**PROHIBITED ACTIVITIES AND CONDUCT PREVENTION AND RESPONSE PROGRAM (PAC) 5354.1G**

This checklist applies to all levels of Air, Ground, Logistics, and Installations.

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| **Functional Area Sponsor:** MRA, Culture and Inclusion Branch (MPE) | **Name of Command** |
| **Subject Matter Expert:**  | **Date****Inspector** |
| **Revised:**  | **Assumption of Command:** **Total Questions: 28****Final Assessment****Discrepancies: Findings:**  |
| **Overall Comments:** Place Here  |

Section 1 – General Requirements(Applicable to all Commanders/Commanding Generals)

0101 Does the commander have one of the following:

1. Military Equal Opportunity Advisor (EOA) (civilian or military) that has graduated from the Defense Equal Opportunity Management Institute (DEOMI), (Note: recently hired civilian EOA must provide proof, i.e., email, that they are registered for next available course).
2. A Collateral Duty EOA (CD EOA) that has graduated from DEOMI and is appointed by the commander.
3. (For commands without servicing EOA only) An Equal Opportunity Coordinator (EOC) that has completed the required MPE approved training and appointed by the commander.

 Reference: MCO 5354.1G, Chap 1 par 8-9

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| Result |  |

0102 Has the commander ensured that assigned Marines and Sailors received

 annual (calendar year) training reported in MCTIMS and at least 85% of on

 hand personnel were trained in the preceding year?

 Reference: MCO 5354.1G, Chap 2 par 3)(a,b),(4), NOTE 1

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| Result | Comments  |

0103 Can the command produce a certificate of completion (approved by MPE)

 annotating that the Command Team (CO, XO, Deputy, COS and SEA)

 received the PAC in-brief within 30-days of assumption of command from

 the servicing EOA?

 Reference: MCO 5354.1G, Chap 2 par 2a,b,(1-3)

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| Result |  |

0104 Has the commander ensured PAC policies, guidance and resources are

 prominently posted throughout the command (EOA poster approved by

 MPE) and command public facing website (e.g., marines.mil)? If the

 command does not have a marines.mil public facing website, the command

 must show that their intranet sites have the required information that all

 members of the command may access?

 Reference: DoDI 1020.03, par 2.4.b.(8), DODI 1350.02, par 2.7.a. (5)

 MCO 5354.1G, 4 b., 5 (i.)

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| Result | Comments  |

0105 Has the commander ensured that the annual self-assessment of its Military

 Equal Opportunity (MEO) Program utilizing the current FAC has been

 completed, as prescribed by the reference?

 Reference: DODI 1350.02, par 3.2 a-f, MCO 5354.1G, 4 b., 2 (i.)

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| Result | Comments  |

Section 2 – Prohibited Activities and Conduct (PAC)complaints and Conflict

 Management (Applicable to all Commanders/Commanding Generals)

0201 Has the commander adhered to the timelines outlined in the reference?

 Reference: DODI 1020.03, par 4.2, DODI 1350.02, par 2.8.d. (2)

 MCO 5354.1G, Chap 4 par 2,4,17 a., Chap 5 par 3, Chap 6 par 2 f.,3 h., 4

 c.

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| Result |  |

0202 Are all the appropriate blocks of each NAVMC 11512 for informal and

 formal complaints for the past 2 calendar years filled out in accordance with

 the reference?

 Reference: MCO 5354.1G, 4. c. (1), Chap 4 par 1, 2 b-c, 15 e

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| Result |

0203 When safety is a concern, can the commanders provide a detailed MFR

 documenting actions taken to ensure safety and wellbeing of the

 complainant and or the subject and that support services have been made

 available of an informal/formal complaint throughout the process?

 Reference: MCO 5354.1G, Chap 4 par 2c, 14,17a , Chap 5 par 3,

 chap 6, 3a

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| Result | Comments  |

0204 Has the commander ensured that every formal complaint has been

 investigated (command investigation or appropriate authority)?

 Reference: MCO 5354.1G, Chap 4, par 15 a. (1)-(2), (3 c.), Chap 6 par 7-9

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| Result |

0205 Prior to dismissing the complaint (a commander must have completed all

 steps outlined below to be compliant):

1. Had the complaint investigated by the appropriate entity?
2. Reviewed the EOA Analysis and EOA Opinion?
3. Reviewed the report of investigation?
4. Consulted with both the SJA and EOA to ensure it meets the criteria of dismissal outlined in the reference?

 Reference: MCO 5354.1G, Chap 6, par 3 i.

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| Result |

0206 If an investigation was not able to be completed in the required timeframe,

 did the commander submit a progress report to the GCMCA every 14

 calendar days thereafter until the investigation was completed?

 Reference: DODI 1020.03 par 4.2 d., DODI 1350.02 par 4.2, MCO

 5354.1G, Chap 6, par 3. j.

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| Result |

Section 3 – Sexual Harassment (SH) Complaint Processing (Applicable to Commanders/Commanding Generals)

0301 Has the commander adhered to the sexual harassment complaint

 timelines outlined in the reference?

 Reference: Title 10 USC Section 1561, DODI 1020.03 par 4.4,

 DODI 1350.02 MCO 5354.1G, Chap 4, par 2,4,17a., 6 par 2f., 3h.

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| Result |

0302 Are all the appropriate blocks of each NAVMC 11512 for informal and

 formal complaints for the past 2 calendar years filled out in accordance with

 the reference?

 Reference: MCO 5354.1G, Chap 6, par 2f.

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| Result |

0303 When safety is a concern, can the commanders provide a detailed MFR

 documenting actions taken to ensure safety and wellbeing of the

 complainant and or the subject and that support services have been made

 available of an informal/formal complaint throughout the process?

 Reference: MCO 5354.1G, Chap 4, par 14, Chap 6 3a.

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| Result |

0304 Did the commander forward all formal complaints of sexual harassment

 within 72 hours to the next-higher level commander (NHLC) in the

 administrative chain of command of the suspect in the grade of 0-6 or above

 when they have administrative control, or disciplinary authority, or a

 combination thereof of the suspect?

 Reference: MCO 5354.1G, Chap 7, par 2,b.(1)(a)

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| Result |

0305 Did the commander consult with their SJA to determine if the allegations

 met the threshold of an Art 134 when they have administrative control,

 disciplinary authority, or a combination thereof of the suspect?

 Reference: DODI 1020.03 par 1.2 e., MCO 5354.1G, Chap 3 par 7

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| Result |

0306 Has the NHLC (administrative control, or disciplinary authority, or a

 combination thereof of the suspect) appointed an investigating officer

 outside of the chain of command of both the complainant and subject?

 Reference: MCO 5354.1G, Chap 7, par 2b (1) (a)

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| Result |

0307 If the investigation is not able to be completed in the required timeframe, did

 the commander submit a progress report to the GCMCA every 14 calendar

 days thereafter until the investigation is completed?

 Reference: DODI 1350.02 par 4.2b. (4), DODI 1020.03 par 4.2., MCO

 5354.1G, Chap 7, par 2b (1) (a)

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0308 Did the commander submit a final report to the GCMCA within the required

 timeframe (20 days) of the start of the investigation?

 Reference: DODI 1350.02 par 4.2.b. (3), DODI 1020.03 par 4.2.d. (1), MCO

 5354.1G, Chap 6, par 3f.

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Section 4 – DEOCS/DOCP (Applicable to commanding O-5 and O-6 commanders, commanding generals, deputy commandants and senior executive service members)

0401 Can the commander provide documentation that an annual DEOCS was

 completed within the annual fielding window?

 Reference: DODI 6400.11, MCO 5354.1G, Chap 9, par 1, 11

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| Result |

0402 Can the commander provide documentation that a change of command

 survey was completed within 90 days of assumption command?

 Reference: DODI 6400.11, MCO 5354.1G, Chap 9, par 3,5

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| Result |

0403 Can the commander show documentation that the EOA/EOC has

 completed the required Survey Administrator training?

 Reference: DODI 6400.11, MCO 5354.1G, Chap 1, par 8.b.(1),

 Chap 9 par 7.

0404 If the command did not complete the required annual DEOCS, did the

 command provide the reason of non-compliance to the GCMCA, and MPE

 via the MARFOR/MEF EOAs?

 Reference: DODI 6400.11, MCO 5354.1G, Chap 9 par 11

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| Result |

Section 5 – Case Management and Victim Services (Applicable to EOAs, for administrative investigation, Legal will continue to maintain the administrative investigation files for formal MEO complaints per the Administrative Legal FAC)

0501 Did the EOA upload each case file into a HQMC approved database?

 (Question applies to physical document accumulated by the EOA regarding

 all PAC matters, to include but not limited to NAVMC 11512, investigations,

 MFRs, etc.)

 Reference: MCO 5354.1G, 4.b.(1) (d), Chap 8, par 1, Appendix B 23.

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| Result | Comments  |

0502 Did the EOA complete a safety assessment as required per the reference

 and when a safety concern was identified annotated it in the HQMC

 approved database and forwarded to the commander for appropriate

 action?

 Reference: MCO 5354.1G, Chap 4, par 14, Chap 7 par 2d

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| Result | Comments  |

0503 Did the EOA forward their cases for closure per the reference?

 Reference: MCO 5354.1G, Chap 8, par 1

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| Result | Comments  |

0504 Can the EOA provide the training and rosters demonstrating that quarterly

 training for EOCs within their AOR was completed per the?

 Reference: MCO 5354.1G, Chap 1, par 8.d.

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| Result |

0505 Did the EOA annotate the appropriate updates within the HQMC approved

 database (After the IO update every 14 days, every 20 days for certification,

 etc.?)

 Reference: MCO 5354.1G, Chap 6, par 17

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| Result |