

## DETAILED INSPECTION CHECKLIST

### FA SC STMT TEXT

- 190 EQUAL OPPORTUNITY PROGRAM  
Functional Area Manager: MPE  
Point of Contact: Mr. Robert E. Raines  
(DSN) 278-9371 (COML) 703-784-9371  
Date Last Revised: 16 October 2015
- 190 01 PROGRAM ADMINISTRATION (APPLICABLE TO ALL LEVELS OF  
COMMAND)
- 190 01 001 Has the commander established effective EO objectives within their  
command, and have policies and procedures been implemented to ensure  
periodic assessments and updates of those objectives?  
Reference  
MCO P5354.1D , par 3002.1
- 190 01 002 Does the EO policy statement support the EO objectives of the commander,  
identify complaint procedures and possible consequences for engaging in  
discrimination?  
Reference  
MCO P5354.1D, par 3002.2.C
- 190 01 003 Has the commander published and prominently posted their Equal  
Opportunity (EO) policy statement within their area of responsibility?  
Reference  
MCO P5354.1D, par 3002.2C
- 190 01 004 Has the command appointed a Command Equal Opportunity Representative  
(EOR) to assist in monitoring command climate, identifying and conducting  
equal opportunity training, and assisting in the development of the  
command's EO action plan?  
Reference  
MCO P5354.1D, par 3002.4 and 3004.2
- 190 01 005 Does the command ensure that Marines new to the unit are briefed on the  
command's EO policies and procedures; the Command's EO complaint  
process; the Informal Resolution System (IRS), and who to contact  
regarding reporting?  
Reference  
MCO P5354.1D, par 4001.1
- 190 02 EQUAL OPPORTUNITY REPRESENTATIVE (Battalion/Squadron Level  
Commands)

## DETAILED INSPECTION CHECKLIST

- 190 02 001 Has the EOR received indoctrination training within 30 days of assignment?  
Reference  
MCO P5354.1D, par 4002.1
- 190 02 002 Has the EOR attended the required Equal Opportunity Representative Course within 90 days of assignment?  
Reference  
MCO P5354.1D, par 4002.2
- 190 02 003 Does the command ensure the EOR completes/attends quarterly sustainment training conducted by the servicing EOA (training may be person-to-person or distance learning)?  
Reference  
MCO P5351.1D, par 4002.3
- 190 02 004 Does the EOR track, monitor, and report the command's annual EO Training on a monthly/quarterly basis?  
Reference  
MCO P5354.1D, par 3004.2
- 190 03       COMMAND CLIMATE ASSESSMENTS (Battalion/Squadron Level Commands)
- 190 03 001 Has the commander conducted the required assessment using the DEOCS within 90 days of the commander's assignment?  
Reference  
MCO P5354.1D, par 2002.4
- 190 03 002 Has the commander conducted the required annual assessment using the DEOCS?  
Reference  
MARADMIN 464/13
- 190 03 003 Did the commander ensure all military members administratively attached to their command have the opportunity to participate in the assessment process?  
Reference  
MARADMIN 464/13
- 190 03 004 Did the commander brief the action plan to their next higher level leadership?  
Reference  
MARADMIN 464/13

## DETAILED INSPECTION CHECKLIST

- 190 03 005 Did the commander perform a comprehensive visual inspection of ALL workspaces to ensure they are free from materials that create a degrading, hostile, or offensive work environment? Are the results of the inspection documented to include (at a minimum) date of inspection, name of inspector, and number of items removed? **Criteria for conducting inspections are outlined in the references.**  
Reference  
ALNAV 038/13 and MARADMIN 291/13
- 190 04 COMPLAINT PROCESSING
- 190 04 001 Was the complainant informed of the start of the investigation, and updated every 14 days during the investigation process?  
Reference  
MCO P5354.1D, par 5006.4 and 5006.9
- 190 04 002 Did the commander ensure legal sufficiency and EO reviews were conducted on all discrimination and sexual harassment investigations?  
Reference  
MCO P5354.1D, par 5006.5
- 190 04 003 Has the command requested an extension from the Commanding General with General Court-Martial Convening Authority (GCMCA) when the investigation and required reviews cannot be conducted within 14 days?  
Reference  
MCO P5354.1D, par 5006.6
- 190 04 004 Has the commander forwarded a final written report within 6 days of completing the investigation and reviews, to include the results of the investigation, as well as any action taken, to the next superior in the chain of command that has GCMCA?  
Reference  
MCO P5354.1D, par 5006.7
- 190 04 005 Does the report include a statement from the complainant that indicates their satisfaction or dissatisfaction with the resolution?  
Reference  
MCO 5354.1D, par 5006.7
- 190 04 006 Has the Commander processed individuals for separation for the first substantiated incident of sexual harassment involving any of the following circumstances:
- (a) Threats or attempts to influence another's career or job for sexual favors;

## DETAILED INSPECTION CHECKLIST

(b) Rewards in exchange for sexual favors;

(c) Physical contact of a sexual nature, which, if charged as a violation of the Uniform Code of Military Justice, could result in a punitive discharge.

Reference

MCO P5354.1D, par 2009.7; MCO 1000.9, par 4b

190 04 007 Has the command submitted DASH information to the servicing EOA on all formal EO complaints within the required timelines?

Reference

MCO P5354.1D, par 5007

### 190 05 TRAINING REQUIREMENTS

190 05 001 Does the command ensure all service members receive annually a minimum one hour of EO and sexual harassment training, and is the training reported in the Marines official record using the correct code(s)?

Reference

MCO P5354.1D, par 4001.2

(Official training codes can be found at:

<https://www.manpower.usmc.mil/lookups/lookups/lookups.action?tableId=575>)

### 190 06 RECORDS MANAGEMENT

190 06 001 Does the command maintain completed cases for a minimum of 2 years?

Reference

MCO P5354.1D, par 5001.2

190 06 002 Are ALL EO command investigations retained by the CA, GCMCA, or by the last commander to whom they are routed for a period of 2 years from the time they are received? After 2 years, the entire command investigation shall be sent to the Office of the Judge Advocate General (Code 15), Investigations Branch, 1322 Patterson Avenue SE, Suite 3000, Washington Navy Yard, DC 20374-5066 for Archiving.

Reference

JAGINST 5800.7F.1, sect 0209(h)(2)

190 06 003 Does the command adequately secure files, limit access to files, reports, and materials generated from reporting and investigating discrimination and sexual harassment complaints?

Reference

MCO P5354.1D, par 5001.2

## DETAILED INSPECTION CHECKLIST

- 190 07      OVERSIGHT (MARFOR Commanders, Commanding Generals, and Regimental/Group Commanders)
- 190 07 001    Has the Commanding General conducted a roll-up assessment of subordinate commands and used that report to develop an action plan? If so, how does the action plan align with stated objectives and how are they measured for effectiveness?  
Reference:  
MARADMIN 464/13, par (f)
- 190 07 002    Has the Commanding General established effective oversight of complaints of discrimination to ensure they are processed in accordance with the established procedures? Are those oversight procedures published for subordinate commands to execute?  
Reference  
MCO P5354.1D, par 3002.2(b)
- 190 07 003    Does the Commanding General have appropriate tracking procedures in place to ensure subordinate commanders are conducting their required climate assessments?  
Reference  
MARADMIN 464/13
- 190 07 004    Is the next higher level commander approving subordinate commander's action plan prior to implementation?  
Reference  
MARADMIN 464/13
- 190 07 005    Is the commander monitoring annual MEO and sexual harassment training completion rates for their unit/hierarchy?  
Reference  
MCO P5354.1D, par 3002
- 190 07 006    Does the GCMCA maintain supporting documentation for their review of Report of Investigation (ROI) for MEO violations?  
Reference  
JAGINST 5800.7F, pg 2-21, par g(1)
- 190 07 007    Is the GCMCA collecting and maintaining information concerning actions, if any, taken by every command with an interest in the investigation?  
Reference  
JAGINST 5800.7F, pg 2-21, par g(5)

## DETAILED INSPECTION CHECKLIST

- 190 07 008 Has the GCMCA published procedures for requesting Reports of Investigations (ROI) for EO investigations?  
Reference:  
JAGINST 5800.7F, pg 2-23, par i(3)
- 190 07 009 Has the GCMCA published appeal procedures for their hierarchy?  
Reference  
SECNAVINST 5350.16A
- 190 08 MISCELLANEOUS (Applicable to Commanders without an assigned EOA in their hierarchy)
- 190 08 001 Does the command have a current MOU/MOA in place with the nearest base commander from which they receive EO support?  
Reference  
MCO P5354.1D, par 3002.3
- 190 09 EQUAL OPPORTUNITY ADVISORS (The below list of duties are considered minimum billet requirements for EOAs)
- 190 09 001 Does the EOA provide guidance, advice, or assistance in all EO matters to commanders?  
Reference  
MCO 5354.3B
- 190 09 002 Does the EOA provide guidance and advice on all command inquiries/investigations into allegations of discrimination, to include sexual harassment?  
Reference  
MCO 5354.3B
- 190 09 003 Does the EOA 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?  
Reference  
MCO 5354.3B
- 190 09 004 Does the EOA conduct inspections of subordinate/tenant commander's EO program as requested/directed?  
Reference  
MCO 5354.3B

## DETAILED INSPECTION CHECKLIST

- 190 09 005 Does the EOA track and monitor the command's and subordinate command's DEOCS command climate assessments?  
Reference  
MCO 5354.3B
- 190 09 006 Does the EOA track and monitor formal complaints to ensure timelines are being met?  
Reference  
MCO 5354.3B
- 190 09 007 Has the EOA published guidance to subordinate commands to assist in meeting their EO responsibilities?  
Reference  
MCO 5354.3B
- 190 09 008 Does the EOA monitor the effectiveness of subordinate command's EO training?  
Reference  
MCO 5354.3B
- 190 09 009 Does the EOA provide briefing or training on EO issues for assigned and tenant commanders?  
Reference  
MCO 5354.3B
- 190 09 010 Does the EOA advise commanders and military personnel about the use of the Informal Resolution System (IRS) to resolve allegations of discrimination and harassment at the lowest possible level?  
Reference  
MCO 5354.3B
- 190 09 010 Does the EOA provide input into EO policies and programs for assigned and tenant commands?  
Reference  
MCO 5354.3B
- 190 09 011 Does the EOA provide the required indoctrination and quarterly sustainment training for EORs/CEOMs?  
Reference  
MCO 5354.3B
- 190 09 012 Does the EOA liaise and coordinate with Sexual Assault Prevention and Response personnel?  
Reference  
MCO 5354.3B

## DETAILED INSPECTION CHECKLIST

- 190 09 013 Has the EOA published a Sexual Harassment Prevention Plan?  
Reference  
MCO 5354.3B
- 190 09 014 Does the EOA monitor training completion rates for subordinate commands under their hierarchy?  
Reference  
MCO 5354.3B
- 190 09 015 Does the EOA provide the Commander a quarterly verbal brief and written report of the status of subordinate command's unlawful discrimination and sexual harassment complaints and required EO training?  
Reference  
MCO 5354.3B