



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION YUMA
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SqO 5354.1F
CO
29 Dec 16

SQUADRON ORDER 5354.1F

From: Commanding Officer
To: Distribution List

Subj: MILITARY EQUAL OPPORTUNITY PROGRAM

Ref: (a) MCO P5354.1D
(b) MCO 1000.9A
(c) MCO 5354.3B
(d) MCO 1700.23F
(e) MCIWEST-MCB CAMPENO 5354.1
(f) Inspector's General Checklist (CGIP)
(g) MARADMIN 438-15

Encl: (1) Marine Corps Air Station Yuma Commanding Officer Equal Opportunity and Sexual Harassment Policy Statement

1. Situation. In accordance with reference (a), commanders are responsible for publicizing, implementing, and enforcing the Marine Corps Policy on Equal Opportunity (EO), discrimination, and sexual harassment. This Order establishes policy procedures on how EO and sexual harassment matters will be identified and reported within the command, and assigns related command and staff responsibilities.

2. Mission. To publish command's policy statement, assign responsibilities and establish procedures for using Equal Opportunity Advisors (EOA), Equal Opportunity Representatives (EOR) and the services they provide.

3. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Equal opportunity will be provided to all military personnel without regard to color, race, religion, national origin, gender, or sexual orientation. EO and sexual harassment training will serve to decrease discrimination and sexual harassment issues within the battalion, and will educate Marines and Sailors on their rights, duties, and reporting options as they relate to EO and sexual harassment. Enclosure (1) is the Commanding Officer's policy statement on Equal Opportunity and Sexual Harassment.

(2) Concept of Operations.

(a) Per reference (a), the Commanding Officer will appoint in writing an Equal Opportunity representative for the Squadron.

(b) The EOA will be the primary point of contact for all EO or sexual harassment issues.

(c) The Commanding Officer will ensure that all EO complaints received by the chain of command are promptly investigated in a fair, impartial manner, and are appropriately resolved without fear of reprisal, intimidation, or retaliation. The Commanding Officer will address the use of

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the Informal Resolution System, and will process all request mast chits in an expeditious manner.

(d) The Commanding Officer will conduct thorough walkthrough inspections of all the command's spaces on at least an annual basis to remove any and all materials that create a degrading, hostile, or offensive work environment. This will help ensure a professional workplace for all personnel, free of sexual harassment and other forms of unlawful discrimination.

b. Tasks.

(1) Squadron Commander.

(a) Ensure that all Marines and Sailors attend the annual Equal Opportunity and Sexual Harassment Prevention training conducted by the EOR.

(b) Ensure that required audiovisual equipment and location for Equal Opportunity and Sexual Harassment Prevention training is being provided, as requested.

(c) Ensure the tracking of completion of Equal Opportunity (AQ) and Sexual Harassment Prevention (AR) training on Marine Corps Training Information Management System for the squadron. Official training codes can be found at:
<http://www.manpower.usmc.mil/lookups/lookups/lookups.action?tableId-575>.

(2) Equal Opportunity Representative.

(a) Conduct annual training on Equal Opportunity and Sexual Harassment Prevention for all Marines and Sailors assigned to Headquarters & Headquarters Squadron (H&HS), and coordinate the training of additional instructors, if required. Lead EO Welcome Aboard Brief for all new Marines checking into H&HS, Marine Corps Air Station (MCAS) Yuma.

(b) Refer all complaints to the MCAS Yuma, EOA as per references (e) and (g). Attend quarterly sustainment training provided by the EOA in accordance with reference (a).

(c) Ensure CO's policy letter is posted on around the squadron in all high-visibility areas and individual sections, and is updated as necessary to reflect changes in the EO policy.

(d) Ensure that all historical/cultural events of significant interest within the command are given proper recognition. Information about these Special Observances can be found on the Defense Equal Opportunity Management Institute (DEOMI) website at <https://www.deomi.org/>.

(e) Assist the Commanding Officer in completing mandatory Defense Organizational Climate Surveys (DEOCS), as per reference (a). Function as EO program manager for the Commanding General Inspection Program (CGIP) inspections, ensuring that the command is meeting all requirements established in reference (f).

(3) Equal Opportunity Advisor.

(a) Carry out all functions contained in reference (a) and reference (b) and other activities directed or approved by Station Inspector.

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(b) Provide guidance, advice, or assistance in all EO matters to the Commanding Officer and tenant commanders aboard the station.

(c) Maintain liaison with all station and tenant unit EORs and other agencies/personnel deemed appropriate.

4. Administration and Logistics

a. Squadron will track completion of the Equal Opportunity and Sexual Harassment Prevention training.

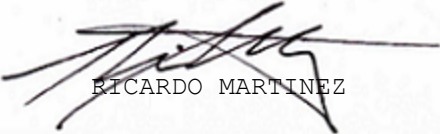
b. Recommended changes to this Order are encouraged and may be submitted to the CO H&HS, via the appropriate chain of command.

c. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Battalion directives can be found at: <https://www.mciwest.usmc...>

5. Command and Signal. The MCAS Yuma EOA will serve as the point of contact and program advisor. The EOA may be contacted at work phone number: 928-269-2529, or at EO cell phone number: 804-704-4766.

a. Command. This Order is applicable to Marines assigned to H&HS.

b. Signal. This Order is effective on the date signed.



RICARDO MARTINEZ