

OFFENDER ACKNOWLEDGEMENT RECORD

PRIVACY ACT STATEMENT

AUTHORITY: Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e-16(b) and (c), MCO 5354.1F, and SORN MMN00044.

PURPOSE: To record acknowledgment of notification, determination, and the prescribed procedures for the right to appeal for those accused of alleged prohibited activities and conduct.

ROUTINE USES: Information will be accessed by command officials and Equal Opportunity Advisors and representatives with a "need to know" to meet the purpose. Information may be disclosed to appropriate DoD Program Officials with a need to know to address complaints outside of the Equal Opportunity program. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <https://dpclid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570652/mmn00044/>.

DISCLOSURE: Disclosure is voluntary. However, failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint.

RECORDS MANAGEMENT: This form shall be managed in accordance with record schedule 5000-98, "GRS 5.1, item 010-Administrative records maintained in any agency office".

PART I ALLEGED OFFENDER INFORMATION

1. NAME OF SUBJECT 	2. RANK 	3. EDIPI
4. UNIT 	5. PHONE 	6. EMAIL
7. DASH REPORT NUMBER 		

PART II

8. Subject of Inquiry/Investigation Notification. I have been notified by my commanding officer that I am the subject of a Prohibited Activities and Conduct (PAC) complaint. I have also been informed not to make any contact or communication with the complainant until the investigation has been completed.

SUBJECT'S SIGNATURE

DATE

PART III

9. Convening Authority (CA) Determination. I have been notified by my commanding officer that the PAC complaint filed against me has been (substantiated / not substantiated). **I understand I have 30 days from date of notification to request my appeal.**

SUBJECT'S SIGNATURE

DATE

PART IV

10. Initial appeal to the General Courts-Martial Convening Authority (GCMCA).

☐ I elect to appeal the convening authority's administrative decision to the GCMCA.

☐ I elect not to appeal the convening authority's administrative decision to the GCMCA.

_____ I have been made aware of the Appellate Authority decision on my appeal.

SUBJECT'S SIGNATURE

DATE

PART V

11. Final Appeal to SECNAV (cases related to prohibited discrimination and sexual harassment only).

☐ I elect to appeal the convening authority's administrative decision to the SECNAV.

☐ I elect not to appeal the convening authority's administrative decision to the SECNAV.

_____ I have been made aware of the Appellate Authority decision on my appeal.

SUBJECT'S SIGNATURE

DATE