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DETAILED INSPECTION CHECKLIST

1/16/2009

FA SC STMT TEXT

- 190  
EQUAL OPPORTUNITY PROGRAM  
Functional Area Manager: MPE  
Point of Contact: MS. ALFRITA JONES DSN 278-9371 COM (703) 784-  
9371  
Date Last Revised: 15 January 2009
- 190 01  
EQUAL OPPORTUNITY PROGRAM
- 190 01 001  
Has the command conducted an equal opportunity survey within 90 days of the commander's assignment?  
Reference  
MCO P5354.1D, PAR 2002.4
- 190 01 002  
Does the command ensure that historical/cultural events of significant interest are given proper recognition?  
Reference  
MCO P5354.1D, PARS 2004.2, 4006, APPENDIX J  
(LIST OF DOD RECOGNIZED OBSERVANCES)
- 190 01 003  
Does the command ensure that Marines new to the unit are briefed on the command's EO policies and procedures, to include EO complaint processing, the IRS and how to contact the command's EOR, CEOM and EOA?  
Reference  
MCO P5354.1D, PAR 4001.1
- 190 01 004  
Does the command ensure that all Marines receive a minimum one hour annually of documented EO training and does it include the minimum requirements outlined in MCO P5354.1D, PAR 4001.2?  
Reference  
MCO P5354.1D, PAR 4001.2
- 190 01 005  
Does the command ensure that EORs and CEOMs receive indoctrination training and attend an EOR course as well as quarterly sustainment training conducted by an EOA?  
Reference  
MCO P5354.1D, PAR 4002
- 190 01 006  
Has the commander established effective EO objectives within their command, and have they implemented policies and procedures to ensure the periodic assessment and update of their objectives?  
Reference  
MCO P5354.1D, PAR 3002
- 190 01 007  
Has the command published and prominently posted their equal opportunity policy statement

(e.g., club, PX, dining facility, billeting, etc.)?  
Does it include sexual harassment, complaint procedures, and the possible consequences for engaging in discrimination?

Reference

MCO P5354.1D, PAR 3002.2.C

- 190 01 008 Has the command designated, in writing, a Command Equal Opportunity Manager and or Equal Opportunity Representative(s), and are they performing their required duties?  
Reference  
MCO P5354.1D, PARS 3002.3, 3002.4, 3003 & 3004
- 190 01 009 Are CEOMs and EORs being assigned to the billet for a minimum of one year?  
Reference  
MCO P5354.1D, PAR 3004.1
- 190 01 010 Is effective action taken to eliminate discrimination when identified?  
Reference  
MCO P5354.1D, PAR 5003
- 190 01 011 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 01 012 Does the command ensure that documentation of administrative requirements for formal complaints are completed?  
Reference  
MCO P5354.1D, PARS 5005-5007
- 190 01 013 Does the command adequately secure all files, reports, and materials generated from reporting and investigating discrimination and sexual harassment complaints?  
Reference  
MCO P5354.1D, PAR 5000.2
- 190 01 014 Are legal sufficiency and equal opportunity reviews conducted on all discrimination and sexual harassment investigations?  
Reference  
MCO P5354.1D, PAR 5006.5
- 190 01 015 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; or (c) Physical contact of a sexual nature, which, if charged as a violation of the UCMJ, could result in a punitive discharge.

Reference

MCO P5354.1D, PAR 2009.7, MCO 1000.9A PAR 4B

- 190 01 016 Has the commander forwarded a final written report within 6 days of completing the investigation and review, 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? 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 01 017 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 01 018 Does the equal opportunity advisor serve in the billet to which assigned, and assist the commander in executing the commander's EO Program?  
Reference  
MCO 5354.3B, PAR 4.A &  
MCO P5354.1D, PAR 3005
- 190 01 019 Does the command's EOA maintain a Training Information Resources (TIR) library?  
Reference  
MCO P5354.1D, PAR 2006,  
MCO 5354.3B, PAR 4
- 190 01 020 Are Records of formal equal opportunity, discrimination, and sexual harassment complaints involving DON personnel retired to nearest FRC (Federal Records Center) upon final resolution of the case or incident?  
Reference  
SECNAV M-5210.1 PART III, CHAP.5, PAR 5354.2