**Inspectors General Checklist**

|  |  |  |
| --- | --- | --- |
| **MARINE CORPS EQUAL OPPORTUNITY 5354.1**  This checklist applies to all levels and types of commands. | | |
| **Functional Area Sponsor:** M&RA, MP Div, (MPO) | | **Name of Command** |
| **Subject Matter Expert:** Robert E. Raines | | **Date** |
| (DSN) 278-9371 (COML) 703-784-9371 | | **Inspector** |
| **Revised:** 1 January 2017 | | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |
| Subsection I – MEO POLICY COMPLIANCE | | |
| 0101 | Has the commander published and prominently posted their MEO (to  include sexual harassment) policy statement within their area of  responsibility?  Reference: MCO P5354.1D, par 3002.2C | |
| Result | Comments | |
| 0102 | Has the commander appointed in writing a SNCO or officer to the position  of Equal Opportunity Representative (EOR)?  Reference: MCO P5354.1D, par 3002.4 | |
| Result | Comments | |
| 0103 | Has the EOR completed the Equal Opportunity Representative Course (EORC) conducted by a local EOA:  Reference: MCO P5354.1D, par 3004.1b | |
| Result | Comments | |
| 0104 | Has the commander conducted command climate assessment using the  DEOCS within 90 days of assuming command?  Reference: SecDef Memo dtd 25 July, 2013 and MARADMIN 464/13 | |
| Result | Comments | |
| 0105 | Has the commander conducted their required annual assessment using  the DEOCS?  Reference: SecDef Memo dtd 25 July, 2013 and MARADMIN 464/13 | |
| Result | Comments | |
| 0106 | Has the commander conducted visual inspections, at least annually of  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?  Reference: SecDef Memo dtd 6 May, 2013; ALNAV 038/13 and MARADMIN 291/13 | |
| Result | Comments | |
| Subsection 2 – MEO TRAINING COMPLIANCE | | |
| 0201 | Has the command conducted the required indoctrination and annual  training on the following topics? To be compliant with this section, training  must be recorded in the Marines official training record using the  appropriate training code(s).  a. Indoctrination Training\_\_\_\_\_\_\_\_\_  b. Equal Opportunity (training code AQ)\_\_\_\_\_\_\_\_\_\_  c. Sexual Harassment (training code AR) \_\_\_\_\_\_\_\_\_\_\_\_  Reference: MCO P5354.1D, par 4001.1 and 4001.2 | |
| Result | Comments | |
| Subsection 3 – MEO INCIDENT REPORTING COMPLIANCE | | |
| 0301 | Is the command submitting a detailed description of the allegation(s) to  the GCMCA within 72 hours of receiving the report?  Reference: MCO P5354.1D, par 5006.3 | |
| Result | Comments | |
| 0302 | Is the command forwarding a final written report containing the results of the investigation, any action taken, and the complainant’s statement of satisfaction to the GCMCA?  Reference: MCO P5354.1D, par 5006.7 | |
| Result | Comments | |
| 0303 | Is the command submitting information to the EOA for the generation of a DASH report for ALL formal MEO complaints?  Reference: MCO P5354.1D, par 5007.4a | |
| Result | Comments | |
| 0304 | Is the commander ensuring DASH updates are submitted to CMC (MPE) with assistance from the servicing EOA when receiving an extension, upon determination for disposition and resolution, upon conclusion of NJP, court-martial or other administrative action not previously reported?  Reference: MCO P5354.1D, par 5007.4b (3) | |
| Result | Comments | |
| Subsection 4 – VICTIM CARE COMPLIANCE (To be compliant with this section,  Evidence must be present in the case file). | | |
| 0401 | Is the command referring MEO complainants to the servicing EOA prior to the initiation of any inquiry or investigation for in-take counseling?  Reference: MARADMIN 438/15 | |
| Result | Comments | |
| 0402 | Does the command ensure MEO complainants are being advised of  available victim services? These services may include, but not limited to,  legal assistance, VWAP, medical assistance, and mental health  counseling as necessary?  Reference: MARADMIN 438/15 | |
| Result | Comments | |
| 0403 | Is the command updating complainants every 14 days on the progress of  the investigation?  Reference: MCO P5354.1D, par 5006.9 | |
| Result | Comments | |
| Subsection 5 – APPEAL NOTIFICATION | | |
| 0501 | Is the command ensuring both complainant and the subject are counseled on their right to appeal the decision on a formal complaint?  Reference: SECNAVINST 5350.16A , encl 3, par 6 | |
| Result | Comments | |
|  |  | |