



UNITED STATES MARINE CORPS  
TRAINING COMMAND  
2300 LOUIS ROAD  
QUANTICO, VA 22134

IN REPLY REFER TO  
3040  
C47

OCT 23 2017

POLICY LETTER 10-17

From: Commanding General  
To: Distribution List

Subj: POLICY FOR DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE  
ORGANIZATIONAL CLIMATE SURVEY COUNSELING PROCEDURES

Ref: (a) MCO P5354.1D  
(b) MARADMIN 464/13

Encl: (1) MSE Corrective Action Plan Letter  
(2) Corrective Action Plan Template

1. Mission. To ensure that Training Command (TRNGCMD) Major Subordinate Element (MSE) Commanding Officers (CO) are effectively analyzing and instituting the results of the Defense Equal Opportunity Management Institute Organizational Climate Survey (DEOCS) to address the morale and operational climate of their unit.

2. Execution

a. Commander's Intent. DEOCS is a useful tool for any commander that provides valuable insight into the good order, discipline, and morale of a command at all levels. Commanders must be aware of their command's climate, take action to sustain positive trends, and improve upon those areas identified as requiring attention.

b. Concept of Operations. The following concept of operations is applicable to all 0-6 MSE COs. Each 0-6 MSE CO will ensure that subordinate commanders adhere to the guidance as set forth in the references.

(1) A DEOCS survey will be initiated no later than 90 days following assumption of command, and annually thereafter.

(2) The MSE CO will schedule a one on one DEOCS counseling, either in person or telephonically, with the Commanding General (CG) within 30 days of receipt of their command's DEOCS results.

(3) The MSE CO will submit a corrective action plan to the CG no later than 30 days following the DEOCS counseling, per enclosures (1) and (2).

Subj: POLICY FOR ANNUAL DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE  
ORGANIZATIONAL CLIMATE SURVEY RESULTS COUNSELING PROCEDURES

c. Coordinating Instructions. The corrective action plan in enclosure (2) is to contain a summary of those issues identified by DEOCS as requiring immediate command attention. The corrective action plan will detail the methods by which the MSE CO will use to measure their respective command's progress. Additionally, the corrective action plan will evaluate the successes within the command and provide insights to share as lessons learned, furthering the success of every MSE within TRNGCMD. The MSE Corrective Action Plan Letter, enclosure (1), should provide a synopsis of the MSE's state of command and briefly outline intent of actions to be implemented as outlined in the corrective action plan per enclosure (2).

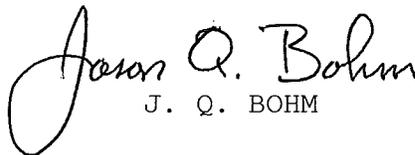
(1) All DEOCS for MSE subordinate commands at the 0-5, 0-4, and 0-3 (50 or more personnel) levels that are completed within six months of MSE DEOCS commencement date may be aggregated into the 0-6 MSE Command DEOCS results.

3. Administration and Logistics. The point of contact for guidance on this policy is the TRNGCMD Chief of Staff.

4. Command and Signal

a. Command. This order is applicable to TRNGCMD MSEs.

b. Signal. This policy is effective on the date signed.

  
J. Q. BOHM

Distribution: A



UNITED STATES MARINE CORPS

COMMAND

ADDRESS

CITY, STATE #####

IN REPLY REFER TO:

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]

ENCLOSURE 1

[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
Leadership Cohesion	LC
Organizational Process	OR
Diversity Management	DM
Exhaustion	EX