



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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QUANTICO VA 22134-5001

IN REPLY REFER TO
5354
B 018
25 Jul 18

Policy Letter 3-18

From: Commanding Officer
To: All Hands

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

Ref: (a) MCO 5354.1E
(b) SECNAV M-5210.1

Encl: (1) Prohibited Activities and Conduct Procedures for Prevention
(2) Prohibited Activities and Conduct Procedures for Response

1. Situation. Marine Corps Installations National Capital Region /Marine Corps Base Quantico (MCINCR/MCBQ) serves as the "Crossroads of the Marine Corps," providing critical support to a variety of Marine Corps and intergovernmental agencies. Our ability to serve our tenant commands, Marines and families is based on the fair and equitable treatment of all command members. All personnel will be treated with dignity and respect and will be assured they are a valued member of the unit. This Policy implements reference (a) and outlines administrative protocols on preventing and responding to PAC allegations for personnel assigned to the Marine Corps Base Quantico and local commands that administratively fall under the Headquarters and Support Battalion. It outlines individual and command roles and responsibilities and administrative requirements for command climate monitoring.

2. Cancellation. All local Military Equal Opportunity (MEO) Standard Operating Procedures to include any existing command policy letters for Equal Opportunity and Hazing are cancelled. This policy will remain in effect until revised or cancelled by appropriate authority.

3. Mission. To afford all Marines assigned to or serving with the MCINCR/MCB the opportunity to achieve their full potential by creating an environment that fosters military readiness, unit cohesion and mission accomplishment with an appropriate understanding of how to prevent and/or respond to any behavior considered a prohibited activity and/or conduct.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Promote an environment free from personal or social barriers that prevent Marines from rising to the highest level of responsibility.

(2) End State. The command will not tolerate harassment (to include sexual harassment), unlawful discrimination or abuse (specifically, hazing, bullying, ostracism, retaliation), wrongful distribution or broadcasting of intimate images, and certain dissident and protest activity (to include supremacist activity).

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

(a) Facilitate appropriate and responsive care and services for those Marines adversely impacted by prohibited activities and conduct.

(b) Ensure personnel assigned to the command foster a climate of dignity, respect and trust for all.

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

(d) Ensure those who participate in protected communications are protected from reprisal or retaliation.

(e) Use information obtained from both formal and informal climate assessments processes to make improvements where needed within the command.

(f) Ensure members of the command are trained on the content of reference (a) annually.

(g) Document substantiated incident(s) of prohibited activities and conduct outlined in reference (a) in the subject member's Official Military Personnel File (OMPF).

b. Staff Responsibilities

(1) Chief of Staff

(a) Provide oversight of all staff functions and ensure command compliance with reference (a). All violations of this policy for any victims or any allegations made on a Marine who belongs to the MCINCR/MCBQ will be reported to the Commanding Officer immediately.

(b) Oversee the climate assessment process. Ensure all staff members having equities in the climate survey have access to survey results for analysis. Draft the Corrective Action Plan (CAP) to address concerns identified in the climate survey report.

(c) Utilize the Functional Area Checklist published by the Inspector General of the Marine Corps for ensuring command compliance with reference (a).

(d) Maintain overall cognizance for execution of the policy identified within this Order.

(e) Read and familiarize yourself with the reference.

(f) Serve as the alternate release authority for OPREP-3 reporting requirements.

(2) Administrative Officer

(a) Ensure all investigations involving allegations of prohibited personnel conduct are forwarded to the servicing Staff Judge Advocate for

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legal sufficiency review and the Servicing MEO office for a compliance review.

(b) Concluding the appropriate command investigation, ensure all substantiated complaints are annotated in the accused Marine's OMPF via appropriate 6105 entry.

(c) Ensure the report of disposition is submitted to the command Equal Opportunity Representative (EOR) for forwarding to the servicing MEO office as required.

(d) Ensure OPREP-3 report is submitted within the required timelines for all PAC allegations received.

(e) Assist the EOR in the generation of all correspondence related to PAC complaints for my signature.

(f) Develop and maintain the command's PAC policy. Command policy will be certified by the commander within 30 days of the assumption of 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 the alternate release authority for OPREP-3 reporting requirements.

(i) Read and familiarize yourself with the reference.

(3) Training Officer

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

(b) Ensure training on this policy will be conducted in small groups using leader-to-leader training methodology facilitated by the command EOR.

(c) Ensure the command climate assessments are on the command's TEEP.

(d) Read and familiarize yourself with the reference.

(e) Ensure appropriate training codes are documented in the Marine Corps Training Information Management System (MCTIMS).

(4) Equal Opportunity Representative (EOR)

(a) Responsible for program management.

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

(c) Ensure visual inspection on a random basis of all unit workspaces to verify no inappropriate or offensive materials are present. Document results on a memorandum for the record and submit to the XO for signature.

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(d) Conduct periodic observations to informally assess the command climate. Report any concerns to the COS immediately.

(e) Develop and maintain the command's MEO policy. Command policy will be certified by the commander within 90 days of the assumption of command.

(f) Develop and maintain desktop procedures.

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

(h) Provide annual training using approved training material to the command.

(i) Inform the command within 30 days of any policy changes from higher commands.

(j) Develop and maintain relationship with servicing MEO office. Serve as unit's liaison to the MEO office for sharing of information and case updates as required.

(k) Ensure timely submission of required reports.

(l) Ensure compliance with functional area checklist requirements. Immediately notify the COS of any areas of non-compliance.

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

(n) Conduct follow-up interviews with complainants to ensure reprisal acts are not occurring. Ensuring follow-up interviews are documented and made part of the official case file.

(o) Read and familiarize yourself with the reference.

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

(6) 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.

c. Coordinating Instructions. Recommendations concerning this policy are invited and will be submitted to the commander via the COS or EOR.

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

6. Command and Signal. This order is applicable to all Marines assigned to MCINCR/MCBQ.


W.C. BENTLEY III