



# MCRD Parris Island / Eastern Recruiting Region

*"We Make Marines"*



EQUAL OPPORTUNITY ADVISOR (EOA)

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BLDG 154, RM 229

MILITARY EQUAL OPPORTUNITY PROGRAM

Prohibited discriminatory and harassment practices within the Marine Corps are counter-productive, unacceptable, and will not be tolerated. The Marine Corps will maintain a culture of dignity, care, and concern in which all members of the organization are afforded equal treatment and opportunity to achieve their full potential based upon individual merit, fitness, intellect, and ability. All Service members will cultivate an environment free from prohibited activities and conduct (PAC).

PAC includes: Bullying, Harassment, Sexual Harassment, Hazing, Dissident and Protest Activities, Wrongful Distribution of Intimate Images, and Prohibited Discrimination based on race, color, national origin, religion, sex (including pregnancy), gender identity or sexual orientation.



# MCRD Parris Island / Eastern Recruiting Region

"We Make Marines"

MCO 5354.1F

**PROHIBITED ACTIVITIES AND CONDUCT COMPLAINT FORM**  
For use of this form, see MCO 5354.1F, the proponent agency is M&RA, MPE.

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e-16(b) and (c), MCO 5354.1F, and BORN MMN000044.

**PURPOSE:** To permit Marine Corps personnel to submit complaints of Prohibited Activities and Conduct and to provide a record of responsive actions taken by the Command, any formal or informal investigation conducted in connection with allegations of sexual harassment or discrimination, and dates of actions and resolution efforts.

**ROUTINE USES:** Information will be accessed by command officials and Equal Opportunity Advisors and representatives with a "need to know" to meet the purpose. Information may be disclosed to appropriate DoD Program Officials with a need to know to address complaints outside of the Equal Opportunity program. A complete list and explanation of the applicable routine uses is published in the authorizing BORN available at <https://dod.defense.gov/Privacy/8ORNsindex/DOD-wide-3ORN-Article-view/Article/579952/mmn000044/>.

**DISCLOSURE:** Disclosure is voluntary. However, failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint.

**RECORDS MANAGEMENT:** This form shall be managed in accordance with record schedule 5000-98, "GRB 5.1, Item 010-Administrative records maintained in any agency office".

1. NAME OF COMPLAINANT	2. RANK	3. EDIPI
<input type="text"/>	<input type="text"/>	<input type="text"/>
4. UNIT	5. PHONE	6. EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

**PART I**  
**TO BE COMPLETED BY THE COMPLAINANT**

7. NATURE OF COMPLAINT. (Give, in as much detail as possible, the basis for your complaint; describe the incident/behavior(s) and date(s) of the occurrence(s); the names of parties involved, witnesses, and to whom it may have been previously reported; plus, any additional information that would be helpful in resolving your complaint. Attach additional sheets, as needed.)

8. Requested Remedy/Outcome: Clearly state what complaint resolution you are seeking.

9a. COMPLAINANT ACKNOWLEDGEMENT

I have been counseled on the complaint process and support services available to me.

I have been given the opportunity to consult with an EOA regarding my complaint.

I have been advised I can request a supervised review of the final report of investigation.

I have been advised of my appellate rights under MCO 5354.1F. I have the right to appeal the administrative findings of my complaint. I have 30 days (120 days for Reserve components). This appeal must be requested in writing within 30 calendar days of being provided notice of the CA's administrative findings on my complaint. If I elect not to appeal, my case will be considered closed.

I have been advised to contact my chain of command, local IG, or IGMC if I perceive reprisal or retaliation.

9b. AFFIDAVIT.  
I have read or have had read to me this statement which begins on this page (page 1) and ends on page \_\_\_\_\_. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.

9c. COMPLAINANT SIGNATURE	9d. GRADE	9e. DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

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AEM Designer 6.5

FOR OFFICIAL USE ONLY  
PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penalties.

## COMPLAINT PROCESS

Service members who want to request commander-directed resolution of their complaint or allegation of PAC shall submit a NAVMC Form 11512.

NAVMC Form 11512 may be downloaded at:

<https://www.manpower.usmc.mil/webcenter/portal/PACToolkit>

Service members may request Conflict Management (Informal) or Commander-Directed Complaint Resolution (Formal) and should submit their complaint within 90 calendar days from the most recent incident. In the case of a complaint filed by a Reserve Component Service member, complaints should be filed within 120 calendar days of the offending incident.

Service members may file a complaint through:

- Immediate chain of command or designated representative (EOR)
- Equal Opportunity Advisor Office
- Inspector General Office
- Anonymous Complaint

All complaints will be forwarded to the commander for appropriate action.



# MILITARY EQUAL OPPORTUNITY COMPLAINT PROCESS

MCO 5354.1F "Prohibited Activities and Conduct Prevention and Response"

For more information visit, <https://www.manpower.usmc.mil/webcenter/portal/PACToolkit>

## CONFLICT MANAGEMENT

- Attempt resolution = 30 days
- Resolution = case closed
- No resolution = Option to request formal resolution

NAVMC 11512 complaint submitted within

**90**

days of the action giving rise to the complaint



Commander Action

**3**

duty days upon receipt to determine which process to use.

## FORMAL RESOLUTION

- Initiate Command Investigation
- Investigation of Non-Sexual Harassment issues = 30 days
- Sexual Harassment investigation = 14 days
- Legal Review = 10 days
- Disposition Decision = 6 days
- Notifications of outcome = 3 days

Complainants receive periodic status updates throughout the process. Appeal options available to complainant and alleged offender upon completion of investigation.