





UNITED STATES MARINE CORPS  
HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION  
BOX 99160  
YUMA, ARIZONA 85369-9160

IN REPLY REFER  
SqdnO 5300.10D  
CO  
23 Mar 11

SQUADRON ORDER 5300.10D

From: Commanding Officer

To: Distribution List

Subj: SEXUAL HARASSMENT

Ref: (a) MCO P5354.1D W/CH 1

(b) MCO 1000.9A

(C) MCIWESTO 5354.1

(d) StaO 5354.1D

Encl: (1) Commanding Officer's Sexual Harassment Policy

1. Situation. Sexual harassment is a form of discriminatory behavior that erodes morale and discipline and, when not eliminated will have an adverse effect on mission readiness. The Secretary of the Navy and the Commandant of The Marine Corps have issued policy guidance in references (a) and (b) which defines sexual harassment and emphasizes the Department's policy that sexual harassment will not be tolerated. Leaders and supervisors have a responsibility to create an environment of mutual respect in which all personnel can work toward mission accomplishment.

2. Cancellation. SqdnO 5300.10C

3. Mission. To issue policy and guidance concerning prevention of sexual harassment. Sexual harassment is unacceptable behavior for military or civilian personnel. Such behavior will be dealt with immediately through the leadership/supervisory structures of the Squadron, to include the Uniform Code of Military Justice.

4. Execution

a. Department Heads

(1) Ensure the contents of this Order and the enclosure are brought to the attention of all military and civilian personnel.

(2) Conduct training to promote the understanding of sexual harassment and its adverse impact on mission readiness. Military personnel will participate in sexual harassment awareness training on a continuing basis tailored to meet the specific needs of their department. This training will include, but is not limited to, the complaint resolution procedures contained in reference (c). At a minimum, sexual harassment awareness training will be conducted annually for one hour. The Squadron's scheduled annual training on EO must be augmented by the Department's leadership training plan in these areas. Civilian personnel should contact their Human Resource Office to contact their civilian Equal Employment Opportunity Counselor for training and filing complaints.

(3) Ensure supervisory personnel are aware of their responsibilities for dealing with sexual harassment concerns.

(4) Ensure military personnel are aware that the Informal Resolution System and request mast procedures outlined in reference (c) are the preferred and most expeditious methods for filing sexual harassment complaints.

(5) Ensure that all personnel are aware that the Commanding Officer and all subordinate leaders in the chain of command are receptive to complaints of sexual harassment, and that filing such a complaint does not subject the complainant to reprisal, which will not be tolerated at any level, under any circumstance.

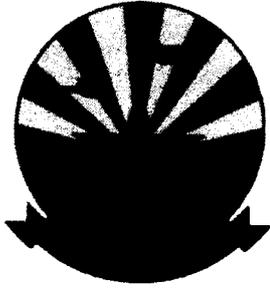
5. Admin and Logistics. This order is issued under Distribution: A and is published electronically via the following link: <http://www.yuma.usmc.mil/hhs/sqdnorders.html>.

6. Command and Signal. This order is applicable to all of Headquarters and Headquarters Squadron, Marine Corps Air Station Yuma and effective the date signed.



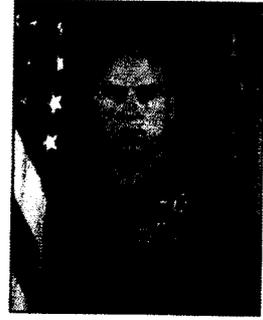
E. K. COUCH

Distribution: A



HEADQUARTERS AND HEADQUARTERS  
SQUADRON

COMMANDING OFFICER'S  
SEXUAL ASSAULT POLICY



As Marines, we respect each other's dignity and treat each other with respect. We are a unit that knows the right path to take on-duty and off. Any attack on the dignity of another Marine will not be tolerated in this command. Any attack or assault of a sexual nature will be investigated as a criminal act.

Sexual assault is a crime. Sexual assault is defined as intentional sexual contact, characterized by use of force, physical threat of force, or abuse of authority or when the victim does not or cannot consent. Sexual assault can occur without regard to gender, spousal relationship or age of victim.

"Consent" shall not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, coercion or when the victim is asleep, incapacitated, or unconscious.

All of the members of this unit must seek to prevent sexual assault and be prepared to respond immediately to the needs of the victim. All leaders will stress the need for the responsible consumption of alcohol both on and off base. All leaders will ensure their Marines are familiar with this policy and attend annual training on sexual assault prevention.

This unit has a standard operating procedure for responding to Allegations of Sexual Assault that can be found with the Command Duty Binder or with the Barracks NCO. CWO3 Neal and HM1 DuHaney have been appointed as the Uniformed Victim Advocates (UVA) to help implement my policy, to conduct required training, and to help protect any victim of sexual assault. The UVAs name and contact information are posted throughout the squadron or can be found with the Command Duty Officer or the Barracks NCO.

E. K. COUCH  
LtCol, U.S. Marine Corps