

DRAFT DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 190 EQUAL OPPORTUNITY PROGRAM
Functional Area Manager: MPE
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- 190 01 EQUAL OPPORTUNITY PROGRAM
- 190 01 001 Has the command conducted a Command Climate (DEOCS) assessment within 90 days of the commander's assignment?
Reference
MCO P5354.1D, PAR 2002.4
- 190 01 002 Does the command ensure Department of Defense recognized historical/cultural events are given proper recognition?
Reference
MCO P5354.1D, PAR 2004.2 AND 4006, APP J
(LIST OF DOD RECOGNIZED OBSERVANCES)
- 190 01 003 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;
 - (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 01 004 Has the command published and prominently posted their Equal Opportunity (EO) policy statement (e.g., club, PX, dining facility, billeting, etc.)? Does the EO policy statement include sexual harassment, complaint procedures, and possible consequences for engaging in discrimination?
Reference
MCO P5354.1D, PAR 3002.2.C
- 190 01 005 Has the command designated, in writing, a Command Equal Opportunity Manager (CEOM) and or Equal Opportunity Representative (EOR), and is the appointee performing their required duties?
Reference
MCO P5354.1D, PAR 3002.3, 3002.4, 3003, AND 3004

- 190 01 006 Are CEOMs and EORs being assigned to the billet for a minimum of one year?
Reference
MCO P5354.1D, PAR 3004.1
- 190 01 007 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 provided guidance on contacting the command's EOR, CEOM or Equal Opportunity Advisor (EOA)?
Reference
MCO P5354.1D, PAR 4001.1
- 190 01 008 Does the command ensure that all Marines receive a minimum one hour annually of documented EO training and does it include the minimum requirements as outlined in MCO P5354.1D, PAR 4001.2? Are the EO training records maintained in the command's training section?
Reference
MCO P5354.1D, PAR 4001.2
- 190 01 009 Does the command ensure EORs and CEOMs receive indoctrination training and attend a Marine Corps Specific EOR course? Does the command EORs or CEOM attend quarterly sustainment training conducted by a Marine Corps EOA?
Reference
MCO P5354.1D, PAR 4002
- 190 01 010 Does the command adequately secure all files, reports, and materials generated from reporting and investigating Discrimination And Sexual Harassment (DASH) complaints?
Reference
MCO P5354.1D, PAR 5001.2
- 190 01 011 Is effective action taken to eliminate discrimination when identified? What procedures has the command implemented to eliminate discriminatory practices?
Reference
MCO P5354.1D, PAR 5003
- 190 01 012 Has the command implemented procedures for receiving discrimination and sexual harassment complaints, and established procedures to ensure they are thoroughly investigated and resolved within the timelines without reprisal or retaliation?
Reference
MCO P5354.1D, PAR 5006
- 190 01 013 Does the command ensure that documentation of administrative requirements for formal complaints are completed? Are the administrative requirements completed within prescribed timelines?
Reference
MCO P5354.1D, PAR 5005-5007
- 190 01 014 Are legal sufficiency and EO reviews conducted on all discrimination and sexual harassment investigations?
Reference
MCO P5354.1D, PAR 5006.5

- 190 01 015 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 General Courts Martial Convening Authority? 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 01 016 Has the command submitted a DASH Report on all formal EO complaints, and is it within the timelines allotted?
Reference
MCO P5354.1D, PAR 5007
- 190 02 001 Does the EOA serve in the billet to which assigned and assists the commander in executing the commander's EO Program?
Reference
MCO 5354.3B, PAR 4.A; MCO P5354.1D, PAR 3005
- 190 02 002 Does the command's EOA maintain a Training Information Resources library?
Reference
MCO P5354.1D, PAR 2006; MCO 5354.3B, PAR 4
- 190 02 003 Are Records of formal EO, discrimination, and sexual harassment complaints involving Department of the Navy personnel retired to the nearest Federal Records Center upon final resolution of the case or incident?
Reference
SECNAV M-5210.1 PART III, CHAP.5, PAR 5354.2