

O DDHHMMZ MMM YY ZYB {PG 2-2}  
FM YOUR COMMAND  
TO CNIC WASHINGTON DC// {PGS A-8 THRU A-10}  
CNO WASHINGTON DC//N1//  
{GCMA}  
CHINFO WASHINGTON DC//00//  
INFO CNIC WASHINGTON DC {ECHELON II}://{CODE}//  
CNO WASHINGTON DC//N00E//  
CHNAVPERS WASHINGTON DC//PERS-00J//  
COMNAVPERSCOM MILLINGTON TN//PERS-6/PERS-670/N134/  
NAVY JAG WASHINGTON DC//JJJ//  
NAVINSPGEN WASHINGTON DC//JJJ//  
BT  
UNCLAS //N05354//  
MSGID/OPREP-3,USMTF,20XX/COMMAND NAME/{Sequential number beginning with 001 - additional messages will be assigned a sequential letter suffix - 001A} {PG 2-9}  
REF/A/DOC/PERS670//02 JAN 22//  
AMPN/REF A IS OPNAVINST 5354.1E, NAVY EO POLICY//  
TIMELOC/{ZULU Date and time of incident}/{LOCATION}/INIT OR FOLUP OR FINAL  
FLAGWORD/NAVY UNIT SITREP/-//  
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/{Sexual Harassment or Unlawful Discrimination/Reprisal - in connection to a formal complaint}  
1. INCIDENT: {SEXUAL HARASSMENT/UNLAWFUL DISCRIMINATION/REPRISAL  
2. DATE OF INCIDENT:  
3. TIME OF INCIDENT: {use local time}  
4. LOCATION OF INCIDENT: {aboard ship at sea, aboard ship in port, on base, CONUS, off base CONUS, overseas on base, overseas off base, other}  
5. SUSPECT OR ALLEGED OFFENDER(S) DATA:  
6. SEX: [M or F]  
7. AGE:  
8. RACE: {White/Caucasian, Black/African American, Hispanic/Latino, American Indian/Alaskan Native, Asian, Native Hawaiian/Other Pacific Islander}  
9. WEAPON:  
10. ALCOHOL/DRUG: {Identify what and how much}  
11. VICTIM OR COMPLAINANT DATA  
12. SEX: [M or F]  
13. AGE:  
14. RACE: [White/Caucasian, Black/African American, Hispanic/Latino, American Indian/Alaskan Native, Asian, Native Hawaiian/Other Pacific Islander]  
15. NCIS NOTIFIED:  
16. INSTALLATION FAMILY ADVOCACY REP NOTIFIED:  
17. SUMMARY/BRIEF DESCRIPTION OF INCIDENT: {This is the area where the additional data we need will be included}  
A. SUSPECT OR ALLEGED OFFENDER RELATIONSHIP TO VICTIM OR COMPLAINANT: {CO, supervisor, subordinate, peer, other}  
B. SUSPECT OR ALLEGED OFFENDER PAYGRADE:  
C. DATE COMPLAINT SUBMITTED TO CHAIN OF COMMAND BY COMPLAINANT:  
D. SUSPECT OR ALLEGED OFFENDER AFFILIATION: {USN, USMC, USA, USAF, USCG, CIVILIAN}  
E. VICTIM OR COMPLAINANT PAYGRADE:  
F. METHOD USED TO SUBMIT COMPLAINT: [NAVPERS 5354/2 (Rev. 3-00), NAVPERS 1626/7 {Report of Disposition of Offenses}, UCMJ article 138, NAVREGS article 1150, Navy Inspector General (IG), DOD IG, congressional inquiry, NCIS report, any other communication the Commander deems

appropriate]

G. ADVOCATE(S) ASSIGNED:

H. DATE INVESTIGATION COMMENCED/COMPLETED:

I. INVESTIGATION OUTCOME: {SUBSTANTIATED or UNSUBSTANTIATED}

J. CORRECTIVE ACTIONS/PUNISHMENT AWARDED: {NJP, courts-martial, formal letter of reprimand, PG 13 entry, reduction in rank, administrative separation, non-punitive letter of caution, etc.}

18. MEDIA INTEREST:

19. NCIS INVOLVEMENT:

20. POC: {Name, Comm phone, DSN phone, email}