

**\*\* If NCIS is investigating a sexual assault complaint that is determined to be (or contains elements of) sexual harassment the formal process will start once the commander receives the completed NCIS report \*\***

EOR receives complaint of discrimination or sexual harassment

Complainant decides which route they will take

Informal Resolution System

- Direct Approach
- Informal Third Party
- Training

If the Informal Resolution works the issue is resolved.

EOA/EOR follows up with the complainant and everything is documented

Formal Complaint Procedures

- Request Mast
- Article 138 or 1150
- IG Hotline Complaint
- Congressional Inquiry

Formal Complaint is submitted to Commanding Officer (CO). Within 72hrs an investigation must be initiated

Also, within 72hrs a notification will be forwarded via the COC to the GCMCA describing the circumstances and naming the investigating officer (IO)

IO has 14 days to complete the investigation to include the legal (SJA) and EO (EOA) sufficiency reviews

The CO's endorsement must be routed via the COC to the GCMCA within 6 days of the completed investigation

The EOA/EOR will obtain a statement of satisfaction from the complainant

If the Informal Resolution does not work a formal complaint may be filed by the complainant.

If the investigation and all reviews cannot be completed within 14 days an extension must be requested. The GCMCA is the only one authorized to approve an extension (30 days)

• The formal process is finished when the Commanding officer determines whether or not the allegations are substantiated or un-substantiated.

• If substantiated the CO determines the level of punishment required

• The complainant must be notified upon the initiation of the investigation and every 14 days thereafter