



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:  
ASO 5354.1  
EOA  
19 Feb 19

AIR STATION ORDER 5354.1

From: Commanding Officer  
To: Distribution List

Subj: COMMAND POLICY ON MARINE CORPS PROHIBITED ACTIVITIES AND CONDUCT  
PREVENTION AND RESPONSE

Ref: (a) MCO 5354.1E ADMIN CH

1. Situation. The ability of the Marine Corps Air Station (MCAS) Beaufort Team to perform its mission is directly related to the fair and equitable treatment of its members. All personnel will be treated with dignity and respect and be assured that they are valued members of the Command. This Order implements reference (a), and outlines administrative protocols on preventing and responding to prohibited activities and conduct (PAC) allegations for personnel assigned to MCAS Beaufort. It outlines individual and command roles and responsibilities and administrative requirements for command climate monitoring.

2. Mission. Establish a station policy that implements reference (a). Members of the Air Station shall be evaluated only on individual merit, fitness, capability, and performance.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Promote an environment free from personal or social barriers that prevents Marines and Sailors from rising to the highest level of responsibility.

(2) End State. MCAS Beaufort will not tolerate harassment (to include sexual harassment), unlawful discrimination, or abuse (specifically: hazing, bullying, ostracism, and retaliation), wrongful distribution or broadcasting of intimate images, and certain dissident and protest activity (to include supremacist activity).

(3) Concept of Operations. The MCAS Beaufort Team will make every effort to eradicate unprofessional and unacceptable behavior from the ranks. These PAC are fundamentally inconsistent with our core values and ethos and will not be tolerated. All personnel are directed to:

(a) Facilitate appropriate and responsive care and services for those Marines and Sailors adversely impacted by PAC.

(b) Ensure personnel assigned aboard MCAS Beaufort foster a climate of dignity, respect, and trust for all.

(c) Utilize the chain of command as the primary and preferred channel to ensure the organizational environment is free of PAC. Ensure individuals are aware of all available reporting avenues.

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(d) Ensure those who participate in protected communications are free from reprisal or retaliation.

(e) Use information obtained from both formal and informal climate assessments to make improvements.

(f) Ensure members of the Command are trained on the content of reference (a) annually.

b. Subordinate Element Missions

(1) Equal Opportunity Advisor

(a) Serve as the program manager.

(b) Track compliance with command climate assessment requirements.

(c) Conduct the required Equal Opportunity Representative (EOR) training for supported commands annually.

(d) Conduct periodic observations to informally assess the Command's climate, and report any concerns to the Executive Officer (XO) immediately.

(e) Develop and maintain the Command's military Equal Opportunity (EO) policy. The Command's policy will be certified by the commander within 30 days of assumption of command.

(f) Develop and maintain desktop procedures.

(g) Conduct awareness training for all new join personnel on PAC.

(h) Provide annual training using approved training material to the Command. Provide monthly updates to the command deck on training completion percentages.

(i) Inform the Command within 30 days of any policy changes from higher headquarters.

(j) Perform mediation services to assist in resolving issues at the lowest level, as requested.

(k) Ensure timely submission of required reports.

(l) Ensure compliance with the functional area checklist requirements. Immediately notify the XO of any instances of non-compliance.

(m) Provide monthly case status updates to the command deck.

(n) Conduct follow-up interviews with complainants to ensure reprisal acts are not occurring. Ensure follow-up interviews are documented and made part of the official case file.

(o) Read and familiarize yourself with the reference.

(p) Ensure discrimination and sexual harassment (DASH) reports are submitted and completed as outlined in the reference.

(2) Commanding Officer, Headquarters and Headquarters Squadron

(a) Ensure all personnel are familiar with this directive and reference (a).

(b) Create a policy to identify local prevention efforts, and response and reporting procedures; include education and awareness efforts, and responsibilities for all equal opportunity complaints within 90 days of taking command.

(c) Assign a minimum of two EORs in writing to monitor command climate and receive reports of PAC.

(d) Ensure the reporting and investigation timeline for all equal opportunity complaints is in accordance with reference (a).

(e) Serve as the alternate release authority for operation report 3 (OPREP-3).

(f) Document substantiated incident(s) of PAC outlined in reference (a) in the subject member's official military personnel file.

(g) Ensure complainants are notified in writing that their EO complaint was dismissed. Complainants are required to submit a written request to the general court-martial convening authority (GCMCA) for the reconsideration of dismissal within five duty days from the date of notification. If the complainants does not submit for reconsideration of dismissal, the convening authority will submit a summary of the dismissal to the GCMCA to review and file.

(h) Ensure within 24 hours after final disposition, the complainants and subject of the complaint contact the Equal Opportunity Advisor for their rights to appeal.

(i) Ensure the Defense Equal Opportunity Climate Survey (DEOCS) is conducted in accordance with reference (a).

(3) Victim Witness Assistance Program. Ensure victims and witnesses involved in PAC allegations are advised of advocacy services and issue DD Form 2701 as required.

c. Coordinating Instructions. Submit recommendations concerning this policy to the CO via the XO or EOA.

4. Administration and Logistics. This Order shall be reviewed and reissued within 90 days of assuming command. Interim changes will be incorporated as necessary.

5. Command and Signal

a. Command. This Order is applicable to MCAS Beaufort, its subordinate command, and applicable tenant commands.

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

  
T. P. MILLER

Distribution: A