



# MARINE CORPS PROCEDURES

## FOR THE PROCESSING OF DISCRIMINATION AND 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 the 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 representative. 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.

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### 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 friend or co-worker

#### 3. Training Information Resources (TIR)

- a. Request training or resource materials for presentation to work place in areas of discrimination or inappropriate behavior.
- b. TIR includes videos books, lesson plans, posters, etc... Request TIR from Equal Opportunity Advisors.

### 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 Superior

- a. Marine may file a complaint against any superior, who the Marine believes committed a wrong doing (USNAVREGS, Art. 1150).

#### 4. Communication with Inspector General

- a. Alternative to the normal Chain of Command.
- b. Marines may lodge complaints and provide facts to the Command 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 inefficiently; abuse of authority; or other misconduct.

#### 5. Individual Communication with Congress

- a. Marine may write individual letters to members of Congress at any time concerning EO issues.

### PERTINENT REFERENCES FOR GRIEVANCE PROCEDURES

1. SECNAVINST 5300.26D DOD Policy on Sexual Harassment
2. MCO 1700.23F Request Mast
3. MCO 1000.9A Sexual Harassment
4. MCO P5354.1D Marine Corps Equal Opportunity Manual

### COMPLAINTS RELATED TO DISCHARGE AND RECORDS

Write to the Board for Correction Naval Records or the Council of Review Boards (att: Naval Discharge Review Board), Department of the Navy, Washington DC, 20370-5100. These Boards will Supply forms and instructions necessary to apply for redress.