



UNITED STATES MARINE CORPS

1ST BATTALION, 4TH MARINES
1ST MARINE DIVISION
P.O. BOX 555432
CAMP PENDLETON, CA 92055-5432

5354
PAC
26 Jan 24

BATTALION POLICY LETTER 2-24

From: Commanding Officer
To: All Hands

Subj: COMMAND POLICY ON PROHIBITED ACTIVITIES AND CONDUCT

Ref: (a) MCO 5354.1F

1. Situation. The Marine Corps' ability to perform its mission at home and abroad 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 a valued member of the unit. This policy implements reference (a), outlining administrative protocols on preventing and responding to PAC allegations for personnel assigned to 1st Battalion, 4th Marines. It outlines individual and command roles and responsibilities, and administrative requirements for command climate monitoring.

2. Cancellation. This paragraph will cancel any existing Prohibited Activities and Conduct (PAC) Battalion policy.

3. Mission. Establish command policy that implements reference (a).

4. Execution

a. Commander's Intent

(1) Purpose. Provide equal treatment and the opportunity for all members of this command to achieve their fullest potential based solely upon individual merit, fitness, and ability.

(2) End State. The command will not tolerate harassment (to include sexual harassment), unlawful discrimination, or abuse (specifically, hazing; bullying; ostracism; retaliation); wrongful distribution or broadcasting of intimate images; and certain dissident and protest activity (to include supremacist activity).

b. Concept of Operations

(1) This command will make every effort to eradicate unprofessional and unacceptable behavior from our ranks. These prohibited activities and conduct are fundamentally inconsistent with

our core values and ethos. Violation of such activities will not be tolerated. To foster an inclusive work environment, we will:

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

(b) Ensure personnel assigned to the command 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 prohibited activities and conduct. Ensure individuals are aware of all available reporting avenues.

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

(e) Use information obtained from both formal and informal climate assessments, and make improvements where needed within the command.

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

(g) Document substantiated incident(s) of prohibited activities and conduct outlined in reference (a) in the subject member's Official Military Personnel File (OMPF).

c. Tasks

(1) Executive Officer

(a) Provide oversight of all staff functions, ensuring command compliance with reference (a).

(b) Assist the commander in developing his/her commander's intent prior to administering the Defense Equal Opportunity Organizational Climate Survey (DEOCS) assessment.

(c) Oversee the climate assessment process. Ensure all staff members having equities in the climate survey have access to survey results for analysis. Draft the Corrective Action Plan (CAP) to address concerns identified in the climate survey report.

(d) Utilize the Functional Area Checklist published by the Inspector General of the Marine Corps for ensuring command compliance with reference (a).

(e) Maintain overall cognizance for execution of the policies identified within this Order.

(f) Read and familiarize yourself with reference (a).

(g) Serve as the alternate release authority for OPREP-3 reporting requirements.

(2) S-1 Officer

(a) Ensure all investigations involving allegations of prohibited personnel conduct are forwarded to the servicing Staff Judge Advocate for legal sufficiency review.

(b) Ensure all substantiated complaints are annotated in the subject's OMPF via appropriate 6105 entry.

(c) Ensure the report of disposition is submitted to the command Equal Opportunity Representative (EOR) for forwarding to the servicing Military Equal Opportunity (MEO) office as required by reference (a).

(d) Ensure OPREP-3 report is submitted within three duty days upon commander's receipt and acceptance of complaint.

(e) Assist the EOR in the generation of all correspondence related to PAC complaints for the commander's signature.

(f) Serve as the release authority for OPREP-3 reporting requirements.

(g) Read and familiarize yourself with the reference.

(3) S-3 Officer

(a) Ensure PAC training is part of the unit's annual training plan and that all annual MEO training requirements are accomplished. Ensure training is specific to rank and position. Report all required MEO training using the appropriate training codes.

(b) Ensure training on this policy will be conducted in small group using leader-to-lead training methodology facilitated by the command EOR.

(c) Ensure the command climate assessments are on the command's TEEP.

(d) Read and familiarize yourself with the reference.

(e) Ensure appropriate training codes are documented in the Marine Corps Training Information Management System (MCTIMS).

(4) Equal Opportunity Representative (EOR)

- (a) Responsible for program management.
- (b) Serve as survey administrator for the command's DEOCS survey. Ensure requirements outlined in reference (a) are met.
- (c) On a random basis conduct visual inspection of all unit workspaces to ensure no inappropriate or offensive materials are present. Document results on a memorandum for the record and submit to the Executive Officer for signature.
- (d) Conduct periodic observations to informally assess the command climate. Report any concerns to the Executive Officer immediately.
- (e) Develop and maintain the command's PAC policy. Command policy will be certified by the commander within 30 days of the assumption of command.
- (f) Develop and maintain desktop procedures.
- (g) Conduct awareness training for all new join personnel on this policy.
- (h) Provide annual training using approved training material to the command. Provide quarterly updates to the command group on training completion percentages.
- (i) Inform the command within 30 days of any policy changes from higher commands.
- (j) Develop and maintain relationship with servicing PAC office. Serve as unit's liaison to the PAC office for sharing of information and case updates as required.
- (k) Ensure timely submission of required reports and annexes.
- (l) Ensure compliance with functional area checklist requirements. Immediately notify the Executive Officer of any areas of non-compliance.
- (m) Provide monthly case status updates to the command team.
- (n) 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.
- (o) Read and familiarize yourself with the reference.

(p) Ensure all investigations involving allegations of prohibited personnel conduct are forwarded to the servicing MEO office for a compliance review in accordance with reference (a).

(5) Unit Force Preservation Council

(a) Screen and monitor personnel involved in PAC allegations for high-risk stress related reactions.

5. Coordinating Instructions. Recommendations concerning this policy are invited and will be submitted to the commander via the Executive Officer or Equal Opportunity Representative.

6. Administration and Logistics. This order shall be reviewed and reissued within 90 days of assumption of command. Interim changes will be incorporated as necessary.

7. Command and Signal. The point of contact for this matter is the Battalion Equal Opportunity Representatives, First Lieutenant Roman C. Benitez and Gunnery Sergeant Demetrius R. Eason. They can be reached at (559) 410-1276 or roman.benitez@usmc.mil and (703) 731-2284 or demetrius.eason@usmc.mil.



C. J. O'MELIA