



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

5354  
EO

27 AUG 2014

COMMANDING GENERAL'S POLICY LETTER 11-14

From: Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune  
To: All Commanders, Marine Corps Installations East-Marine Corps Base, Camp Lejeune  
  
Subj: EQUAL OPPORTUNITY INVESTIGATIONS AND COMMAND CLIMATE REPORTING COMPLIANCE  
  
Ref: (a) MCO 5354.1D Ch 1  
(b) CMC WASHINGTON DC 171556Z 17 Sep 13 (MARADMIN 464/13)  
  
Encl: (1) Executive Summary Command Climate Assessment Results Template

1. Purpose. To establish policy and procedures for reporting to the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) dispositions of formal Equal Opportunity (EO) investigations, and command climate assessment results, in accordance with references (a) and (b).
2. Background. Due to numerous recent changes affecting the Military EO Program, it is necessary to establish policy that clearly identifies the commander's responsibilities in order to provide efficiency and timeliness when reporting EO investigation dispositions, and command climate assessment results.
3. Action. Provide directed annual training as a part of your command's leadership training to ensure that Marines and Sailors are aware of the contents of reference (a).
4. EO Investigations. Per reference (a), the following timelines apply:

a. Within 72 hours or three working days of a commander receiving a formal complaint, the command must initiate an investigation into the allegation(s). Also within 72 hours or three working days, a detailed description of the allegation(s) shall be forwarded in writing to the CG. A copy of the written notification will be sent to the Equal Opportunity Advisor (EOA). This report must include the name of the investigating officer. For Installations with commanders that have General Courts-Martial Convening Authority (GCMCA), a phone call notification to the CG is appropriate.

b. The commander shall inform the complainant when the investigation has commenced and will provide a status update every 14

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days if the investigation is ongoing (commanders should make every effort to complete an investigation within 14 days). If the investigation is not completed within 14 days, a written request for extension shall be submitted to the CG via the MCIEAST-MCB CAMLEJ Adjutant's Office. The CG can authorize up to 30 days extension.

c. Upon completion of the investigation, the investigating officer shall ensure a legal sufficiency review and EO sufficiency review is conducted on the findings and recommendations before forwarding to the commander for review and final disposition.

d. The commander has six days upon completion of the investigation and review to forward a final written disposition report to the CG. The report shall include a statement from the complainant indicating their satisfaction or dissatisfaction with the resolution. For Installations with commanders that have GCMCA authority, a phone notification to the CG is appropriate. A copy of the completed EO investigation will be forwarded to the Staff Judge Advocate and the EOA within six days upon completion of the commander's final written report.

5. Command Climate Assessments. Per references (a) and (b), the following timelines apply:

a. Commanders are required to assess their command EO climate within 90 days of assumption of command using the Defense Equal Opportunity Management Institute Organizational Climate Survey (DEOCS), and ensure proactive strategies are initiated to monitor unit progress if needed. Commands that have been assessed within 90 days of a new commander's arrival are not required to be reassessed.

b. Command Equal Opportunity Representatives (EORs) will administer climate assessments for commands with more than 50 personnel. Subordinate commands of 50 or less personnel shall be surveyed with a larger unit in the command to ensure anonymity.

c. Assessments will be administered within 90 days of assumption of command and annually thereafter. All DEOCS results shall be briefed to the CG within 30 days of receipt of survey results. All commanders shall develop a written action plan to address concerns identified in the DEOCS report. This action plan must also identify periodic evaluations to assess its effectiveness.

d. Once the DEOCS has been initiated by the command EOR, the assessment process shall not last longer than 60 days (survey start/completion; analysis conducted by EOA/executive summary; written results/plan of action briefed to CG). For those commands with unique circumstances, an extension may be granted by the CG via the Adjutant's Office. The MCIEAST-MCB CAMLEJ EOA will receive a courtesy copy of all requests for extension.

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e. Upon completion of the DEOCS, the command EOR will forward an electronic copy of the survey results to the MCIEAST-MCB CAMLEJ EOA for an analysis of the report and executive summary. For installations with local EOAs, the EOA shall provide an analysis and executive summary report to the Installation Commander.

f. All commanders shall provide written assessment results, to include a plan of action for concerns identified in the report, to the CG via the Adjutant's Office.

6. Point of contact is the MCIEAST-MCB CAMLEJ EOA, Master Sergeant Allen at (910) 451-5372.



R. F. CASTELLVI

Copy to:  
COMM CICOM  
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EACO

Executive Summary Command Climate Survey Results Template



**UNITED STATES MARINE CORPS**

Unit Address

5354

CO

Date

From: Commanding Officer  
To: Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune  
Via: Equal Opportunity Advisor, Marine Corps Installations East-Marine Corps Base, Camp Lejeune  
Subj: EXECUTIVE SUMMARY COMMAND CLIMATE ASSESSMENT RESULTS (UNIT)  
Ref: (a) MARADMIN 464/13

1. Per the reference, a command climate survey was administered to \_\_\_\_\_ on \_\_\_\_\_, and closed on \_\_\_\_\_. The number of survey participants was \_\_\_\_\_ of a total population of \_\_\_\_\_. Both military service members and civilian employees (bargaining and non-bargaining) were included in the survey population. The survey response rate was \_\_\_\_\_ percent with a \_\_\_\_\_ percent validity rate. The responses of the survey population were compared between sub-cultures and the total Marine Corps Force comparison group in order to identify disparities above or below the average in assessment categories.

2. The categories surveyed covered a range of factors that included:

- a. Sexual Assault Prevention and Response
- b. Organizational Effectiveness
- c. Equal Opportunity/Equal Employment Opportunity
- d. Fair Treatment

3. Unit consistently maintained a median score above the comparison group in all categories with a total median score of \_\_\_\_\_.

Subj: EXECUTIVE SUMMARY COMMAND CLIMATE SURVEY RESULTS (UNIT)

4. Three areas were listed with the most favorable results, where the Marines and civilians felt the unit does well:

a.

b.

c.

5. Three areas were listed with the least favorable results, where the Marines and civilians felt the unit could improve:

a.

b.

c.

6. Plan of Action: Provide detail strategy to address areas identified as least favorable in the unit.

I. M. COMMANDER

Enclosure (1)