



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788200
TWENTYNINE PALMS CA 92278-8200

IN REPLY REFER TO:
5354.1E
CO
26 Feb 19

BATTALION ORDER 5354.1E

From: Commanding Officer
To: All Hands

Subj: COMMAND POLICY ON PROHIBITED ACTIVITIES AND CONDUCT (PAC) PREVENTION
AND RESPONSE

Ref: (a) DODI 1020.03
(b) MCO 5354.1E

Encl: (1) Command Equal Opportunity Representative (EOR) Selection Checklist
(2) Workspace Visual Inspection Memorandum Template

1. Situation. The ability for Headquarters Battalion (HQBn) to execute its mission directly related to the fair and equitable treatment of its members. All personnel will be treated with dignity and respect and be assured that they are valued members of the unit. This order implements reference (b) and outlines administrative protocols on preventing and responding to PAC allegations. This order outlines individual and command roles and responsibilities, and administrative requirements for monitoring the command climate.

2. Mission. Establish command policy that implements reference (b).

3. Execution

a. Commander's Intent. Promote an environment free from harassment (to include sexual harassment), unlawful discrimination, and abuse (specifically hazing, bullying, ostracism and retaliation).

b. Concept of Operations. This command will make every effort to eradicate unprofessional and unacceptable behavior from all ranks. These prohibited activities and conduct are fundamentally inconsistent with our core values and ethos. They will not be tolerated. We will:

1. Utilize Equal Opportunity Representatives (EORs) to facilitate appropriate and responsive care for those personnel adversely impacted by prohibited activities and conduct.

2. Ensure all personnel assigned to the command foster a climate of dignity, respect, and trust.

3. Utilize the chain of command as the primary and preferred channel to ensure the organizational environment is free of prohibited activities and conduct. Ensure that individuals are aware of all available reporting avenues.

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4. Ensure that those who report prohibited activities and conduct are protected from reprisal and retaliation.

5. Use information obtained from formal and informal climate assessments to make improvements within the command.

c. Tasks

(1) Commanding Officer. Oversee the climate assessment process. Ensure all staff members with equities in the climate survey have access to survey results for analysis. Draft and execute the Corrective Action Plan (CAP) to address concerns identified in the climate survey report.

(2) Executive Officer

(a) Provide oversight of staff functions ensuring command compliance with references (a) and (b).

(b) Maintain overall cognizance for execution of the policies identified within this order.

(c) Serve as an alternate release authority for Operations Event/Incident Report (OPREP-3) reporting requirements.

(3) S-1 Officer

(a) Ensure investigations involving allegations of prohibited personnel conduct are forwarded to the servicing Staff Judge Advocate for legal sufficiency review and the servicing Military Equal Opportunity (MEO) office for a compliance review in accordance with reference (b).

(b) Ensure all substantiated complaints are annotated in the Marine's Official Military Personnel File (OMPF) via appropriate page 11 entry.

(c) Ensure the report of disposition is submitted to the command EOR for forwarding to the servicing MEO office as required by reference (b).

(d) Ensure OPREP-3 report is submitted within the required timelines.

(e) Assist the EOR in generating all correspondence related to PAC complaints.

(f) Maintain the command's PAC policy. Command policy will be certified by the commander within 90 days of assuming command.

(g) Records created as a result of this order shall be managed according to National Archives and Records Administration (NARA) approved dispositions to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium.

(h) Serve as an alternate release authority for OPREP-3 reporting requirements.

(4) S-3 Officer

(a) Ensure biennial PAC training is part of the unit's annual training plan and that MEO training requirements are accomplished. Report required MEO training using the appropriate training codes.

(b) Ensure the command climate assessments are on the command's training exercise and evaluation plan (TEEP).

(5) Equal Opportunity Representative

(a) Responsible for program management.

(b) Serve as survey administrator for the command's Defense Equal Opportunity Management Institute (DEOMI) Organizational Climate Survey (DEOCS) survey. Ensure compliance with requirements outlined in reference (b).

(c) On a random basis conduct visual inspection of all unit workspaces to ensure no inappropriate or offensive materials are present. Document results on a memorandum for the record.

(d) Conduct periodic observations to informally assess the command climate. Immediately Report any concerns to the Executive Officer.

(e) Develop and maintain desktop procedures.

(f) Conduct awareness training for all new join personnel on this policy.

(g) Provide biennial training to the command using approved training material. Provide quarterly updates to the command group on training completion percentages.

(h) Inform the command within 30 days of any policy changes.

(i) Develop and maintain relationships with the servicing MEO office. Serve as the unit liaison to the MEO office for sharing information and case updates.

(j) Ensure timely submission of required reports.

(k) Ensure compliance with functional area checklist requirements. Immediately notify the Executive Officer of any areas of non-compliance.

(l) Provide monthly case status updates to the command team.

(m) Conduct follow-up interviews with complainants. Immediately report suspected reprisal to the Executive Officer. Ensure follow-up interviews are documented and made part of the official case file.

(5) Department Heads and Civilian Supervisors. Appoint a qualified individual with rank of E-6 or higher to perform direct visual inspections of all department workspaces including government-owned vehicles and storage spaces annually, document all findings per enclosure (2) and remove all intimidating, degrading, and offensive material in accordance with reference (b).

(6) Unit Force Preservation Council. Screen and monitor personnel involved in PAC allegations for high risk stress related reactions.

(7) Victim and Witness Assistance Program (VWAP) Coordinator. Ensure victims and witnesses involved in PAC allegations are advised of advocacy services and issue the DD Form 2701 as required.

d. Coordinating Instructions. Recommendations concerning this policy are invited and will be submitted to the commander via the Executive Officer or EOR.

4. Administration and Logistics. This order shall be reviewed and reissued within 90 days of assumption of command. Interim changes will be incorporated as necessary.

5. Command and Signal. This order is applicable to Marines and other Armed Forces personnel assigned to, or serving within HQBn, and civilian supervisors of military personnel.



S. A. EDWARDS

DISTRIBUTION: A

COMMAND EQUAL OPPORTUNITY REPRESENTATIVE (EOR) SELECTION CHECKLIST

SELECTEE _____, EDIPI _____

	YES (OIC INIT)	NO (OIC INIT)	REQUIREMENT
1			IS SNM CURRENTLY APPOINTED AS A UVA?
2			DOES SNM HAVE AT LEAST 12 MONTHS REMAINING PRIOR TO PCS?
3			CAN SNM WORK INDEPENDENTLY WITH MINIAL SUPERVISION?
4			IS SNM ABLE TO CONDUCT TRAINING FOR UNIT PERSONNEL?
5			DOES SNM HAVE ADVERSE FITNESS REPORTS IN GRADE?
6			DOES SNM HAVE A HISTORY OF COURTS-MARTIAL?
7			DOES SNM HAVE AN NJP WITHIN THE PAST 3 YEARS?
8			DOES SNM HAVE ANY HISTORY OF ALCOHOL OR DRUG RELATED INCIDENTS?
9			DOES SNM HAVE ANY REFERRAL FOR COMMAND-DIRECTED FAMILY ADVOCACY PROGRAM OR ANY DOMESTIC VIOLENCE ALLEGATIONS?
10			DOES SNM HAVE ANY HISTORY OF DISCRIMINATION, SEXUAL HARASSMENT, OR SEXUAL ASSAULT ALLEGATIONS?
11			DOES SNM POSSESS A CALM DEMEANOR AND EXERCISE GOOD JUDGMENT REGARDLESS OF RACE, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, RELIGION, GENDER IDENTITY, OR RANK/POSITION?
12			IS SNM NON-JUDGMENTAL?
13			IS SNM A GOOD COMMUNICATOR?
14			IS SNM COMFORTABLE WITH SENSITIVE TOPICS?
15			DOES SNM EPITOMIZE OUR CORE VALUES OF HONOR, COURAGE, AND COMMITMENT?

OFFICER IN CHARGE

SIGN

DATE

SERGEANT MAJOR

SIGN

DATE

EXECUTIVE OFFICER

SIGN

DATE

COMMANDING OFFICER

SIGN

DATE



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[DATE]

MEMORANDUM FOR THE RECORD

Subj: VISUAL INSPECTION OF AUTHORIZED LOCATIONS WITHIN [DEPARTMENT]

1. On [DATE] at [TIME], [RANK AND FULL NAME OF DEPARTMENT HEAD] authorized the direct visual inspection of work and storage spaces within [DEPARTMENT] by [RANK AND FULL NAME OF INSPECTOR].

2. The following items were removed/seized:

a. Insert the finding type (contraband, or intimidating, degrading, or offensive material.)

1. Insert quantity, description of item(s)
2. Insert location (individual workspace, common workspace, or electronic media).
3. Insert a description of actions taken to remove material

I. M. INSPECTOR

Enclosure (2)