



# 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

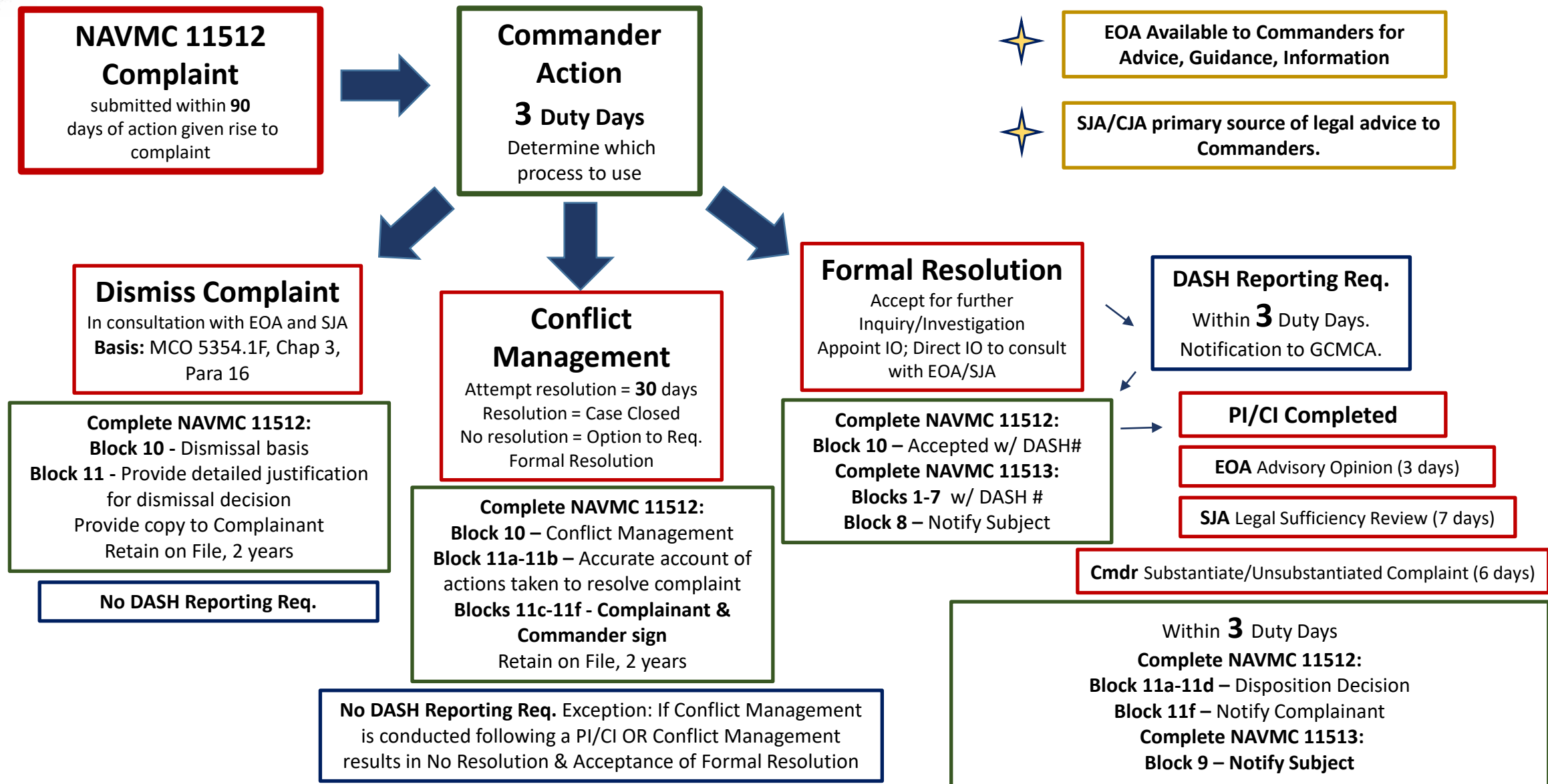
Complainants receive periodic status updates throughout the process. Appeal options available to complainant and alleged offender upon completion of investigation.



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## FORMAL RESOLUTION APPEAL OF ADMINISTRATIVE FINDINGS

### Commander's Disposition Decision.

Update: NAVMC 11512  
NAVMC 11513

Within **3** Duty Days:  
Subject/Complainant  
Notified of  
Disposition.

Upon Request:  
Subject/Complainant  
Opportunity for  
**Supervised Review**  
of CA's decision,  
complete CI w/  
enclosures &  
endorsements.

\*Commanders are not the release  
authority for MCIO investigations\*

Either party may appeal the Convening Authority's administrative findings on following bases:

- Any legal or equitable grounds based upon a good faith belief that exiting DoD or DoN regulations were incorrectly applied in the case
- Facts were ignored or weighed incorrectly
- Remedial Action ordered by a Commander was insufficient under the circumstances
- Any other good faith basis

### Appeal?

#### Yes:

Written appeal of  
administrative findings  
submitted within  
**30** calendar days.

#### No:

Update: NAVMC 11513,  
Block 10

#### GCMCA Review:

Endorse CI, addressing appeal.  
Update: NAVMC 11512, Block 13  
NAVMC 11513, Block 10

#### Appeal to SECNAV:

Cases related to:  
Prohibited Discrimination &  
Sexual Harassment Only

#### GCMCA Review:

All PAC investigations to 1<sup>st</sup>  
GCMCA for review. Final  
endorsement & close out.