MARINE CORPS PROCEDURES

FOR PROCESSING OF DISCRIMINATION/SEXUAL HARASSMENT COMPLAINTS FOR MILITARY PERSONNEL

MARINE CORPS POLICY STATEMENT

The Marine Corps will provide equal opportunity for all military members without regard to race, color, religion, sex, age or national origin, consistent with the law, regulations and requirements for physical and mental abilities. The achievement and maintenance of this goal is integral to the full development of esprit de corps, pride and individual preparedness which are essential to combat readiness.

Your Rights

TO present any legitimate complaint to the command without fear of intimidation, reprisal or harassment.

TO be educated on the Marine Corps complaint and appeal procedures.

TO communicate with the commanding officer concerning your complaint.

TO military legal assistance in submitting formal complaints.

Your Responsibilities

TO advise the command of specifics of discrimination/sexual harassment complaints and to provide the command an opportunity to rectify, remedy or take appropriate action on the complaint before it is brought to the attention of higher authorities.

TO submit only legitimate complaints and to exercise caution against immature or reckless charges.

Commanders down to the battalion/squadron level shall designate, in writing, an equal opportunity program officer. This individual is knowledgeable of equal opportunity policies, sexual harassment prevention, and processing complaints.

The procedures that must be followed to present a complaint are divided into two categories, informal and formal.

INFORMAL COMPLAINT PROCEDURES

Informal Resolution System

1. *Direct Approach*
   a. In person, by approaching the offending individual.
   b. In writing, send a letter to the offending person stating the facts, your feelings about the behavior, and expected resolution.
2. *Informal Third Party*
   a Request assistance from another person.
   b. Normally a friend or co-worker.
3. *Training Information Resources (TIR)*
   a. Request training or resource materials for presentation to the work place in areas of discrimination, harassment or inappropriate behavior.
   b. TIR includes videos, books, lesson plans, posters, etc. Request TIR from Equal Opportunity Advisor.

FORMAL COMPLAINT PROCEDURES

1. *Request Mast*
   a. Preferred method for an individual to make a complaint of discrimination/ sexual harassment.
2. *Article 138, UCMJ Complaint*
   a. Marine alleges wrong committed by the commanding officer.
3. *Redress of Wrong Committed by a Superior*
   a. Marine may file complaint against any superior, who the Marine believes committed a wrong doing. (USNAVREGS, Art. 1150).
4. *Communications with Inspector General*
   a. Alternative to the normal chain of command.
   b. Marines may lodge complaints and provide facts to the Command Inspector or to representatives of the Deputy Naval Inspector General for Marine Corps Matters/Inspector General of the Marine Corps.
   c. Marines may lodge complaints concerning violations of laws, rules, and regulations; fraud, waste or inefficiency; abuse of authority; or other misconduct.
5. *Individual Communications with Congress*
   a. Marines may write individual letters to members of Congress at any time concerning EO issues.

COMPLAINTS RELATED TO DISCHARGE AND RECORDS

Write to the Board for Correction of Naval Records or the Naval Council of Personnel Boards (attn: Naval Discharge Review Board), Department of the Navy, Washington, D.C., 20370-5000. These boards will supply forms and instructions necessary to apply for redress.

Pertinent References for Grievance Procedures

1. DON Toll Free Sexual Harassment Advice and Counseling Hot Line:
   1 800 253 – 0931 within CONUS;
   (703) 614 – 2735 overseas call collect.
2. SECNAVINST 5300.26C
   DON Policy on Sexual Harassment
3. MCO 1000.9w/ch1 *Sexual Harassment*
4. MCO P5354.1D
   Marine Corps Equal Opportunity Manual

THIS POSTER MUST BE PROMINENTLY DISPLAYED ON A PERMANENT BASIS BY EVERY COMMAND

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