

## SAMPLE SITREP

P DDHHMMZ MMM 99 ZYB  
 FM USS NAVY SHIP  
 TO [General Court Martial Authority (GCMA)]  
 INFO [Command Echelon 2 Commander]  
 [Command Immediate Superior In Command (ISIC)]  
 CNO WASHINGTON DC//N00E//  
 COMNAVPERSCOM MILLINGTON TN//PERS6/61//  
 BT  
 UNCLAS //N05354//  
 MSGID/GENADMIN//  
 SUBJ/FORMAL EQUAL OPPORTUNITY - SEXUAL HARASSMENT COMPLAINT//  
 REF/A/DOC/PERS61/[date of inst]//  
 AMPN/REF A IS OPNAVINST 5354.1E, NAVY EO POLICY//  
 POC/[Name of POC]/[Rank or Rate]/-/-/TEL: [Give COMM and DSN  
 Number]

RMKS/1. INCIDENT DATA:

A. COMMAND DATA

- (1) LOCAL INCIDENT NUMBER: [UIC-FY-INCIDENT Nr-SEQ Nr] (ex. 69059-99-003-001 is the first message on the third incident in this command for FY-99).
- (2) DATE TIME GROUP (DTG) OF PREVIOUS MESSAGE(S):
  - (A) INITIAL MESSAGE
  - (B) CONTINUATION MESSAGE 1
  - (C) CONTINUATION MESSAGE 2, ETC
  - (D) CLOSE-OUT
- (3) COMMAND SUBMITTING REPORT: [name of command handling complaint]
- (4) PERMANENT COMMAND TO WHICH COMPLAINANT IS ASSIGNED: [name of command or same as above]
- (5) ECHELON II COMMAND: [name of echelon II command of reporting command]
- (6) POC/PHONE: [name and number if not listed in message header]
- (7) TYPE OF REPORT: [initial, continuation, close-out]
- (8) DATE COMPLAINT SUBMITTED TO CHAIN OF COMMAND BY COMPLAINANT: [DDMMYY] (Ex. 01FEB99)
- (9) TYPE OF INCIDENT: [sexual harassment or discrimination]
- (10) METHOD USED TO SUBMIT COMPLAINT: [NAVPERS 5354/2 (Rev. 3/00), NAVPERS 1626/7, UCMJ article 138, NAVREGS article 1150, Navy Inspector General (IG), DOD IG, congressional inquiry, NCIS report, other]

Enclosure (5)

## B. COMPLAINANT DATA

- (1) GENDER: [M or F]  
 (2) PAYGRADE: [Paygrade] (Ex. O-3)  
 (3) AFFILIATION: [USN, USMC, USA, USAF, USCG,  
 CIVILIAN]  
 (4) DUTY STATUS: [active or reserve]  
 (5) RACE: [White, Black/African American,  
 Hispanic/Latino, American Indian/Alaskan Native, Asian, Native  
 Hawaiian/Other Pacific Islander]  
 (6) ALCOHOL USE SUSPECTED: [yes or no]

## C. ALLEGED OFFENDER(S) DATA:

- (1) GENDER: [M or F]  
 (2) PAYGRADE: [Paygrade] (Ex. O-3)  
 (3) AFFILIATION: [USN, USMC, USA, USAF, USCG,  
 CIVILIAN]  
 (4) DUTY STATUS: [active or reserve]  
 (5) RACE: [White, Black/African American,  
 Hispanic/Latino, American Indian/Alaskan Native, Asian, Native  
 Hawaiian/Other Pacific Islander]  
 (6) ALCOHOL USE SUSPECTED: [yes or no]  
 (7) RELATIONSHIP TO COMPLAINANT: [co, supervisor,  
 subordinate, peer, other]

## D. INCIDENT DESCRIPTION

- (1) DATE OF INCIDENT: [DDMMYY]  
 (2) INCIDENT LOCATION: [aboard ship at sea, aboard  
 ship in port, on base, CONUS, off base CONUS, overseas on base,  
 overseas off base, other]

## E. INVESTIGATION DETAILS

- (1) DATE INVESTIGATION COMMENCED: [DDMMYY]  
 (2) DATE INVESTIGATION COMPLETED: [DDMMYY]  
 (3) OUTCOME: [substantiated or unsubstantiated]  
 (4) TIMELINES MET: [yes or no] (NOTE: If not, state  
 reason why.)  
 (5) CORRECTIVE ACTION TAKEN/PUNISHMENT AWARDED:  
 [NJP, courts-martial, formal letter of reprimand, PG 13 entry,  
 reduction in rank, administrative separation, etc.]

2. MISCELLANEOUS REMARKS. [Provide summary of reported  
 incident. Also, explain any items marked as "other" that were  
 not addressed above.]//