

## EO program maintenance

1. Each unit's program should enhance the DOD's policies and procedures. This is the "Commanders program" and is therefore unique to individual commanders. You as the Commanders direct representatives in all areas of EO should be the driving force behind a successful program. Most Commanders support EO in its entirety, so you are only limited by your own creativity and imagination. The following are some things that you as the unit EOR need to take for action. These are the minimum; anything you do in excess will only make the program more effective!

2. The following are ways not only to get your program started, but can be used as a checklist to ensure good program readiness. These are necessary for each EOR to establish and maintain:

a. Establish EOR desktop procedures. Binder should include, at a minimum:

1. CMC, CG, CO policy letters
2. Appointment letter
3. MCO P5354.1D (EO Manual)  
MCO 1000.9 (Sexual Harassment)  
MCO 1700.23 (Request Mast)  
Commander's handbook
4. System for tracking complaints
5. Procedures and investigation timelines
6. DASH sample and requirements for submission
7. POC's (EOA, SJA, CID, NCIS, EEO, Inspector)
8. CGIP checklist and past inspection results
9. Survey sources and past results
10. Required reports (per the order)

b. Display a command EO board that is displayed prominently on the units command deck.

1. CMC, CG, CO policy letters
2. Complaint procedures (poster or copy)
3. EOR/EOA information
4. All pertinent orders, directives & references
5. Monthly ethnic observance information, as well as upcoming EO news (award MARADMINS, etc)

3. Aside from the unit EO information boards, certain information needs to be displayed in the areas where unit

members frequent. This below information should be displayed in the following areas listed below, but are not limited to these. Each unit is unique and the EOR's should make adjustments where needed:

- \*Command deck
- \*Company office area
- \*Barracks occupied by unit members
- \*Dining facilities frequented by unit members
- \*PX, Commissary, 7-day store, area clubs
- \*Each section within the unit

4. As the EOR you are responsible for ensuring that all required training is conducted. You can teach the classes yourself, request your command's leadership teach them, invite guest lecturers, and check out videos from the EOA training information resource library. The following classes are required by MCO P5354.1D:

- \*TEAM MARINE
- \*EO PROGRAM AND POLICIES
- \*PREVENTION OF SEXUAL HARASSMENT
- \*INFORMATION RESOLUTION

There are other classes that you could implement into your programs training (hate groups, hazing, gangs, communication, perceptions, etc)...Although these are not required could greatly enhance your program if employed correctly.

5. **MOST IMPORTANT:**

MAKE YOURSELF KNOWN TO ALL MEMBERS WITHIN YOUR COMMAND!  
YOU ARE YOUR COMMANDS DUTY EXPERT...PLACEMENT OF YOUR EOR INFORMATION IS KEY. PUT THIS EVERYWHERE...YOUR UNIT MEMBERS WILL COME TO YOU WITH LEGITIMATE COMPLAINTS IF THEY KNOW YOU EXIST, KNOW WHERE TO FIND YOU AND KNOW WHAT YOU PROVIDE THEM...TAKE EVERY OPPORTUNITY TO ADD YOUR TWO CENTS AT COMMAND FUNCTIONS SUCH AS...PME, AND SAFETY STAND DOWNS.