

PROHIBITED ACTIVITIES AND CONDUCT (PAC) PROCEDURES FOR
PREVENTION

1. General

a. The organizational climate is the responsibility of the Commander. Sound leadership is the key to eliminating all forms of prohibited activities and conduct. The achievement of a positive command climate is not dependent solely on the Commander. All individuals in the command must treat one another with dignity and respect.

b. Communication from senior to subordinate, subordinate to senior, military to civilian and civilian to military is essential.

b. There are three major components to the commands prevention strategy. Leadership Support, Command Climate and Training. Together these methods set the stage for appropriate oversight of command climate.

2. Leadership Support. Supervisors and leaders will cultivate a climate and culture of dignity, respect and trust. They will establish the benchmark of appropriate behavior by modeling and incorporating such behaviors into their daily practices. As mentors and guides, they will become the epitome of Marine Corps values to which future leaders can aspire. They will engage in clear communication of expectations and provide transparency within the bounds of privacy to assure their subordinates that the Marine Corps values will be upheld. In addition, supervisors and leaders will encourage reporting of alleged prohibited activities and conduct and inspire confidence by responding to complaints alleging prohibited personnel conduct with impartiality, fairness and urgency.

a. Equal Opportunity Advisor (EOA). An EOA is assigned as Special Staff for MCINCR-MCBQ and is considered the Marine Corps Subject Matter Expert (SME) on command climate and prohibited activities and conduct.

b. Equal Opportunity Representative (EOR). Commanders with more than 50 assigned personnel will appoint an Equal Opportunity Representative to serve as the command liaison with the servicing EOA and as a source of information for Commanders and Complainants.

3. Climate Assessment. Commanding Generals without subordinate O-5/O-6 level commands, all slated O-5/O-6 level commands with more than 50 assigned personnel and any Commanding Officer in an acting status are required to conduct climate assessments.

a. Timeline. Climate assessments will be conducted within 90 days prior to a change of command and will be briefed to the commander assuming command. To the extent practicable, the annual assessment will be completed within 365 days of the ending date of the previous assessment.

b. Assessment Tool. The Defense Equal Opportunity Management Institute (DEOMI) Organizational Climate Survey (DEOCS) will be the only survey used that meets this requirement. The Unit Identification Code (UIC) and/or Reporting Unit Code (RUC) will be used for all DEOCS reports for all commands.

c. Corrective Action Plan (CAP). Designated staff will develop a corrective action plan to address areas of concern identified in the DEOCS report. All climate factors identified in the report as below service

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average will be addressed in the CAP. Commanders will brief the CAP to the to the next superior officer in the chain of command with General Court Martial Convening Authority (GCMCA) within 30 calendar days of the DEOCS Report being made available. The CAP will be documented with a Memorandum for the Record.

d. Command Debrief. Commanders are required to debrief the all members of the command on the results of the assessment and intended corrective actions within 30 days of receiving the results.

4. Training. All unit personnel shall become well versed in the content of this policy and maintain a command climate that fosters dignity and respect for all.

a. The only instructors authorized to provide PAC training are the individuals who are appointed as an EOA/EOR. Training will be conducted using only approved and published training materials.

b. Training will be recorded in MCTIMS using only the approved code, PC.