



**UNITED STATES MARINE CORPS**

COMBAT LOGISTICS BATTALION 2  
COMBAT LOGISTICS REGIMENT 2  
PSC BOX 20180  
CAMP LEJEUNE, NC 28542-0180

BnO 5354.1  
EOR  
26 Jan 24

BATTALION ORDER 5354.1

From: Commanding Officer, Combat Logistics Battalion 2  
To: Distribution List

Subj: COMMAND POLICY ON PROHIBITED ACTIVITIES AND CONDUCT (PAC) PREVENTION  
AND RESPONSE

Ref: (a) MCO 5354.1F

1. Situation. The ability of Combat Logistics Battalion 2 (CLB 2) 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 will be assured that they are a valued member of the unit.

2. Mission. To establish a command policy that implements reference (a). This order implements reference (a); outlines administrative protocols for preventing and responding to PAC allegations regarding individual and command roles and responsibilities; and identifies administrative requirements for monitoring the command climate.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To promote an environment free of personal or social barriers that prevent Marines and Sailors from rising to the highest level of responsibility. The command will not tolerate harassment (to include sexual harassment), unlawful discrimination, or abuse (specifically, hazing, bullying, ostracism, and retaliation); wrongful distribution or broadcasting of intimate images; and certain dissident and protest activity, to include supremacist activity.

(2) Concept of Operations. This command will make every effort to eradicate unprofessional and unacceptable behavior from our ranks. These prohibited activities and conduct violations are fundamentally inconsistent with our core values and ethos and will not be tolerated. 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 communication are protected from reprisal or retaliation.

(e) Use information obtained from both formal and informal climate assessment processes to 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).

(h) Marines will be processed for administrative separation following the first substantiated incident of sexual harassment or wrongful distribution or broadcasting of an intimate image.

b. Tasks

(1) Executive Officer

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

(b) 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.

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

(d) Maintain overall cognizance of the execution of the policies identified within this order.

(e) Read and be familiar with the reference.

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

(2) Adjutant

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

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

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

(d) Ensure OPREP-3 report is submitted within the required timelines for all PAC allegations received.

(e) Assist the Equal Opportunity Representative in the generation of all correspondence related to PAC complaints.

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

(g) Read and be familiar with the reference.

(3) Operations Officer

(a) Ensure 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 groups using leader-to-lead training methodology facilitated by the command EOR.

(c) Ensure the command climate assessments are on the command's Training Exercise Employment Plan.

(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

(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 a 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 MEO 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 a relationship with the servicing MEO office. Serve as unit's liaison to the MEO office for sharing of information and case updates as required.
  - (k) Ensure timely submission of required reports.
  - (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 be familiar with the reference.
- (5) Unit Force Preservation Council. Screen and monitor personnel involved in PAC allegations for high-risk, stress-related reactions.
- (6) VWAP Coordinator. Ensure victims and witnesses involved in PAC allegations are advised of advocacy services and issue the DD Form 2701 as required.

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

#### 4. Administration and Logistics

- a. This order shall be reviewed and reissued within 90 days of assumption of command. Interim changes will be incorporated as necessary.
- b. Records created as a result of this order shall be managed according to National Archives and Records Administration (NARA) approved dispositions to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium.

#### 5. Command and Signal

- a. Command. This order is applicable to Marines and other Armed Forces personnel assigned to or serving with Combat Logistics Battalion 2, and civilian supervisors of military personnel.
- b. Signal. This order is effective the date signed.

  
D. C. WALKER

Distribution: A