|  |  |  |
| --- | --- | --- |
| DEPARTMENT OF HOMELAND SECURITY  U.S. COAST GUARD  **ADMINISTRATIVE REMARKS** | | |
| **PRIVACY ACT STATEMENT**  Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.  **AUTHORITY**: 14 U.S.C. § 505  **PURPOSE**: To document a USCG service member’s achievements, accomplishments, Uniform Code of Military Justice (UCMJ) infraction(s), or any other USCG military pay or personnel activity.  **ROUTINE USES:** Authorized USCG officials will use this information to validate a USCG service member’s achievements, accomplishments, UCMJ infraction(s) or any other USCG military pay or personnel activity. Any external disclosures of information within this record will be made in accordance with DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011).  **CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. However, failure to provide this information may result in a delay in administrating this form. | | |
| Entry: Harassing Behavior (Non-Sexual) (P&D-43a)  Reference: (a) Harassing Behavior Prevention, Response, and Accountability, COMDTINST 5350.6 (series)  (b) Military Separations, COMDTINST 1000.4 (series)  Responsible Level: Unit  Entry:  MMDDYYYY: Following a thorough investigation, I have determined by a preponderance of the evidence you engaged in conduct which constitutes harassing behavior, specifically  [include nature of substantiated harassing behavior (harassment, discriminatory harassment (identify protected status), hate-based harassment, retaliation or reprisal, bullying or hazing)], under reference (a), and commission of a serious offense under reference (b) as a violation of Article 92 of the Uniform Code of Military Justice. [Briefly summarize substantiated incident(s) using pertinent facts from the investigation including date(s) and location(s) but DO NOT include names of other parties such as aggrieved, witnesses, and investigating officer.)] You have been counseled on the Coast Guard’s expectations of our workforce and what constitutes harassing behavior under policy. A review of your record indicates this is your first documented incident of harassing behavior.    *Choose those that apply:*  ​​ You will be processed for separation in accordance with references (a) and (b).  ​​ You are not recommended for reenlistment.  ​​ While a single substantiated incident of harassing behavior provides a basis for initiating involuntary administrative separation, I have concluded this incident was isolated or unintentional, and you’ve clearly demonstrated you will not engage in harassing conduct in the future. Any subsequent substantiated incident of harassing behavior will result in you being processed for separation in accordance with references (a) and (b).  ​​ CG-PSC-OPM/RPM will be notified for a determination regarding separation processing in accordance with reference (a) for cases involving officers. If retained, any subsequent substantiated incident of harassing behavior will result in you being processed for separation in accordance with references (a) and (b).    First M Last  Commanding Officer  DDMMMYYYY: I acknowledge the above entry.  First M Last | | |
| 1. NAME OF PERMANENT UNIT | 1. NAME OF UNIT PREPARING THIS FORM | |
| 1. NAME OF MEMBER (Last, First, MI) | 1. EMPLOYEE ID NUMBER | 1. GRADE/RATE |

Scan original into member's OMPF

CG-3307 (09/23)

Expiration: 09/33

PREVIOUS EDITIONS ARE OBSOLETE

Page 1 of 1