

# Equal Opportunity / Sexual Harassment Formal Complaint/Investigation Tracking Sheet

DATE	STEP IN FORMAL COMPLAINT PROCESS	INITIALS
	Formal Complaint submitted by Complainant	
	72 Hr Notification submitted via CoC to GCMCA, letter must list the name of the Investigating Officer assigned. <i>(Provide a copy to the EOA)</i>	
	Investigating officer appointed. <i>(IAW MCO P5354.1D, the investigation, Commanding Officer endorsements, and all reviews must be completed within 14 days of the appointment of the Investigating officer) (Provide copy of appointment letter to EOA)</i>	
	Complainant contacted and notified of initiation of investigation.	
	Complainant Initials	
	Extension request submitted <i>(IAW MCO P5354.1D, if the investigation, all Commanding Officer endorsements, and reviews cannot be completed within 14 days a 30day extension must be requested via the CoC to the Commanding General or, in the absence of the CG the first officer in CoC with GCMC)</i>	
	Complainant notified of extension and every 14 days thereafter until investigation is completed <i>(if an extension request was required)</i>	
	Complainant Initials	
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	After command reviews investigation for administrative accuracy IO submits investigation to SJA.	
	SJA Legal Sufficiency Review Conducted, submit investigation to EOA	
	EOA EO sufficiency Review Conducted, return investigation to Command	
<i>If applicable</i>	BN Commanding Officer Endorsement Conducted <i>(forward to Regimental Commander, IAW MCO P5354.1D, the investigation, all Commanding Officer endorsements and sufficiency reviews must be completed within 14 days of the appointment of the Investigating officer.)</i> Provide a copy to the EOA.	
	Complainant notified of investigation results by the Commander. EOA/EOR acquires a Statement of Satisfaction from the complainant on his or her satisfaction on the formal complaint process <i>(not the results of the investigation)</i> . (if the EOR takes statement provide a copy to the EOA)	
	Complainant Initials	
	Regimental Commanding Officer Endorsement. <i>(IAW MCO P5354.1D forward to the GCMCA, provide copy to the EOA)</i> Provide a copy to the EOA.	
	GCMCA Endorsement (provide copy to the EOA)	
<p><i>Examples of notification letter, endorsements, extension requests, and Reports of Investigation can be obtained from the command Equal Opportunity Advisor. All requirements contained within this checklist are IAW with MCO P5354.1D Chapter 5, and adhere to Title 10 regulations governing the investigation of all formal complaints of discrimination and sexual harassment. The EOA will track the progress of the investigation, endorsements and all reviews. Contact the EOA in any instance where assistance is needed. If the complainant cannot be reached to conduct notifications and statement of satisfaction notify the EOA and make a note on the tracking sheet.</i></p>		

