



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

IN REPLY REFER
Sqdno 5354.1G
SQS1
23 Mar 11

SQUADRON ORDER 5354.1G

From: Commanding Officer
To: Distribution List

Subj: EQUAL OPPORTUNITY

Ref: (a) MCO P5354.1D w/Ch 1
(b) MCIWESTO 5354.1
(c) StaO 5354.1D

Encl: (1) Commanding Officer's Equal Opportunity Policy

1. Situation. The most important Marine Corps asset is our human resource. We owe each and every individual, regardless of race, color, religion, gender, age, or national origin, the right to work in an environment of equal treatment and opportunity. The primary objective of the Squadron's Equal Opportunity Program (EOP) is to integrate Equal Opportunity (EO) into every aspect of Marine Corps Life. Discrimination is counterproductive to good order and discipline, reduces unit readiness, and undermines morale, therefore, it is unacceptable and will not be tolerated in this command.

2. Cancellation. SqdnO 5354.1F

3. Mission. To publish, consistent with references (a), (b), and (c) the command's policy statement (enclosure 1), assign responsibilities and establish procedures for maintaining the Squadron's EOP.

4. Execution. The chain of command is the primary and preferred channel for correcting discriminatory practices and for communicating EO matters. Individuals who believe they have been subjected to discrimination or inappropriate behavior shall be afforded the opportunity to seek redress.

a. Individual Marines/Sailors. Anyone who witnesses an act of discrimination has a responsibility to address, correct or report the behavior immediately. There are two methods for resolving EO complaints: formal and informal.

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(1) Informal: This method uses the Informal Resolution System (IRS) to resolve conflict that is less than criminal in nature. Personnel should always consider using the informal method whenever possible, as it is the most expeditious means to attempt resolution and restore the trust necessary for unit cohesion.

(2) Formal: This method is used to seek a formal resolution to a complaint of inappropriate behavior. Once a complaint has been forwarded to the Commanding Officer for action, the method of resolution is then left to the Commanding Officer. All formal complaints must be forwarded to the CMC, via the DASH report.

b. Equal Opportunity Representatives

(1) Ensure formal discrimination and sexual harassment complaints are routed through the Station Equal Opportunity Advisor.

(2) To the fullest extent possible, recommend the informal resolution system is used as the primary channel for correcting discriminatory practices.

(3) All EO complaints are sensitive in nature and shall be classified as protected communication. Upon receipt of an EO complaint, guarantee it is handled expeditiously with sensitivity to the individuals involved. Also, ensure all formal complaints (substantiated/unsubstantiated) are reported promptly to CMC (MPE) per the format and guidelines depicted in reference (a) via the Station Equal Opportunity Advisor.

(4) Ensure that EO, complaint procedures are widely published on bulletin boards, in work sections and throughout various departments throughout MCAS Yuma.

(5) Initiate action for appropriate cultural/ethnic observances IAW MCO P5354.1D.

c. Department Heads

(1) Ensure that the informal resolution system is used as the primary channel for correcting discriminatory practices and for communicating EO and human relation matters.

(2) Ensure each Marine and Sailor attends the mandatory one hour of sexual harassment training depicted in reference (a).

(3) Ensure EO policies and complaint procedures are widely disseminated on bulletin boards, during formation, and departmental leadership training.

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(4) Ensure all complaints are routed via the chain of command through the Squadron Equal Opportunity Representative.

d. BEQ Manager. Ensure racial, ethnic, and gender segregation in the barracks of Headquarters and Headquarters Squadron is prohibited.

5. Administration and Logistics.

a. Recommended changes to this order are encouraged and will be submitted to the Commanding Officer via the chain of command.

b. This order will be published and distributed electronically via the Squadron website at: <http://www.yuma.usmc.mil/hhs/sqdnorders.html>

6. Command and Signal.

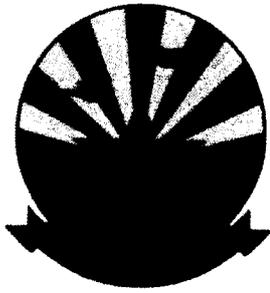
a. Command. This order is applicable to all personnel assigned to Headquarters and Headquarters Squadron.

b. Signal. This order is effective the date signed and will replace all previous directives of its kind.



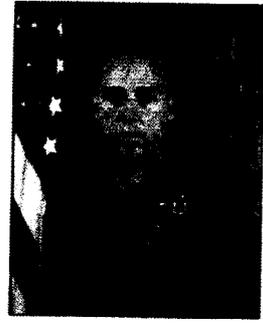
E. K. COUCH

Distribution: A



HEADQUARTERS AND HEADQUARTERS
SQUADRON

COMMANDING OFFICER'S
EQUAL OPPORTUNITY (EO)
POLICY



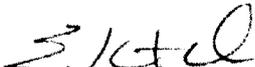
The purpose of this policy letter is to remind every Marine and Sailor that this command will provide EO for all military members without regard to age, color, gender, race, religion, or national origin, consistent with the law, regulations, and the requirements for physical and mental abilities.

The Marine Corps is built on the trust and teamwork shared between individual Marines and their leaders. Inherent in this trust is the understanding that fair, scrupulous, and unbiased treatment is the Marine Corps' leadership standard.

Unlawful discriminatory practices within the Marine Corps are counterproductive and unacceptable. Discrimination undermines morale, reduces combat readiness, and prevents maximum utilization and development of the Marine Corps' most vital asset, its people. This also includes sexual harassment, which is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is a criminal offense punishable under the UCMJ as a violation of U.S. Navy Regulations. The policy of the Marine Corps is to provide equality of treatment and the opportunity for all Marines to achieve their full potential based solely upon individual merit, fitness and ability.

The responsibility for accomplishing equal opportunity is not dependent on authority or solely the function of any special staff officer. Rather, all Marines are expected to promote camaraderie among individuals, regardless of age, color, gender, race, religion, or national origin, by setting an example of unprejudiced actions and identifying unfair practices to higher authority via the chain of command.

Individuals who believe they have been subjected to discrimination, sexual harassment or any inappropriate behavior should report the incident to the chain of command if they believe they are unable to resolve the problem by themselves or if the incident is criminal in nature. Anyone who witnesses an act of discrimination has a responsibility to address, correct or report the inappropriate behavior immediately.


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