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MSGID/GENADMIN/COMMARFORRES//REF/A/DOC/MCO P5354.1D W/CH.1/-//
AMPN/REF A OUTLINES

SUBJECT TRAINING// POC/BRYANT, MARISA/GYSGT/MFR/-/TEL: COMM
(504) 697-8141/TEL: DSN 647-8141/EMAIL:MARISA.BRYANT@USMC.MIL//
REMARKS/

1. THE FOLLOWING ARE THE PLANNED EQUAL OPPORTUNITY
REPRESENTATIVE TRAINING DATES:

- A. 13-17 OCT 2014 (TRAVEL DAYS ARE 12/18 OCT)
- B. 12-16 JAN 2015 (TRAVEL DAYS ARE 11/17 JAN)
- C. 20-24 APR 2015 (TRAVEL DAYS ARE 19/25 APR)
- D. 20-24 JUL 2015 (TRAVEL DAYS ARE 19/25 JUL)

2. ALL COURSES WILL BE CONDUCTED AT MARINE CORPS SUPPORT
FACILITY (MARCORSPTFAC), MARINE FORCES RESERVE, 2000 OPELOUSAS
AVENUE, CLASSROOM 2 (1W2600) ON THE FIRST DECK. COMMANDERS IN
AREAS WITH A LARGE NUMBER OF PARTICIPANTS MAY REQUEST LOCAL
COURSES. THE UNIFORM FOR THE COURSE WILL BE THE SEASONAL MARPAT
MARINE CORPS COMBAT UTILITY UNIFORM (MCCUU), FROM MONDAY THRU
THURSDAY, AND THE SEASONAL SERVICE UNIFORM ON FRIDAY.

3. THIS TRAINING CONSISTS OF 40 CONSECUTIVE HOURS, PROVIDING AN
IN-DEPTH REVIEW OF ALL THE ELEMENTS OF THE EQUAL OPPORTUNITY
PROGRAM. ADDITIONALLY, THE TRAINING WILL THOROUGHLY PREPARE THE
EQUAL OPPORTUNITY REPRESENTATIVE TO MANAGE THEIR COMMAND'S
PROGRAM. EACH EQUAL OPPORTUNITY REPRESENTATIVE ATTENDING THE
COURSE IS TO BE ASSIGNED FOR A MINIMUM OF ONE YEAR AND MUST HAVE
A SIGNED APPOINTMENT LETTER FROM THEIR COMMANDING OFFICER PRIOR
TO ATTENDING THE COURSE.

4. THIS COURSE IS UNIT FUNDED FOR ACTIVE COMPONENT/ACTIVE
RESERVE MARINES. SMCR MARINES WILL BE FUNDED BY THE APPLICABLE
MAJOR SUBORDINATE COMMAND (MSC) G-3 VIA MFR G-3 TRAINING.
APPROVED SMCR NOMINEES WILL BE FORWARDED TO MSC G-3 FOR
PRIORITIZATION AND SUBMISSION TO MFR G-3 NO LATER THAN 14 DAYS
PRIOR TO COURSE START DATE.

5. TO OBTAIN COMMARFORRES/MSC FUNDING OF PAY AND ALLOWANCES,
SMCR MARINES MUST BE FIT FOR FULL DUTY AND MEET CRITERIA IN
NAVAL MSGS FROM MARFORRES G-3 DTG 251427Z JAN 10. SMCR ORDERS
WILL BE CREATED IN THE MARINE RESERVE ORDER WRITING SYSTEM
(MROWS) WITH THE FOLLOWING SELECTIONS: DUTY TYPE-SCHOOLS, DUTY
SUB-TYPE-REFRESHER AND PROFICIENCY, SPECIAL INTEREST CODE (SIC)
FOR RESPECTIVE MSC, FUNDING COMMAND-FORCE, FUNDING SOURCE-PID P,
AND FUND APPROVER-G3/T3 TRAINING. RENTAL CARS ARE NOT A RIGHT
AND SHOULD BE FULLY JUSTIFIED IN THE REQUEST FOR SMCR PERSONNEL.

6. GOVERNMENT QUARTERS AND MESSING ARE NOT DIRECTED. ATTENDEES
WILL BE RESPONSIBLE FOR CALLING TO MAKE ANY AND ALL LODGING
RESERVATIONS.

7. TRAINING WILL BEGIN AT 0700 ON THE FIRST TRAINING DAY. GRADUATION WILL BE CONDUCTED NLT 1300 THE LAST TRAINING DAY.

8. MARCORSPTFAC IS A CONTROLLED ACCESS INSTALLATION. THEREFORE, AN EOA WILL MEET ATTENDEES AT THE VISITOR CENTER LOCATED ON THE RIGHT OF THE MARCORSPTFAC ENTRANCE AT 0700 IN ORDER TO HAVE A CONTROLLED ACCESS BADGE (CAB) ISSUED UPON ARRIVAL. THE (CAB) MUST BE WORN AND VISIBLE AT ALL TIMES WHILE ABOARD THE FACILITY. PLEASE PARK IN THE FEDERAL CITY GARAGE. IF IMPROPERLY PARKED, VEHICLES MAY BE SUBJECT TO TOWING AT THE DRIVER'S EXPENSE.

9. ALL NOMINEES ARE REQUIRED TO SUBMIT THEIR FIRST NAME, MIDDLE INITIAL, LAST NAME, RANK, UNIT, AND COMPONENT TO THE APPROPRIATE EOA LISTED BELOW:

A. FORCE LEVEL UNITS/MARINE FORCES NORTH/FORCE HEADQUARTERS GROUP - GYSGT MARISA BRYANT, MARISA.BRYANT@USMC.MIL/COMM: 504-697-8141

B. 4TH MARINE DIVISION - GYSGT BILLY A. RICHARDSON, BILLY.RICHARDSON@USMC.MIL/COMM: 504-697-8155

C. 4TH MARINE AIRCRAFT WING - SSGT MICHEAL A. BENNETT MICHEAL.BENNETT@USMC.MIL/COMM: 504-697-7757

D. 4TH MARINE LOGISTICS GROUP - SSGT SANDY COLLINS, Jr., SANDY.COLLINS@USMC.MIL/COMM: 504-697-7149

10. QUESTIONS PERTAINING TO THIS ANNOUNCEMENT SHOULD BE DIRECTED TO YOUR RESPECTIVE EOA LISTED IN PAR 9 ABOVE.//