Office of Diversity Management & Equal Opportunity

Military Equal Opportunity

Department of Defense Guidance for Processing Sexual Harassment Complaints

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Department of Defense Guidance for Processing Sexual Harassment Complaints

<u>Notification</u>. Upon receipt of sexual harassment allegations, the commanding officer (CO) does the following within 72 hours:

<u>Investigation Initiation</u>.

- **Forwards the allegations to the next superior officer in the chain of command who is authorized to convene a general court-martial**
- **Commences an investigation of the allegations**
- **Advises the complainant of the commencement of the investigation**
- **This notification may be extended to 120 hours after the report of the allegations when there are documented, extenuating circumstances**

<u>Duration of Investigation</u>. CO ensures investigation is completed within 14 days if practicable

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<u>Report on Investigation</u>. Upon receipt of the completed investigation, CO takes the following actions:

- **Submits final report on results of investigation, including action taken as a result of investigation, to the next superior officer in chain of command within 20 days after investigation is commenced or**
- **Submits a report on progress made in completing the investigation to the next superior officer in the chain of command within 20 days after investigation is commenced**
- **Follows up every 14 days until investigation is completed**
- **Upon completion of investigation, submits final report on the results of investigation, including action taken as a result of the investigation, to that next superior officer**

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<u>Report Content</u>. Final or progress reports should include the following at a minimum:

- **Name of the investigating officer**
- **Whether allegations were substantiated**
- **Projected or final completion date of the investigation**
- **Copy of investigating officer's final report, redacted as necessary, other applicable laws and regulations if requested by the complainant**
- **Final reports must obtain a legal sufficiency review**
- **Information about specific adverse actions taken against an individual is generally not disclosed unless such information is a matter of public record (e.g., court-martial proceedings) or when otherwise required to be released by statute**

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Questions