



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5354.1A
EOA
FEB 06 2020

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
5354.1A

From: Commanding General
To: Distribution List

Subj: PROHIBITED ACTIVITIES AND CONDUCT PREVENTION AND RESPONSE
PROGRAM

Ref: (a) MCO 5354.1E w/Admin Ch
(b) SECNAV M-5210.1
(c) JAGINST 5800.7F Ch 2

1. Situation. To publish Prohibited Activities and Conduct (PAC) policies, procedures, responsibilities, and standards for the conduct of the PAC Program, per reference (a), for Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ). This Order outlines the MCIEAST-MCB CAMLEJ PAC Program.

2. Cancellation. MCIEAST-MCB CAMLEJO 5354.1, CG's Policy Letters 011-13, 011-14, and 007-15.

3. Mission. The PAC Program seeks to ensure fair and equal treatment of all personnel regardless of race, color, sex (to include gender identity), sexual orientation, national origin, and religion. Abuse (Hazing, Bullying, Retaliation and Ostracism), Harassment (to include Sexual Harassment), Wrongful Distribution of Intimate Images, Dissident and Protest Activity (including Supremacist Activity), and Unlawful Discrimination within the U.S. Marine Corps and MCIEAST-MCB CAMLEJ are counterproductive and unacceptable. These violations undermine morale, reduce combat readiness, and prevent maximum utilization and development of our most vital asset, our people. MCIEAST-MCB CAMLEJ policy is to provide equal treatment and opportunity for all personnel to achieve their full potential based solely upon individual merit, fitness, and ability.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To implement an aggressive PAC Program employing proactive measures to deter or reduce MCIEAST-MCB CAMLEJ vulnerability to the potentially harmful effects of prohibited activities and conduct. The guiding principles of this plan include improved individual/unit PAC awareness, education and training,

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command climate assessments, and proper handling of all complaints. Synchronization of installation and tenant commands shall produce the synergy necessary for MCIEAST-MCB CAMLEJ to improve its mission readiness.

(2) Concept of Operations. Marine Corps and MCIEAST-MCB CAMLEJ policy is to provide equal treatment and the opportunity for all Marines and Sailors to achieve their full potential based solely upon individual merit, fitness, and ability. PAC is a leadership fundamental: Taking care of, and knowing, our Marines and Sailors. All MCIEAST-MCB CAMLEJ Commanders shall make every effort to eradicate all unprofessional and unacceptable behavior from our ranks.

b. Tasks

(1) MCIEAST Installation Commanders with General Court Martial Convening Authority (GCMCA) shall:

(a) Publish local policies and procedures that, at minimum, contain the following:

1. Local prevention efforts, to include education, awareness, and responsibilities regarding PAC.

2. Protocols in place to ensure all Discrimination and Sexual Harassment (DASH) reports are submitted to Headquarters, U.S. Marine Corps (HQMC) are complete and accurate.

3. Procedures for receiving and processing requests for reconsideration of dismissal.

4. Procedures for receiving and processing appeals.

(b) If supported by a staffed Equal Opportunity Advisor (EOA) on the unit's Table of Organization, refer to that EOA as the subject matter expert for all PAC matters, to include local policies and procedures.

(2) MCIEAST Subordinate Commanders shall:

(a) Ensure an effective command PAC Program is published, implemented, and prominently posted in compliance with reference (a) and this Order.

(b) Appoint an Equal Opportunity Representative (EOR) to manage the command's PAC program requirements. EORs shall be screened and appointed using Appendices J and K of reference (a). If more than one EOR at a command will be appointed, Commanders shall designate one as a primary to serve as the Command Equal Opportunity Manager.

(c) Ensure annual training on PAC is part of the command's training program and documented accordingly.

(d) Ensure a Defense Equal Opportunity Climate Survey (DEOCS) is properly conducted within 90 calendar days prior to relinquishing of command and annually thereafter in accordance with reference (a), to include all preparatory, analysis, follow-up, and reporting actions.

(e) Utilize the functional area checklist that is published by the Inspector General of the Marine Corps (IGMC) to ensure command compliance with reference (a).

(f) Ensure all allegations of PAC are forwarded to the servicing EOA and Staff Judge Advocate (SJA) in accordance with references (a) and (c).

(g) Ensure all received complaints are documented to the DASH reporting system via the EOA, per reference (a).

(h) Ensure adherence to reporting, processing, and timeline requirements for all PAC complaints in accordance with reference (a).

(i) Maintain all complaints/investigations for a period of two years and properly dispose of thereafter, in accordance with references (a) and (b).

(j) Continuously monitor for any potential reprisal or retaliation against any complainants, witnesses, or subjects of a complaint by checking on work area climate and ensuring performance assessments document job performance accurately.

(3) MCIEAST-MCB CAMLEJ Command Inspector General (CIG) shall:

(a) Notify the MCIEAST-MCB CAMLEJ EOA of all PAC related complaints submitted to the CIG office.

(b) Submit all allegations of reprisal, retaliation, and ostracism related to PAC complaints to IGMC for processing.

(4) SJA shall:

(a) Serve in an advisory capacity to Commanders regarding issues involving the Uniform Code of Military Justice.

(b) Advise Investigating Officers on the proper execution of PAC investigations.

(c) Conduct legal sufficiency reviews on all PAC investigations.

(5) MCIEAST-MCB CAMLEJ EOA shall:

(a) Assist the Commanding General in executing the MCIEAST-MCB CAMLEJ PAC Program.

(b) Provide instruction, assistance, and advice on all PAC matters to supported Commanders and GCMCAs.

(c) Conduct intake interviews for all PAC allegations and notify complainant of their rights and responsibilities as required.

(d) Provide a complaint analysis with appropriate recommendations to supported Commanders to convene an investigation into the complaint or apply informal resolution when appropriate.

(e) Conduct EOA Compliance Reviews and submit DASH reports on all PAC complaints.

(f) Conduct local EOR Course to train new command EORs.

(g) Provide monthly updates to supported GCMCAs regarding PAC training conducted by the EOA and status of PAC complaints.

c. Coordinating Instructions

(1) DEOCS

(a) Prior to administering the survey, Commanders shall establish the commander's intent and provide it to the members of the command.

(b) Commands with civilian personnel shall coordinate with the appropriate civilian agency for union notification and approval of the survey prior to ordering the survey.

(c) Only actively assigned EORs or EOAs shall be appointed as survey administrators.

(d) Upon completion of the survey, Commanders shall analyze their results and, if required, conduct follow-on assessments. This data shall be used to develop a Command Action Plan (CAP) in accordance with reference (a).

(e) Commanders shall publicly review the summarized results and the CAP with all members of the unit.

(f) If conducting a DEOCS due to a relinquishing of command, outgoing Commanders shall brief the incoming Commander on the results and CAP for that survey.

(g) Commanders shall brief their written CAP to the next higher level Commander for review and written approval within 30 calendar days of the survey results being made available.

(h) A copy of the summarized results, written CAP, and written endorsement from next higher level Commander shall be provided to the servicing EOA for their records.

(2) Local Prevention Efforts

(a) Prevention of PAC violations is the responsibility of every member of this command. This is achieved in part by effectively training unit members on proper workplace conduct and improving the understanding of PAC.

(b) Immediately addressing unwelcome or unprofessional behavior when it occurs helps maintain an environment of dignity and respect.

(c) Continuous monitoring of command climate can aid leaders in identifying and addressing trends before they become violations or otherwise negatively affect the work environment.

(d) Sharing and posting of information regarding special cultural observances and awareness events increases personnel awareness of contributions from these cultures and improves the command's climate of diversity and inclusion.

(3) DASH Reporting. Commanders shall coordinate with their servicing EOA to ensure all DASH and administrative requirements for complaints are met and submitted to HQMC.

(4) Requests for Reconsideration of Dismissal

(a) If a complainant has their complaint dismissed by their Commander, they may request reconsideration of dismissal from the first GCMCA over that Commander within five duty days of being notified of the dismissal.

(b) The request shall be addressed to the first GCMCA over the Commander via the SJA and include their justification for reconsideration.

(c) If accepted by the reconsideration authority, that GCMCA shall take on the complaint for investigation and resolution and the next higher GCMCA will become the appeal authority. The matter shall not be returned to the original Commander.

(5) Receiving and Processing Appeals

(a) Initial Appeal

1. Upon notification of the Commander's decision following a PAC investigation, complainants and subjects may request an appeal to the first GCMCA over that Commander within five duty days. The appeal timeline shall commence once the appellant has been allowed supervised access to the report or has received a redacted copy of the report.

2. This appeal is not automatic and shall be addressed to the next higher GCMCA over the Commander and include written justification for the appeal based off of appeal criteria outlined in reference (a).

3. Upon receipt of the appeal, the GCMCA shall conduct an appellate review and provide a written decision to the appellant.

4. If the appeal is successful, the appeal authority shall take appropriate action as outlines in reference (a).

(b) Final Appeal

1. If the appellant's initial appeal is denied, a final appeal may be submitted to the Secretary of the Navy (SECNAV) within 30 calendar days of notification.

2. This appeal shall be addressed to the SECNAV via the appellant's Commander and the initial appeal authority.

3. Upon SECNAV action on the complaint, all appellate options have been exhausted. However, this does not affect remedies available under other statutes or regulation, including petitions to the Board for Correction of Naval Records.

5. Administration and Logistics. The MCIEAST-MCB CAMLEJ EOA is the point of contact for all PAC reports submitted to higher headquarters.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST installations and subordinate commands.

b. Signal. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read "N. E. Davis", with a horizontal line extending to the right from the end of the signature.

N. E. DAVIS
Chief of Staff

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