



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
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CG  
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POLICY LETTER 03-12

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: FEMALE OFFICERS WITHIN 2D MARINE AIRCRAFT WING (2D MAW)

Ref: (a) MCO 1752.5A  
(b) MCO P5354.1D W/Ch 1

1. Purpose. Ensure the Commanding General (CG) and Group Commanders continue to foster a professional work environment within 2d MAW consistent with Marine Corps values that enables female Officers to achieve their fullest potential.

2. Tasks

a. 2d MAW CG:

- (1) Responsible for the command climate within 2d MAW.
- (2) Identify and assign the appropriate and best qualified senior female Officer in the Wing to act as the Wing Mentor for female Officers.
- (3) Identify and assign the appropriate and best qualified senior female mentor for Marine Aircraft Groups (MAGs) aboard Marine Corps Air Station Cherry Point, New River, Beaufort and when flagged 2d MAW (forward).
- (4) Direct and fund a bi-annual Women's Leadership Off-site for female Officers. Each off-site will last a minimum of 24 hours.
- (5) Personally provide initial guidance and intent to symposium attendees and receive final out-briefs.

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(6) Craft quality all hands Equal Opportunity (EO) and Uniformed Victim Advocate (UVA) training for the Wing that is more focused on prevention (vice reaction).

b. Group and Squadron Commanders:

(1) During the check-in and check-out process, conduct one-on-one interviews with female Officers to assess the command climate. Intent is to obtain the Officer's honest assessment of the Group's and Squadron's environment (personal experience). If a problem is noted take immediate and corrective actions. Report actions taken to the CG, 2d MAW.

(2) Encourage communication and social interaction, to include such activities as social-networking, professional military educations, physical fitness, etc., between female Officers. Ensure command climates are not postured to restrict such activities.

(3) Ensure each UVA and Equal Opportunity Representative (EOR) are high quality leaders with credibility - one to which your female officers will go. In units with female Officers, the senior female Officer shall have an additional duty as the UVA. (Note: UVA and EOR should not be assigned to the same individual).

(4) Ensure no "filters" exist to screen Commanders from obtaining reports of a hostile working environment, sexual harassment or sexual assault complaints by female Officers.

(5) For all complaints, the Squadron Commanding Officer (CO) shall meet with the alleged victim one on one to hear the complaint with the assistance of the EOR/UVA.

(6) Ensure all Officers receive Bystander Training as one team (we have created a video to facilitate this). Ensure a separate training package is conducted for all Staff Non-Commissioned Officers (SNCOs), Non-Commissioned Officers (NCOs) and enlisted - again each shall be conducted in teams or small groups.

(7) Assign the senior female Officer in your unit to mentor the junior female Officers; encourage them to meet formally once per month.

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(8) Ensure "rank integrity" for billeting while deployed and during training. Female Officers will be billeted with female Officers, not SNCOs or NCOs.

(9) Report all alleged sexual harassment and sexual assaults, per references (a), (b) and Wing Commanders Critical Information Requirements (CCIRs).

c. Female Officers will:

(1) Report all sexual harassment and sexual assaults, per references (a) and (b).

(2) Working through the chain of authority, ensure you speak face to face with your Commander, UVA and EOR if you suffer (or witness) sexual harassment or sexual assault.

3. Filing Instructions. A copy of this policy shall be maintained on file.

  
J. M. DAVIS

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