

## COMMANDER'S RESPONSIBILITIES

(Highlights from MCO P5354.1D)

All Commanders will establish policies and procedures to ensure the periodic assessment and update of their Equal Opportunity Program (EOP). EOP requirements will vary with the level of command. Major commands are concerned with the broader aspects of equal opportunity and with more far-reaching areas of responsibility. For example, exchanges and commissaries are usually maintained by host commands and therefore will not be addressed by EOP's of subordinate units or by tenant commands. Subordinate commanders will direct their equal opportunity efforts to activities, programs, and facilities over which they have cognizance.

All Commanders are responsible for publicizing, implementing, and enforcing the Marine Corps policy on equal opportunity and sexual harassment. To accomplish this, commanders must establish quality assurance procedures, conduct training, and establish Equal Opportunity (EO) complaint procedures.

All commanders will ensure that EO complaints are properly received by the chain of command, promptly investigated in a fair and impartial manner and appropriately resolved without fear of reprisal or retaliation.

The Commandant of the Marine Corps (MPE) is responsible for the preparation of the annual Military Equal Opportunity Assessment (MEOA). The MEOA will be prepared in accordance with current DoD directives using information obtained from electronic databases and information from the Equal Opportunity Data Summary Reports. The MEOA will be distributed to all major commands. Commanders are encouraged to use the information contained in the MEOA to develop their own program goals and directions.

The CMC will publish an Equal Opportunity Statement and all commanders will ensure its widest dissemination to include prominent display on unit bulletin boards. NAVMC 2791 and PCN 10001348100 have been assigned to the CMC statement, which may be ordered from the Commanding General (Code 875) Marine Corps Logistics Base, Albany, GA 31704-5001. Quantities in excess of ten must be requested via the CMC (AREA) per MCO P5600.31. New statements are published and must be reordered subsequent to a change of Commandant.

Commanders down to battalion/squadron level will publish a policy statement on equal opportunity (which includes sexual harassment) to support the EOP. This statement should include complaint procedures and identify the possible consequences of engaging in discrimination or sexual harassment. The policy statement should be prominently posted on all unit bulletin boards and discussed by commanders during leadership training.

Battalion/squadron level commanders and above will complete the Command Military Race/Ethnic Statistics report outlined in MCO P5354.1 appendix A annually. This report will be maintained on file for 2 years.

Commands listed in MCO P5354.1 appendix B are required to submit an annual Equal Opportunity Data Summary (EODS). The EODS will cover the period of 1 October through 30 September and will reach the CMC (MPE) by 15 November. Report Control Symbol MC-5354-01 has been assigned to this report. The information required and the format for this report are contained in MCO P5354.1 appendix C.

Commanders down to the battalion/squadron level will designate in writing a command Equal Opportunity Representative (EOR). The EOR may be an officer and/or SNCO with high moral quality, motivation, and experience. A volunteer would be the ideal candidate, however, in the absence of a volunteer, the commander must ensure the EOR is fully capable of dealing with issues that may be sensitive in nature. Upon designation, the EOR(s) must be assigned for a minimum of one year and attend indoctrination training by an Equal Opportunity Advisor (EOA). EORs will attend quarterly sustainment training provided by a local EO advisor.

EOR assists commanders in establishing complaint procedures, reviewing complaints, assessing the command climate, and identifying equal opportunity and sexual harassment training requirements. EORs may assist the commanding officer in the maintenance and submission of required reports in addition to conducting a review of command policy and action utilizing the checklist in Appendix H. EORs may also be designated to conduct periodic reviews of the command's discrimination/sexual harassment complaint process as outlined in Appendix I. EORs do not function as advocates for complainants, but rather as a source of information to both the complainant and the commander. The EORs are also the points of contact for the local commands to request materials from the Training and Information Resource (TIR) library managed by the nearest EOA.

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Commanders shall assess their command's equal opportunity climate within 90 days upon assumption of command. Defense Equal Opportunity Climate Survey measures perceptions and attitudes of command members in regard to discrimination and sexual harassment.

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Commanders will ensure that equal opportunity and sexual harassment prevention training is conducted annually at a minimum.

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Above are just highlights from the EO manual, MCO P5354.1D. Commanders should seek guidance from their nearest EOA for all training requirements and procedures.