

SAMPLE COMMANDER'S CHECKLIST FOR  
PROHIBITED ACTIVITIES AND CONDUCT COMPLAINTS  
(MCO 5354.1E ADMIN CH, APPENDIX L)

Within three duty days of receipt of the complaint by the commander, forward the complaint, with a detailed description of the facts and circumstances, to the next superior officer in the chain of command who is authorized to convene a general court-martial. MCO 5354.1E

Within three duty days of receipt of the complaint by the commander, submit all reportable information to the EOA/MEO office and ensure their supporting EOAs open and submit an initial discrimination and sexual harassment (DASH) report to CMC (MPE), and conduct the intake interview. MCO 5354.1E

Commence, or cause the commencement of, an investigation of the complaint within three duty days of receipt of the complaint by the commander, unless the complaint is otherwise dismissed or referred. MCO 5354.1E

Within three duty days of receipt of the complaint by the commander, submit an OPREP-3 SIR Report to the Marine Corps Operations Center in accordance with MCO 1610.7. MCO 5354.1E

Forward copy of complaint, to include anonymous reports, to the servicing EOA/MEO Office for intake interview. Intake interviews will be conducted within three duty days of receipt of the complaint by the EOA/MEO office. MCO 5354.1E

Ensure a DASH report is initiated and submitted to the CMC (MPE) via the supporting EOA/MEO Office within three duty days of receiving the report. In cases involving multiple commands, the commander with administrative control of the subject is responsible for the DASH reporting in accordance with this Order. MCO 5354.1E

Update DASH reporting via the EOA/MEO Office with the following (MCO 5354.1E):

Investigating officer's name  Date assigned  Commander's decision on the complaint (i.e. substantiated or not substantiated)  Complainant Resolution Statement that indicates satisfaction or dissatisfaction with the resolution  Administrative or disciplinary action taken, if any  Notify the complainant of the start of the investigation. MCO 5354.1E

Investigation / Decision Timelines (MCO 5354.1E):

Accepted PAC Complaint, not involving sexual harassment: Within 30 calendar days of the commencement of the investigation

Investigation and required reviews lasting beyond 30 calendar days, require a written request for extension from the commander to the first GCMCA in chain of command. The request for extension must include a report on the progress of the investigation and justification for the extension. GCMCA's may grant 14-calendar day extensions until the investigation is complete. MCO 5354.1E

Upon completion of the investigation, a final report on the results of the investigation must be submitted, including any action taken, to the first GCMCA in the chain of command. MCO 5354.1E

\_\_ Accepted PAC Complaints involving sexual harassment: Within 14 calendar days of the commencement of the investigation. In addition:

\_\_ A final report on the results of the investigation, including any action taken, must be submitted to the first GCMCA in the chain of command within 20 calendar days after the date on which the investigation is commenced; or

\_\_ If the investigation cannot be completed within the timeline stated in Paragraph 040702.B of MCO 5354.1E, a report on the progress made in completing the investigation will be submitted to the first GCMCA in the chain of command after the date on which the investigation is commenced and every 14 calendar days thereafter until the investigation is completed. Upon completion of the investigation, a final report of the investigation must be submitted, including any action taken, to the first GCMCA in the chain of command.

\_\_ Updates to CMC (MPE), via DASH reports, are required upon receiving an extension, upon determination for disposition or resolution, upon conclusion of NJP, court-martial or other administrative action not previously reported. MCO 5354.1E

\_\_ Notify EOA if an extension has been granted. The narrative section of the DASH report must include the reason(s) for the extension, length of the extension, and the name of the GCMCA authorizing the extension. MCO 5354.1E

\_\_ Upon completion of the investigation, and prior to the legal sufficiency review, the investigating officer must submit the investigation to the EOA/MEO Office for a Compliance Review. MCO 5354.1E

\_\_ Upon completion of the EOA/MEO Compliance Review, the investigating officer must submit the investigation to the SJA to conduct a legal sufficiency review prior to forwarding to the commander. MCO 5354.1E

\_\_ Within five duty days of the completion of the investigation, submit a final written report including the results of the investigation, any action taken, and a complainant statement of satisfaction/dissatisfaction with the case resolution to the GCMCA. MCO 5354. 1E

\_\_ If the case is referred to NJP, court martial or administrative separation procedures, submit an updated DASH report including the investigating officer's name and date assigned to CMC (MPE) via the EOA/MEO Office within 20 calendar days of such action being completed. MCO 5354.1

\_\_ Provide verbal or written advice to the complainant to report any reprisal taken against them for filing EO complaint. MCO 5354.1E

\_\_ 30 to 45 calendar days following the completed investigation, ensure follow-ups are conducted with personnel involved in investigations to ensure consistent enforcement, timeline compliance and that reprisal or retaliation has not occurred. MCO 5354. 1E

\_\_ Submit a final DASH report via the EOA to CMC (MPE). MCO 5354.1E

\_\_ All complaints of prohibited activities and conduct shall be maintained in a secure location that restricts and limits access. Commands shall maintain copies of completed cases for a minimum of two years with restricted access. MCO 5354.1E