

# FORMAL COMPLAINT FLOW CHART

CUI



#### **NAVMC 11512 Complaint**

Submitted within 90 days of action.
Complainant decides preferred resolution method. EOA will analyze complaint and forward to appropriate command within 3 duty days

# Complaint Resolution (Formal Resolution)

CO will forward complaint to the Next Higher-Level Commander (NHLC) O-6 or above

within 72 hours

#### Notify GCMCA

#### **Command Initiated Investigation**

IO will investigate and upon completion provide the Commander with the completed investigation.

Notify Subject Document on NAVMC 11513



#### (Substantiated)

Based on the preponderance of evidence, the Commander concludes an offense took place and may take appropriate administrative action.

#### or

#### (Unsubstantiated)

Based on the preponderance of evidence, the Commander concludes an offense did not take place. They may, however, still take appropriate administrative action.

# 1

# Notify Complainant and Subject within 3 calendar days

Document on NAVMC 11512 and 11513 respectively. Option for either party to have a supervised review

#### **Legal Sufficiency Review**

- 1. SJA completes Legal Sufficiency Review
- Commander endorses investigation and makes disposition decision to substantiate/unsubstantiate

#### **Investigation Complete:**

#### (to the extent practicable) within 30 Calendar Days

If extension is requested, the IO must provide the GCMCA an update every 14 days until the investigation is completed.

#### Right to Appeal

#### within 30 calendar days

Must be submitted in writing to the GCMCA and form a specific basis: MCO 5354.1G, Chap 6, para 12 or Ch 7, para 4 (SH)

#### **GCMCA Review**

Accept appeal OR prepare final endorsement

#### **Notify Appellant**

Second appeal available if requested

#### Case Closure

Archived in MRIT for records



# **NEW SEXUAL HARASSMENT COMPLAINT FLOW CHART**



#### **NAVMC 11512 Complaint**

Submitted within 90 days of action. Complainant decides preferred resolution method. EOA will analyze complaint and forward to appropriate command within 3 duty days

### **Complaint Resolution** (Formal Resolution)

CO will forward complaint to the Next Higher-Level Commander (NHLC) O-6 or above

within 72 hours

#### **Notify GCMCA**

#### Forward to NCIS

NCIS will investigate and upon completion provide the Commander with a Record of Inquiry (ROI)

**Notify Subject** Document on **NAVMC 11513** 



## **Investigation Complete:**

#### (to the extent practicable) within 14 Calendar Days

The NHLC must provide the GCMCA an update every 14 days until the investigation is completed.

#### **Notify Complainant and Subject** within 3 calendar days

Document on NAVMC 11512 and 11513 respectively. Option for either party to have a supervised review

#### \*Most recent offense prior to 1 Jan 2025 1. SJA completes Legal Sufficiency Review

- 2. Commander endorses investigation and makes disposition decision to substantiate/unsubstantiate
- 3. Commander may take administrative or disciplinary action

#### \*Most recent offense on or after 1 Jan 2025

- 1. SJA completes Legal Sufficiency Review
- 2. Commander endorses investigation and makes disposition decision to substantiate/unsubstantiate

### (Unsubstantiated)

CUI

Commander should consult with SJA and may take administrative or disciplinary action

### (Substantiated)

#### **Forward to Office of Special Trial Counsel**

OSTC will deliberate on the complaint as a covered offense. Commanders may NOT take administrative or disciplinary action UNLESS deferred to by OSTC.

## **Right to Appeal**

#### within 30 calendar days

Must be submitted in writing to the GCMCA and form a specific basis: MCO 5354.1G, Chap 6, para 12 or Ch 7, para 4 (SH)

### **GCMCA Review**

Accept appeal OR prepare final endorsement

#### **Notify Appellant**

Second appeal available if requested

#### **Case Closure**

Archived in MRIT for records