



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION NEW RIVER  
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JACKSONVILLE, NC 28545-1001

ASO 5354.1A

CO

OCT 23 2019

AIR STATION ORDER 5354.1A

From: Commanding Officer, Marine Corps Air Station New River  
To: Distribution List

Subj: COMMAND POLICY ON MARINE CORPS PROHIBITED ACTIVITIES AND  
CONDUCT PREVENTION AND RESPONSE

Ref: (a) MCO 5354.1E ADMIN CH  
(b) JAGINST 5800.7F  
(c) PAC IG Checklist

Encl: (1) PAC Complaint Process  
(2) MCO 5354.1E-V3, Chapter 7, Discrimination and Sexual  
Assault System Reports  
(3) Monthly PAC Report Template

1. Situation. The ability of the Marine Corps Air Station (MCAS) New River team to perform its mission is 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 Command. This Order implements the references and outlines administrative protocols on preventing and responding to Prohibited Activities and Conduct (PAC) allegations for personnel assigned to MCAS New River. Individual and command roles along with responsibilities and administrative requirements for command climate monitoring are also outlined.

2. Cancellation. ASO 5354.1.

3. Mission. MCAS New River will not tolerate harassment (to include sexual harassment), unlawful discrimination, abuse (specifically: hazing, bullying, ostracism, and retaliation), wrongful distribution or broadcasting of intimate images, and certain dissident and protest activity (to include supremacist activity). Members of MCAS New River shall be evaluated only on individual merit, fitness, capability, and performance.

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 and Sailors from rising to the highest level of responsibility.

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distribution is unlimited.

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(2) Concept of Operations. MCAS New River will make every effort to eliminate unprofessional and unacceptable behavior throughout the ranks. These PAC are fundamentally inconsistent with our core values and ethos and will not be tolerated. All personnel are directed to:

(a) Facilitate appropriate and responsive care and services for those Marines and Sailors adversely impacted by PAC.

(b) Ensure personnel assigned to MCAS New River 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 PAC. Ensure individuals are aware of all available reporting avenues.

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

(e) Use information obtained from both formal and informal climate assessments to make improvements.

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

b. Subordinate Element Mission

(1) Commanding Officer (CO), Headquarters and Headquarters Squadron (HQHQRON) and Center for Naval Aviation Technical Training (CNATT)

(a) Ensure command compliance with reference (a) and that all personnel are familiar with this directive and the references.

(b) Appoint a Staff Noncommissioned Officer or Officer as Equal Opportunity Representative (EOR), in writing, to manage the command's PAC program requirements. EORs will be screened using the EOR selection criteria outlined in Appendix J of reference (a). It is highly encouraged that commands assign (at a minimum) one primary/lead and one alternate/secondary EOR.

(c) Create a policy to identify local prevention efforts and response and reporting procedures; include education and awareness efforts, and responsibilities for all PAC complaints within 90 days of taking command.

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(d) Ensure all allegations of PAC are forwarded to the servicing EO office and Staff Judge Advocate (SJA) in accordance with reference (a) and investigation timelines.

(e) Oversee the Defense Equal Opportunity Management Institute (DEOMI) Organization Climate Survey (DEOCS) assessment process IAW reference (a). Upon completion of analysis, with designated staff, draft the Corrective Action Plan (CAP) to address concerns identified in the climate survey report. All slated O-5 and O-6 level commands shall provide the DEOCS Report and the written CAP to the next higher level commander for review and approval within 30 calendar days of the DEOCS Report being made available.

(f) Utilize the functional area checklist identified in reference (c) and published by the Inspector General of the Marine Corps to ensure command compliance with reference (a).

(g) Ensure regular (no less than monthly) updates on all open Discrimination and Sexual Harassment (DASH) cases are provided to the Equal Opportunity Advisor (EOA) office utilizing the template in enclosure (3).

(h) Serve as the alternate release authority for Operations Report 3.

(i) Document substantiated incidents of PAC outlined in reference (a), in the subject member's Official Military Personnel File, utilizing the NAVMC 118 (11) "Administrative Remarks" page, via a 6105 or page 11 counseling statement.

(j) Ensure complainants are notified in writing that their PAC complaint was dismissed. Complainants are required to submit a written request to the General Court-Martial Convening Authority (GCMCA), for the reconsideration of, within five duty days from the date of notification. If the complainants do not submit for reconsideration of dismissal, the convening authority will submit a summary of the dismissal to the GCMCA for review and file.

(k) Ensure within 24 hours after final disposition, the complainants and subject of the complaint contact the EOA for their right to appeal.

(l) Ensure victims and witnesses involved in PAC allegations are advised of advocacy services and issued a DD Form 2701, as required by MCO 5800.14, via the Victim Witness Assistance Coordinator.

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(2) Station Inspector. Notify the EOA of all PAC cases received that fall within the guidelines of this Order and the references.

(3) SJA. Ensure all PAC compliant investigations have a legal sufficiency review.

(4) Equal Opportunity Representative (EOR)

(a) Serve as the program manager and the command liaison with the EOA. EORs do not serve as advocates for a complainant or subject, nor will they conduct inquiries or PAC command investigations.

(b) Command EORs will administer the DEOMI DEOCS for units with more than 50 personnel. Subordinate units with 50 or less personnel shall be surveyed with a larger unit in the command. Ensure requirements outlined in reference (b) are met.

(c) Conduct annual PAC training and new join awareness training using approved training material. Provide monthly updates to the command deck on training completion percentages.

(d) Provide all necessary and required information on behalf of the CO, to the EOA, to initiate and update DASH reports through final disposition and administrative closure, utilizing the template in enclosure (2).

(e) Ensure compliance with functional area checklist requirements listed in the Inspector General Checklist, per reference (c). Immediately notify the CO of areas of non-compliance.

(f) With assistance of the EOA, conduct follow-up interviews with complainants to ensure reprisal acts are not occurring. Ensure follow-up interviews are documented and made part of the official case file.

(g) Develop and maintain desktop procedures.

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

(i) Ensure timely submission of required reports.

(j) Read and familiarize yourself with the references and enclosures.

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c. Coordinating Instructions

(1) Required Notifications and Timelines. During the complaint process, enclosure (1) will be utilized. It is the responsibility of the commander, utilizing templates in reference (a), to ensure all personnel involved are properly notified within three duty days of receiving the complaint.

(a) Forward a copy of the complaint to the first GCMCA in the chain of command with a detailed description of the allegations.

(b) Make a determination to either accept, dismiss, or refer a complaint. Consult the SJA and EOA as needed.

(c) If applicable, submit all reportable information to the EOA and direct the complainant to report to the supporting EOA for the initial intake interview and assignment of a DASH case file number.

(d) Upon determination to accept a formal complaint, submit a voice report and Operations Event/Incident Report-3 (Serious Incident Report) to the Marine Corps Operations Center (MCOC). There is no requirement to submit a report to the MCOC if the formal complaint is dismissed or referred.

(e) If accepted, commence an investigation and assign an investigating officer within three duty days of receipt of the complaint.

(f) In cases alleging sexual harassment, the investigation and reviews by the EOA and SJA offices must be completed no later than (NLT) 14 calendar days from commencement of the investigation. The commander must reach a disposition NLT 20 calendar days from commencement of the investigation.

(g) In all other cases alleging PAC violations, the investigation and review by the EOA, SJA, and convening authority endorsements must be complete NLT 30 calendar days from the commencement of the investigation.

(h) If the investigation cannot be completed within the timeline, extensions must be requested in writing and approved by the first GCMCA in the chain of command, via EOA, with additional progress reports every 14 calendar days thereafter until completion.

(i) Submit all reportable DASH information to the EOA utilizing the template in enclosure (3).

(2) Complainant/Offender Notification. Within three duty days of acceptance, commanders shall notify complainant and subjects of complaints in writing, utilizing Notification of Acceptance, Appendix D of reference (a), and the offender, utilizing the Offender Acknowledgment Record, Appendix E of reference (a) (paragraph one only).

(3) Convening Authority Disposition. Within three duty days of CA determination, notify complainant and subject of complaints in writing, using the Complainant Acknowledgment Record, Appendix C of reference (a) (paragraph one only), and Offender Acknowledgment Record, Appendix E of reference (a) (paragraph two only).

(4) Requests for Reconsideration of Dismissal. Within five duty days of receiving a dismissal, complainants may request reconsideration of a dismissed complaint to the first GCMCA. If the complainant elects to request reconsideration of dismissal using the complainant endorsement section of Appendix G (Volume 3 of reference a), the command will forward the package to the GCMCA via the SJA office with advisement from the supporting EOA.

(5) Appeals. An appeal must be requested, in writing, within five duty days after receiving the CA's final decision. The complainant and subject of the complaint has the right to appeal the commander's final decision to substantiate or not substantiate an accepted complaint. Complainants can review and sign appeal acknowledgement statements, Appendix C of reference (a) (paragraph two through four only). Offenders review/sign appeal acknowledgement statements, Appendix E of reference (a) (paragraphs three and four only). The first appeal will be to the MCAS New River Commanding Officer, via the SJA office with advisement from the supporting EOA within five duty days. The second appeal will be to the Secretary of the Navy via the normal chain of command within 30 calendar days.

(6) GCMCA Notification. Upon completion of the investigation (and appeal, if any), a final report of the investigation must be submitted, including any actions taken, to the first GCMCA in the chain of command utilizing the format outlined in Appendix H of reference (a).

(7) Administrative Closure. Per reference (a), all cases will remain open in the DASH until the unit requests administrative closure via the EOA/Military Equal Opportunity (MEO) office using the template provided in Appendix I of reference (a).

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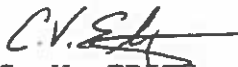
(8) PAC Violations without a PAC Complaint. For situations where an individual is held accountable administratively and/or punitively for a PAC violation not resulting from a filed complaint, the commander will notify the EOA/MEO office via endorsed memorandum, detailing the circumstances of the violation and means of resolution. The supporting EOA will provide a DASH case number to the command for administrative purposes. Once all administrative actions have been resolved, commanders will request for DASH closure in accordance with reference (a).

5. Administration and Logistics. Distribution will be made by electronic copy to all applicable members. This Order shall be reviewed and reissued within 90 days of assuming command.

6. Command and Signal

a. Command. This Order is applicable to all members of MCAS New River, HQTQRON, CNATT, and applicable tenant commands.

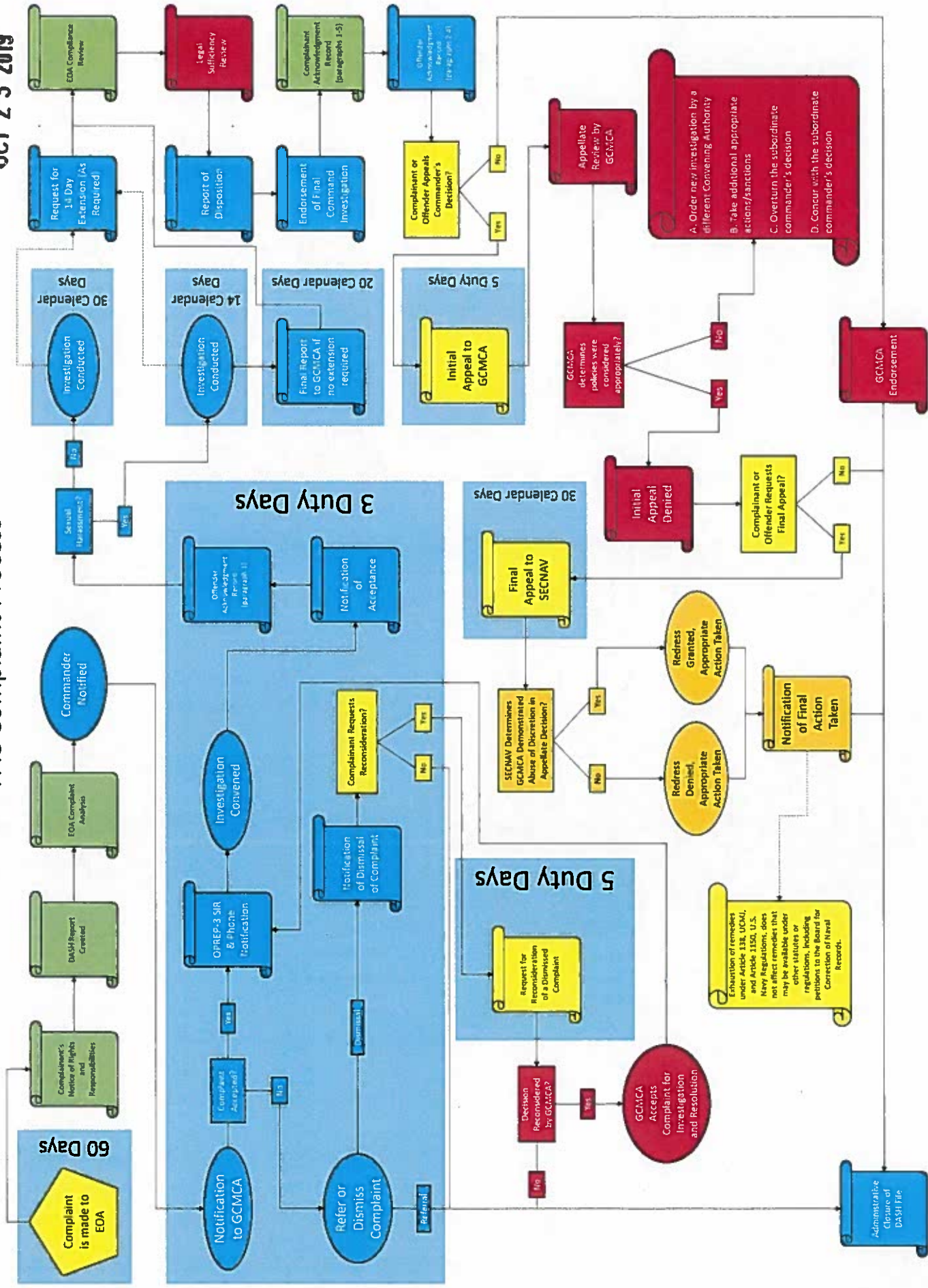
b. Signal. This Order is effective the date signed.

  
C. V. EBITZ

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# PAC Complaint Process

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ENCLOSURE (1)



MARINE CORPS PROHIBITED ACTIVITIES AND CONDUCT  
PREVENTION AND RESPONSE

Volume 3, Chapter 7

MCO 5354.1E-V3  
26 MAR 2018

## CHAPTER 7

DISCRIMINATION AND SEXUAL HARASSMENT (DASH) SYSTEM REPORTS

## 0701 GENERAL

CMC (MPE) implemented the DASH system to track all complaints alleging prohibited activities and conduct from initial reporting until final command action is taken on the matter. The DASH system ensures oversight of the prohibited activities and conduct reporting across the Service. It is not a report card for units, commanders, or installations. DASH reporting does not usurp or otherwise supersede Serious Incident Reporting requirements under reference (k) that are required as a result of prohibited activities and conduct reports. See paragraph 040201.A of this Volume for OPREP-3 SIR requirements.

## 0702 WHEN REQUIRED

A DASH report is required when a complaint alleging prohibited activities and conduct is received.

## 0703 USE OF DASH INFORMATION

The information reported in a DASH report is used primarily to provide oversight of the prohibited activities and conduct complaint process. It is also used to provide statistical data for reports and to assist in identifying trends that may exist in the organizational climate of the Marine Corps. The information shall be used for official use only and will be handled consistent with references (o) through (q), and implementing DoD and DON issuances.

## 0704 COLLECTION AND SECURITY OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

A number of PII entries are required in order to report, investigate, and track complaints alleging prohibited activities and conduct. Therefore, appropriate measures must be taken to restrict access to the DASH system to only those with a need to know. EOAs are the authorized users of the DASH system.

## 0705 DASH REPORTING PROCEDURES AND TIMELINES

070501. It is the responsibility of the command which receives the initial complaint to ensure a DASH report is initiated and submitted to the CMC (MPE) via the supporting EOA/MEO Office within ~~72 hours~~ three duty days of receiving the report receipt of the complaint by the EOA/MEO office. In cases involving multiple commands, the commander with administrative control of the subject is responsible for the DASH reporting in accordance with this Order.

A. Initial DASH Report

The initial DASH report should include a description of the alleged incident, to include date, location, alleged subject(s), date of initial report, individual who received the initial report and the complainant's contact information. When submitting information for a DASH report, commands will provide only the information and action taken that is relevant to the alleged prohibited activities and conduct.

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**B. DASH Update Reports**

The commander, with assistance from the supporting EOA/MEO Office, is responsible for ensuring the update report is submitted to CMC (MPE) via a DASH entry. Updates are required upon receiving an investigation extension, upon determination for disposition or resolution, or upon conclusion of NJP, court-martial or other administrative action not previously reported.

**C. Extensions**

If an investigation extension is granted, commanders will provide the EOA/MEO Office with the narrative section of the DASH report which includes the reason(s) for the extension, length of the extension, and the name of the commanding general authorizing the extension.

**D. Final DASH Reports**

Final DASH reports will be appended to the "closed" incident case files and maintained by the command that originated the DASH report. The final DASH report will include a copy of the Report of Investigation (minus enclosures), a written commander's decision (determination of substantiation or non-substantiation by the CA); Complainant Resolution Statement, all appellate action, if applicable; and all command action taken as a result of the complaint. Commanders are responsible for ensuring all source documents are submitted to the supporting EOA/MEO Office for the required DASH reporting prior the administrative closure of the DASH report.

**070502. Complainant and Subject of Complaint in Separate Commands**

The subject's commander shall ensure resolution information is provided to the complainant's commander for a final DASH input or update.

**0706 SYSTEM OF RECORD NOTICE (SORN) ID NUMBER**

DASH is a system of records with a registered SORN number MMN00044. The system is authorized to collect PII for complaints related to prohibited activities and conduct.

**0707 DASH DATA**

**070701. Requests for DASH Information**

Forward all requests for information collected and retained in DASH to MPE. MPE is the release authority for all DASH data.

**070702. DASH Access**

All DASH users must be approved by MPE. Submit the appropriate DD Form 2875, System Authorization Access Request (SAAR) Form to MPE at [mpe\\_eo@usmc.mil](mailto:mpe_eo@usmc.mil).

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## MONTHLY PAC REPORT TEMPLATE

OPEN DATE	DASH NUMBER	I or F	CATEGORY	UNIT	COMPLAINANT	OFFENDER	ALLEGATIONS & ADDITIONAL INFORMATION	WO NAME	EOA	SJA LSR	CA	CG	DISPOSITION	COMMENTS

ENCLOSURE (3)