



COMMANDING OFFICER  
HEADQUARTERS AND HEADQUARTERS SQUADRON  
POLICY STATEMENT ON VIOLENCE PREVENTION



We need to protect our most valuable resource - our personnel. Violence may present itself in many ways, both on and off Marine Corps installations. The warning signs or indicators of potential violence assist in mitigating any potential violence. We need to ensure we have a successful program that incorporates best practices from both Federal agencies and private sector organizations. Per MCO 5510.21, this program is designed to protect our personnel.

It is the Marines Corps policy to provide a safe environment for all Marines, Sailors, civilians, family members and visitors. Acts or threats of harm or violence are crimes; they will not be tolerated. Violence prevention includes efforts to assess, investigate, mitigate and respond to behaviors that may precede acts of harassment, intimidation, threats, violence, as well as behaviors consistent with radicalization and insider threats. Harassment, intimidation, threats, violence and inappropriate behaviors will not be tolerated.

Awareness is the key to this program. If you see the warning signs or indicators of potential violence, report them via your chain of command. If you see a crime or believe a crime to be imminent, notify law enforcement immediately. Early recognition of warning signs or indicators of potential violence is the key to preventing escalation to acts of violence.

Every Marine, Sailor, and civilian has the absolute right to work and live in a safe environment and all members of this squadron are required to prevent unnecessary violence.

A large, stylized handwritten signature in black ink, which appears to read "Benjamin J. Fiala".

BENJAMIN J. FIALA  
LIEUTENANT COLONEL, U.S. MARINE CORPS  
COMMANDING OFFICER



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**POLICY STATEMENT ON PROHIBITED  
ACTIVITIES AND CONDUCT**



H&HS Beaufort performs its mission focused on MOS proficiency with a ready force trained with a concentration of fair, equitable treatment of its members - the standard. This command has a ZERO tolerance of Prohibited activities and conduct.

Prohibited activities and conduct (PAC): 1) Prohibited Discrimination; 2) Bullying, Hazing and Harassment; 3) Sexual Harassment; 4) Wrongful Distribution or Broadcasting of Intimate Images, and 5) Dissident and Protest Activity

Prohibited activities and conduct impacts morale, reduces readiness, and prevents the development of the Marine Corps' most vital asset - its people. They erode our Nation's trust and confidence in its Marine Corps and discredit our unit. H&HS is committed to maintaining a culture of dignity, respect, and trust. A culture fostering growth in its people to better themselves and the community. Regardless of race, creed, color, sex (including pregnancy), religion, ethnicity, national origin, gender identity, or sexual orientation; Marines, Sailors, and civilians deserve respect and proper treatment.

I am committed to an environment of fair, impartial, and unbiased treatment of ALL. I demand this atmosphere throughout this command. I encourage members of this command to review the newly minted PAC Order, MCO 5354.1F. We will look to resolve issues at the lowest level while maintaining standards, good order and discipline. Anyone who experiences or observes any PAC acts must take appropriate action.

If you feel you are a victim, contact the EOA or EORs listed below.

MCAS Beaufort EOA - SSgt Marizol K. Gavidia, 843-228-7936  
H&HS EOR - GySgt Chris S. Martinez, 843-228-9032  
H&HS EOR - GySgt Pilar Gonzalez Jr, 843-228-6350  
H&HS EOR - SSgt Priscilla M. Wolfe, 843-228-7209

**BENJAMIN J. FIALA**  
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POLICY STATEMENT ON REQUEST MAST



The right of all Marines to directly communicate grievances to, or seek assistance from their Commanding Officer is established in U. S. Navy Regulations and the Marine Corps Manual, and is exercised through the formal process of Request Mast.

RM includes the Service Member's right to communicate directly with the Commander (normally in person). As the Commanding Officer, I will ensure all personnel are familiar with the RM order and consider the matter and offer to process and resolve a Marine's request without delay. I fully support U.S. Navy Regulations (Articles 0820c and 1151.1) and the Marine Corps Manual (paragraph 2805) which establish the Request Mast (RM) process.

Once a Marine or Sailor expresses a desire to submit a RM petition, leaders at all levels should direct their efforts to ensure the Marine or Sailors are seen in front of me. Attempt to delay or suppress a RM, including attempting to intervene and "fix the problem", by any Marine or Sailor is forbidden and may result in administrative or judicial action under UCMJ Article 92. Service Members who wish to appear before myself as the Commanding Officer will do so without fear of reprisal or prejudice to their interests.

Individuals may submit an open or sealed RM to the CG, MCI East-MCB Camp Lejeune, NC via the Chain of Command. As the CG, MCI East-MCB Camp Lejeune, NC Reviewing Authority (RMRA), the Command Inspector General (CIG) will receive, open and prepare all such RM packages for the CG's consideration. Request Mast packages at this level will be forwarded to the CO, MCAS Beaufort and will then forward the RM packages addressed to the CG through the CIG after attempting to resolve the issues in accordance with MCO 1700.32G.

The desire of some RM petitioners to meet directly with the CG should not obscure the true focus of the process, which is resolution of the grievance. Individuals must consider that submitting a sealed RM precludes the opportunity for myself to address the problem, and therefore should provide a compelling reason to do so. If a Marine or Sailor submits a RM petition, allow me the opportunity to resolve your grievances.

Overall, I fully support the Request Mast process as a means to resolve grievances and overall increase unit readiness within the command.

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HEADQUARTERS AND HEADQUARTERS SQUADRON  
UNIT, PERSONAL AND FAMILY READINESS  
PROGRAM



The heart of the Marine Corps and the nation is the individual Marine, Sailor and civilian as well as their family. As leaders, we have the obligation to take care of our Marines, Sailors and civilians to include the families and support networks that they rely on. Family readiness also applies to our single Marines, Sailors and civilians and their support networks.

As an expeditionary force in readiness, we need to remain the most ready when the nation is the least ready. There is no better way to keep faith with our Marines, Sailors and families than to maintain a vibrant, effective, and fully-supported Family Readiness Program. My ultimate goal for this program is ready and resilient Marines, Sailors, civilians and families who are able to respond to life, career, and mission events.

The Unit, Personal, and Family Readiness Program (UPFRP) of Headquarters Squadron exists to support all squadron Marines, Sailors and civilians, married, single, and their family members. The UPFRP has four distinct pillars to lean on: communication, readiness and deployment, information and referral, and volunteer management.

- 1. Communication:** Marines, Sailors and families will be informed: Military Formations, Quarterly Conversations, Welcome aboard Tours, Command newsletters, social media, social interaction and town halls are the vehicles we will use - if you have questions, concerns, ASK!
- 2. Readiness:** Trained, Fit, Fueled and Family - balanced and maintained.
- 3. Information and Referral:** We will provide access to resources from MCCS, non-MCCS and community-based support organizations enabling Marines, Sailors and families to establish goals and achieve them.
- 4. Volunteer Management:** The Swamp Fox family embraces volunteerism - opportunities will be available to assist with making the squadron's UPFRP a success.

I expect all leaders to be familiar with UPFRP and to provide the support for your fellow Marine, Sailor and civilian in order to make the squadron better daily.

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POLICY STATEMENT ON SUBSTANCE ABUSE



In order to execute our mission of providing superior services supporting the operational force and keeping Marines, Sailors and civilians at an optimum state of combat readiness; we must function as a cohesive unit ensuring the health, wellness, and safety of Marines and their family members.

As Marines, Sailors and civilians, we are all leaders and need to set positive examples including discouraging irresponsible consumption of alcohol and improper use of prescription or over-the-counter drugs. Off-duty activities should promote healthy behaviors and not encourage the misuse of alcohol.

Alcohol and drug offenses will be dealt with swiftly and effectively. Per MCO 5300.17A, the use of illegal drugs undermines the effective performance of Marines and is contrary to the Marine Corps' Mission. The primary purpose of substance misuse prevention is to enhance mission readiness and the overall health, wellness and safety of Marines and their family members.

Our substance abuse policy will be proactive in nature and focus on prevention. We will advocate no risk alcohol use, proper use of prescription and over-the-counter medicines and seek to eliminate illicit drug use through outreach, training and education. We will also provide referral services and transition assistance for those who violate this order. The use of illegal drugs has an immediate detrimental effect on unit discipline and performance and any individual that violates this order **will be processed** for administrative separation.

Leaders, ensure that you know your Marines, Sailors and civilians and prevent instances of substance abuse from occurring through compassionate leadership and education. The Headquarters and Headquarters Squadron Substance Abuse Program shall be administered in accordance with MCO 5300.17A and will require a total commitment from all levels of leadership.

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HEADQUARTERS AND HEADQUARTERS SQUADRON  
COMMAND GUIDANCE



Mission:

Our Mission is to support II MEF, ZMAW, MAG-31, and the Joint Force in the execution of their operational mission sets.

Your mission nested within ours is to be MOS proficient and be READY.

Ready:

*Trained*

Marines and Sailors continuously train, both in combat and in garrison - improving the unit's position. Each of us is a trainer - train your replacement well! I encourage all to take advantage of educational resources, non-resident PME and actively participate in our PME program.

*Fit*

Marines and Sailors are physically, mentally and spiritually fit. **NCOs own this - the first line of defense.** Marines and Sailors help each other! Resources are available - utilize them. If you don't know, ask the question. **Chaplains are a great place to start!**

*Fueled*

Marines and Sailors fuel properly to maximize performance of their duties. Nutrition, diet, rest, recovery, liberty and leave are essential; they ensure Marines and Sailors are ready to meet the challenge with dynamic shifts required to operate this air station.

*Family*

Marines and Sailors come from all walks-of-life and all types of families - **you** are now in the Swamp Fox Family. Take care of your family - your greatest support group. Ensure they are prepared and informed - we will actively engage our families in our mission.

Focus:

I want to welcome all to the Swamp Foxes - enjoy your time. Focus on the above; set goals for what you want to achieve while we are together: 1) **in the unit**; 2) **in the United States Marine Corps**; and 3) **in life**. Debrief and reflect often - **sustain the transformation!**

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POLICY STATEMENT ON SEXUAL ASSAULT



All Marines, Sailors and civilians regardless of rank will treat and be treated with dignity and respect. Our ability to support the warfighter depends on the establishment of trust and confidence among all members of the Squadron.

Sexual assault is a criminal act that detracts from our Marine Corps core values and erodes unit cohesion. Per MCO 1752.5C, every Marine should be aware of what constitutes sexual assault and the consequences of such behavior. Sexual assault is a crime. "Sexual assault" is defined as intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy, indecent assault (unwanted, inappropriate contact or fondling) or attempts to commit these acts.

I highly encourage any victim of sexual assault to seek assistance. A Restricted Report enables someone to receive support services without triggering an official investigation. The following individuals are afforded confidentiality and are ready to help: Sexual Assault Response Coordinator (SARC), SAPR Victim Advocate, Chaplain, and Military Healthcare Provider. It is important to note that Civilian Healthcare Providers are required by law in the State of California to report instances of sexual assault to civilian law enforcement, and as such do not have confidentiality. When a restricted report is made, medical care, advocacy, and counseling services are available without notifying command or law enforcement officials. A command member can always change to an Unrestricted Report if they desire. With an Unrestricted Report, assistance is available through your chain of command in addition to the SARC, SAPR Victim Advocate, Chaplain and Military Healthcare Provider. NCIS and the Commanding Officer will be notified of the victim's identity. An official investigation may be conducted by NCIS. I will take every measure to safeguard the privacy and welfare of the victim while ensuring that justice is served for any individual that breaks faith with our core values.

To maintain reporting options and confidentiality if you or a fellow Marine, Sailor or civilian Marine are a victim of sexual assault, notify the SAPR VA or the Station SARC. Also the Installation 24/7 Helpline at (843) 321-6009 or the DoD Safe Helpline at (877) 995-5247 can be utilized.

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POLICY STATEMENT ON SAFETY



Marines and Sailors joined the Naval Service for service, adventure, excitement, adrenalin and commodore - it's who we are and what we do. To channel this spirit into mission accomplishment, we must maintain a strict adherence to published standards and procedures. Failure to do so may result in serious bodily harm or death to our most valuable asset- the individual Marine, Sailor or civilian.

Safety is integrated into our day-to-day operations and touches each mission we do. Officer and SNCO leaders must be actively engaged in the Risk Management (RM) process to ensure that we mitigate potential hazards while implementing the proper safety controls. Equally important, peers need to be actively engaged in safeguarding the welfare of those Marines, Sailors and Civilians to our right and left and have the moral courage to challenge poor decisions and acts - EVERY command member has an obligation to report unsafe acts.

Leaders at all levels must ensure our Marines, Sailors and civilians follow establish safety procedures and make good life choices while on liberty in order to preserve the force. Safety is everyone's responsibility and directly linked to the mission accomplishment and morale of the squadron.

We will work to establish and maintain a viable safety program which ensures we are trained, fit, fueled and focused on the mission. We will maintain readiness, eliminate preventable mishaps and preserve our Maines, Sailors, civilian personnel and equipment. This is every individual's goal and responsibility.

**Mission - Ready - Focus!**

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