



Commanding Officer's Prohibited Activities
And Conduct Policy
Headquarters and Service Battalion
Headquarters Marine Corps, Henderson Hall



All leaders are responsible for the physical, emotional, and spiritual wellbeing of our Marines. "Taking care of Marines" means vigorously enforcing our high standards of performance and conduct.

Marine Corps Order (MCO) 5354.1G Admin Ch 1 outlines the Marine Corps policy, procedures, and responsibilities for preventing and responding to prohibited conduct involving sexual harassment, prohibited discrimination, harassment, hazing, bullying, or those behaviors deemed by the commander as detrimental to good order and discipline. These behaviors are collectively referred to as prohibited activities and conduct (PAC).

Misconduct, inappropriate behavior, and/or discrimination, to include sexual harassment, sexual orientation discrimination, and hazing are unacceptable within this command. Violators will be subject to immediate administrative and/or disciplinary action.

All Marines, Sailors, and civilians assigned to this Battalion will treat one another with dignity, care, and concern. Prohibited activities and conduct as defined in MCO 5354.1G Admin Ch 1 are corrosive to readiness and destroy trust. We share a collective responsibility to prevent and respond to them appropriately. We will uphold our high professional standards of performance, conduct, and discipline.

The primary and preferred channel to prevent and respond to a PAC violation is through the chain of command. The chain of command will address a PAC complaint via one of two resolution processes. Conflict Management is the most informal and generally expeditious means through which the command can attempt resolution and restore the trust necessary for unit cohesion, at the lowest appropriate level. In cases where Conflict Management is not possible or not appropriate, the Complaint Resolution process will be used. Complaint Resolution is a formal PAC complaint resolution process that is used if it is determined that a formal resolution is appropriate or more information is needed in order to determine an appropriate avenue for resolution. All members of this command have the right to report incidents of prohibited activities and conduct without fear of reprisal, intimidation, or retaliation. If you believe you have been the subject of reprisal, immediately contact the MCI-NCR Command Inspector General's Office.

If you believe, you have been the subject of or a witness to acts of prohibited conduct involving sexual harassment, prohibited discrimination, harassment, hazing, or bullying, report it to your immediate chain of command or contact the Equal Opportunity Advisor.

M. A. MELENDEZ III
Colonel, U.S. Marine Corps
Commanding Officer