From: Commanding Officer, [Command]

To: Commanding General, Training Command

Subj: CORRECTIVE ACTION PLAN IN THE CASE OF [MSE] COMMAND CLIMATE

SURVEY OF [DATE]

Ref: DEOCS Report ICO [Command] of [date]

Encl: [MSE] DEOCS Corrective Action Plan

1. Per the reference, the enclosure is submitted for your review.

2. Appropriate MSE CO comments.

3. The point of contact for this matter is [point of contact] who may be reached at [number] or [email].

[Commanding Officer]

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| --- | --- | --- | --- | --- | --- |
| **[MSE] DEOCS Corrective Action Plan** | | | | | |
| **Date of Survey:** | | **Date of 90 day assessment:** | | | |
| **Corrective Action Number** | **Description** | **Actions to Address Issue** | **Responsible Party** | **Anticipated Completion Date** | **Factor(s) Involved** |
| 1 | Lack of Career Development Opportunities | -Increased mentorship  -Document Marines’ short and long-term goals | Section Leadership | Ongoing | OC, TP, OH |

|  |  |
| --- | --- |
| **Contributing Factor** | **Factor Code** |
| Organizational Commitment | OC |
| Trust in Leadership | TL |
| Organization Performance | OP |
| Organizational Cohesion | OH |
| Ledership Cohesion | LC |
| Organizational Process | OR |
| Diversity Management | DM |
| Exhaustion | EX |