. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



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By direction

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COMMANDING OFFICER'S
SCREENING/INTERVIEW GUIDE - EQUAL OPPORTUNITY ADVISOR

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORM IS CONTAINED IN [NAVMC FORM 11000](#), PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORM IS TO BE DESTROYED UPON COMPLETION OF THE EQUAL OPPORTUNITY ADVISOR COURSE (EOAC) OR AS LISTED IN DESTRUCTION INSTRUCTIONS. A COPY OF THIS FORM WILL BE SENT TO CMC (MMEA-85) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

1. Background. Equal Opportunity Advisors provide an important service to all personnel within the command to which assigned. Not only do they serve as a special staff member to the commanding general/commander to which assigned, they provide the commander with technical assistance on implementing EO policies, programs and procedures in addition to advising the commander on all EO matters. While incidents of race, gender, and religious inequities still occur, the EOA's mission is not one of advocacy for any particular group. Rather, their focus is readiness and mission accomplishment. Their efforts promote teamwork and understanding among Marines. As such, they must possess a high degree of maturity, leadership, judgment and professionalism. Furthermore, they must thoroughly embrace and exemplify our core values, be approachable to all persons regardless of rank and/or position, and be able to provide well thought out and professional advice to all persons.

2. Action. Prior to completion of the checklist, command EOAs will interview the Marine and provide a recommendation. The EOA's recommendation and one copy of the completed Commanding Officer's Screening/Interview Guide will be enclosed with the AA Form prior to submission to CMC (MMEA-85). A copy of the Commanding Officer's Screening/Interview will be placed on the left side of the Marine's Service Record. Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for duty as an EOA. The command will contact the CMC (MMEA-85) via naval message if there is a change in the Marine's status.

 Rank

 First Name, MI, Last Name

 SSN/MOS

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PREREQUISITE

QUALIFIED

1. Marine must be within the rank of Staff Sergeant through Master Gunnery Sergeant. (Due to billet requirements First Sergeants and Sergeants Major are not eligible.)

Qual/Unq

2. Marine must be within the Marine Corps height & weight standards IAW MCO 6100.10_. No unresolved history of assignment to weight control or personal appearance programs is authorized.

Ht: _____ Wt: _____ Max Wt: _____

BF%: _____ (indicate body fat IF Marine is over prescribed weight)

Qual/Unq

3. Marine demonstrates consistent dependability, good judgment, sound integrity, and a high degree of maturity.

Qual/Unq

4. Marine epitomizes our Core Values of honor, courage, and commitment.

Qual/Unq

5. Marine possesses a calm demeanor during stressful situations. Marine exercises good judgment under adverse or emergency situations. (A Marine who has exhibited an explosive personality or is known to "fly off the handle" is not the Marine to serve as an EOA.)

Qual/Unq

6. Marine is approachable and has the ability and potential to provide sound advice to all persons regardless of rank and/or position. Marine's advice is sought after by members in the organization and Marine is nonjudgmental.

Qual/Unq

7. Marine exhibits superior communication skills and is comfortable presenting and discussing sensitive topics. EOAs must be effective communicators with the ability to write and speak clearly, logically and articulately. EOAs should be persuasive and personable and able to converse in a clear manner. EOAs should be comfortable and have the ability and potential to converse with both military and civilian persons of any rank, in any setting.

Qual/Unq

8. Marine is a high school graduate or has a GED and a GT of 105 or higher. (GT waiverable with demonstrated academic ability such as off-duty education, superior performance in PME courses, etc.)

Qual/Unq

GT: _____

9. Marine is medically and physically fit. A physical exam conducted within 12 months of the course reporting date must be verified by the commanding officer to ensure that the Marine is fit for full duty. The commanding officer will ensure the Marine's medical record is screened for disqualifying entries. The Marine must not be pending any medical conditions that would preclude them from passing the PFT. Per DOD Instruction a PFT must be taken no less than 90 days of reporting to a joint service school.

Date physical exam conducted: _____

Date of last PFT: _____

Score on last PFT: _____

Qual/Unq

10. Marine does not have tattoos that are not in compliance with the Marine Corps Uniform Regulations.

Qual/Unq

11. In your opinion is the Marine proficient in primary MOS?

Qual/Unq

12. (a) Courts Martial: No courts-martial. CMC (MMEA-85) may waive a conviction if five or more years have elapsed since the offense.

Qual/Unq

(b) NJP: Not more than two NJPs in the last five years preceding the class reporting date. No NJPs in the last 24 months preceding the class reporting date.

Qual/Unq

(c) Drug and Alcohol: No drug related incidents. No alcohol related incidents within the last three years preceding the class reporting date.

Qual/Unq

(d) Stable Family: The Marine is not currently enrolled in a command-directed Family Advocacy Program as verified by the local Family Services Center.

Qual/Unq

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13. Is the Marine available for worldwide assignment?
(If not, explain, i.e., Exceptional Family Member Program, joint household, etc.) Qual/Unq

14. Marine will extend or reenlist to meet minimum of 36 months obligated service as of date of graduation from EOAC. Qual/Unq

I have personally screened:

Rank	First Name, MI, Last Name	SSN/MOS

The Marine does/does not meet the requirements listed above.

If the Marine doesn't meet the requirements, explain below.

Battalion/Squadron's SgtMaj's Printed Name

Battalion/Squadron's SgtMaj's Signature _____
Date

Commanding Officer's Printed Name

Commanding Officer's Signature _____
Date

Commanding Officer's Re-certification:
(To be completed 30 days prior to Marine's detachment date.)

This Marine's qualifications for assignment to EOA duty have/have not changed since my initial interview and screening of his/her records. (If the Marine no longer meets the requirements, contact CMC (MMEA-85) via naval message.)

Commanding Officer's Signature _____
Date