



UNITED STATES MARINE CORPS  
MARINE ATTACK SQUADRON 542  
MARINE AIRCRAFT GROUP 14  
POSTAL SERVICE CENTER BOX 8068  
CHERRY POINT, NORTH CAROLINA 28533-0068

IN REPLY REFER TO:  
5000  
CO  
07 Dec 18

POLICY LETTER 1-18

From: Commanding Officer, Marine Attack Squadron 542  
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDING OFFICER'S SAFETY POLICY

Ref: (a) MCO 3500.27C  
(b) MCO 5100.29B

1. The mission of VMA-542 is to support the MAGTF commander by destroying surface targets and escorting friendly aircraft, day or night, under all weather conditions, during expeditionary, joint, or combined operations. This mission is inherently dangerous so we must continuously reinforce the importance of safety and operational risk management. As part of our mission we are tasked with flying, fixing, and maintaining aircraft which has the potential to breed complacency which can only be mitigated with professional and engaged leadership.

2. I view safety and operational risk management as byproducts of professionalism. As we continuously strive for personal and professional excellence, a natural effect will be increased situational awareness, sound judgement, and a bias for action to do the right thing. Engaged leadership will be the key to establishing a good safety culture and all levels of the chain of command must stress safety and operational risk management to ensure it is incorporated into everything we do - on and off duty.

3. One of the primary means available to positively affect force preservation and eliminate injuries and accidents is Risk Management. Risk Management shall be used to identify and mitigate risk in all activities, both on and off duty and should extend to risks associated with human factors in the workplace, behavioral healthcare, and behavioral lifestyles that can affect readiness.

4. Every decision you make not only affects you, it affects the Marine to your left and right, it affects the squadron, and it affects your family and loved ones. Think before you act, take care of the Marines around you, and realize that nothing is worth injuring a Marine or damaging an aircraft over. I need every Marine to be a safety officer; to step-up and stop or correct any unsafe activity. If something doesn't look right, smell right, sound right, or feel right, chances are it's not right. A good safety culture leads to increased readiness and increased mission effectiveness. MISSION FIRST, PEOPLE ALWAYS!

  
B. R. DAVIS



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POLICY LETTER 2-18

From: Commanding Officer, Marine Attack Squadron 542  
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDING OFFICER'S EQUAL OPPORTUNITY AND PROHIBITIVED ACTIVITY AND CONDUCT POLICY

Ref: (a) MCO P5354.1E

1. The effectiveness of our squadron relies on the trust and teamwork shared between individual Marines, regardless of rank or position. Inherent in this trust is the understanding that fair and equitable treatment is the Marine Corps' leadership standard. In keeping with this standard, all Tigers will ensure a safe and respectful workplace environment with equal opportunities for all individuals without regard to age, color, national origin, race, religion, or sex. Any failure to adhere to this principle erodes trust, esprit de corps, and interferes with our ability to accomplish our mission.
2. In order to preserve dignity and promote respect for all Marines, we all must have a good understanding of what is in the referenced order concerning prohibited activities and conduct. In our family, there is no room for harassment, sexual harassment, discrimination, abuse (specifically hazing, bullying, ostracism, and retaliation), wrongful distribution or broadcasting of intimate images, or any racist activity whatsoever. These actions are fundamentally contrary to our core values and ethos and no one should tolerate these corrosive activities or allow them to take place.
3. If you are the subject of any of these prohibitive activities or witness it, seek to address and resolve the issues at the lowest level utilizing your chain of command. If this is not successful or appropriate, there are several methods to seek resolution. The preferred and most expeditious means to register and resolve an issue is the Request Mast process.
4. We are all familiar with the "Golden Rule", which states: Do unto others as you would have them do to you. In other words, treat other people the way you want to be treated. This rule is simple and powerful, yet everyone is different and the truth is, in many cases, what you would want done to you is entirely different from what your fellow Marine would want done to them. So Tigers will follow the "Platinum Rule", which goes like this; Do unto others as they would want done to them. In other words, treat other people the way they want to be treated. Understanding the prohibited activities and treating others with dignity and respect is the foundation of a safe, respectful, and productive work environment. MISSION FIRST, PEOPLE ALWAYS!

A handwritten signature in black ink, appearing to read "B. R. Davis".

B. R. DAVIS



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POLICY LETTER 3-18

From: Commanding Officer, Marine Attack Squadron 542  
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDING OFFICER'S HAZING POLICY

Ref: (a) MCO 5354.1E

1. Hazing is defined as any conduct whereby a Service member knowingly, recklessly, or intentionally and without proper authority but with a nexus to military service causes a Service member or members, regardless of Service or rank, to suffer physically or psychologically or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, harmful, or creates a risk of physical or psychological injury. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature, and may occur in person or through other forms of communication, including online and through social media.

2. Hazing can include, but is not limited to: physically striking another to inflict pain; piercing another's skin in any manner (such as "pinning" or "tacking on" of rank insignia or "blood winging"); verbally berating another; encouraging another to excessively consume alcohol or encouraging another to engage in illegal, harmful, demeaning, or dangerous acts; threatening or offering violence or bodily harm to another; branding; taping; tattooing; shaving; greasing; painting; requiring excessive physical exercise beyond what is required to meet standards; or the forced consumption of food, alcohol, drugs, or any other substance. Experience has shown that well intentioned Extra Military Instruction (EMI) has oftentimes devolved into hazing, therefore leaders at every level will approve and supervise any EMI to ensure it correctly addresses those specified deficiencies.

3. In our family, any form of hazing will not be tolerated. Look out for each other, protect each other, and should you see anything that even remotely resembles hazing, ACT to prevent it from happening, and then immediately inform your chain of command. Remember utilizing the Request Mast process is also a viable way to inform leadership of any unsafe conditions that may exist in our squadron. Hazing is a cowardly act that erodes trust, esprit de corps, and interferes with our ability to accomplish our mission. There are plenty of fun, safe, and motivating ways we can celebrate our traditions and success and we should always seek out those opportunities. Remember who you are, what you stand for, and what you hold dear. MISSION FIRST, PEOPLE ALWAYS!

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POLICY LETTER 4-18

From: Commanding Officer, Marine Attack Squadron 542  
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDING OFFICER'S SEXUAL ASSAULT POLICY

Ref: (a) MCO 1752.5B

1. Sexual assault is a crime! It is entirely incompatible with our core values of honor, courage, and commitment and is an affront to the basic American principles we have spent our lives defending. It goes against everything we claim to be as Marines.
2. Sexual assault is defined as intentional sexual contact, characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy, and other unwanted sexual contact that is aggravated, abusive, or wrongful (including unwanted and inappropriate sexual contact), or attempts to commit these acts.
3. Marine Corps Order 1752.5B codifies the Sexual Assault Prevention and Response (SAPR) Program for the Marine Corps. The goal of the SAPR program is to eliminate the occurrence of sexual assault from the Marine Corps; however, the SAPR program also exists to provide education and training, response capability, risk reduction, survivor support, reporting procedures, and offender accountability.
4. In our family here at VMA-542, we will not tolerate any behavior that even loosely resembles sexual assault. I expect all Tigers to familiarize themselves with MCO 1752.5B and I expect officers and SMCOs to engage with their Marines with open and honest discussions regarding sexual assault. Every Marine has the responsibility to step-up and step-in if they observe inappropriate behavior. Look out for each other, protect each other, and should you see the warning signs, ACT to prevent it from happening.
5. Should one of our own be targeted, we will treat them with the dignity, sensitivity, and respect they deserve. A survivor's personal safety will always be everyone's top priority. Survivors are encouraged to come forward and make either an Unrestricted or Restricted Report, knowing in either case, they will receive the appropriate medical, psychological, and social services support. Additional assistance is available through the Uniformed Victim's Advocate (UVA), Sexual Assault Response Coordinator (SARC), Inspector General, your chain of command, PMO, and NCIS. Sexual assault is a cowardly heinous crime that will destroy our family. Eliminate it, prevent it, and take care of each other. MISSION FIRST, PEOPLE ALWAYS!

  
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POLICY LETTER 5-18

From: Commanding Officer, Marine Attack Squadron 542  
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDING OFFICER'S UNIT, PERSONAL, AND FAMILY READINESS PROGRAM  
POLICY


Ref: (a) MCO 1754.9A

1. The Marine Corps' most valuable resource and the most valuable asset in VMA-542 is the individual Marine and their family. Our mission at VMA-542 is to support the MAGTF commander by destroying surface targets and escorting friendly aircraft, day or night, under all weather conditions, during expeditionary, joint, or combined operations. We can't fly, fix, or maintain airplanes if we do not have a high state of readiness; and this must include a healthy balance of operational readiness, personal readiness, and family readiness.

2. Achieving and maintaining a high state of operational, personal, and family readiness increases commitment, morale, and the resiliency of each Marine. While the Commanding Officer will ensure the implementation of the Unit, Personal, and Family Readiness Program (UPFRP), it is up to the individual Marine to be responsible and accountable for their personal readiness and the readiness of their families. The Uniformed Readiness Coordinator (URC) is your squadron representative with extraordinary knowledge of existing programs and should be your first point of contact for family readiness questions.

3. I encourage you and your family to take advantage of the many programs and resources that are available on base. Organizations such as Marine Corps Family Team Building and Marine and Family Services provide support to our military families. Additionally, a wide range of programs exist to prepare family members for deployments, to sponsor events for children of all ages, to educate new parents, to support exceptional family members, to enrich the lives of our single Marines, and to promote overall health and wellness. The URC, in conjunction with the entire VMA-542 Command team, will help to find a specific program designed around your needs.

4. Keeping Marines and their families healthy and prepared is the goal of the Unit, Personal, and Family Readiness Program. Each and every Tiger, whether a Marine, Sailor, spouse, or extended family member is an integral part of the Tiger family. MISSION FIRST, PEOPLE ALWAYS!

  
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POLICY LETTER 6-18

From: Commanding Officer, Marine Attack Squadron 542  
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDING OFFICER'S FAMILY READINESS CRISIS NOTIFICATION POLICY

Ref: (a) MCO 1754.9A

1. The Unit, Personal, and Family Readiness Program (UPFRP) directs the establishment of policy at the unit level to disseminate information to the Marines, their spouses, and designated extended family members in the event of a crisis. Examples of a crisis in the UPFRP include: a squadron aircraft mishap, a fatality or serious injury of a unit member, or a base closure due to an impending hurricane or other significant weather phenomena.

2. In the event that the squadron sustains a casualty, neither the Uniformed Readiness Coordinator nor UPFRP volunteers will play a role in the casualty notification process. Any information disseminated through the UPFRP cannot interfere with or precede official Marine Corps initial casualty notification. This is important to understand, as it will drive the amount of detail that can be included in crisis notification messages and updates.

3. In the event of a crisis, the Uniformed Readiness Coordinator will be responsible for transmitting formal correspondence from the Commanding Officer, via an appropriate method of communication. For this reason it is vitally important that each Marine, within 10 days of checking-in, update their contact information in the MOL Family Readiness Module, the UPFRP Authorization form, and the Authorized Organizational Communication Tool. The appropriate methods of communication include any or all of the following:

- a. Marine Online
- b. Unit Website
- c. Newsletter
- d. Email
- e. Toll Free Squadron Hotline
- f. Word of mouth

4. The goal of this family readiness crisis notification process is to provide accurate and timely information to all Marines, Sailors, and family members. For questions pertaining to this policy, refer to MCO 1754.9A or contact the Uniformed Readiness Coordinator. MISSION FIRST, PEOPLE ALWAYS!

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07 Dec 18

POLICY LETTER 7-18

From: Commanding Officer, Marine Attack Squadron 542  
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDING OFFICER'S RED CROSS MESSAGE HANDLING POLICY

1. Emergency leave may be authorized when a member of the service member's immediate family dies or suffers a serious injury. Immediate family includes: father, mother, brother, sister, spouse, spouse's parents, children, or someone who actually reared the Marine or Sailor (in loco parentis). Immediate family does not include aunts, uncles, cousins, nephews, nieces, close family friends, or grandparents unless they actually reared the Marine or Sailor.

2. The American Red Cross is a private, non-profit organization whose mission is to help people prevent, prepare for, and respond to emergencies. When military members and their families experience emergencies such as death or illness of a loved one, the American Red Cross provides emergency communications (Red Cross Messages), access to financial assistance, and other services, 24 hours a day. The American Red Cross can be contacted at 1-877-272-7337; the website is: [www.redcross.org](http://www.redcross.org). Family members desiring to release a Red Cross Message should have the following information on hand:

- a. Full legal name
- b. Rank/rating
- c. Branch of service
- d. Social Security number or Date of Birth
- e. Military Unit address
- f. Information about the deployed unit and home base unit (for deployed service members only)

3. The following actions will be taken in the event that a Red Cross Message is received by VMA-542:

a. The duty officer will immediately notify the Commanding Officer (CO), the Executive Officer (XO), and the Sergeant Major (SgtMaj). Method of notification will be either in person, or by telephone. Email notification is not acceptable.

b. In all cases, notification of the Marine in question shall only be made by the CO or his direct representative.

  
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POLICY LETTER 8-18

From: Commanding Officer, Marine Attack Squadron 542  
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS

Ref: (a) 2d MAW CCIRs / Notification Events Version 9.5

1. VMA-542 will comply with the 2MAW CCIRs, version 9.5, dated 22 Oct 2018. The following notification rules apply:

a. For all 2MAW CCIRs listed as "URGENT":

(1) Immediately call the squadron CO, XO, and SgtMaj, in that order, and notify them that a 2MAW URGENT CCIR has been triggered.

b. For all 2MAW CCIRs listed as "FIRST AVAILABLE":

(1) Prior to 2200: immediately call the CO, XO, and SgtMaj, in that order, and notify them that a 2MAW FIRST AVAILABLE CCIR has been triggered.

(2) After 2200: provide email notification to CO, XO, and SgtMaj. Provide email subject line of: "2MAW FIRST AVAILABLE CCIR TRIGGERED". Provide in the body of the email a "5 Ws report" on the event in question. Follow up the following morning, no later than 0700, with an in-person report (work day), or a phone call (not a work day).

2. The following additional CCIRs are specific to VMA-542:

a. Any suicide attempt or ideation, or any self-inflicted bodily harm, by a VMA-542 Marine or Sailor - immediately call the CO, XO, and SgtMaj, OPSO, and S-1 Officer.

b. Any incident of equal opportunity violations by or on a VMA-542 Marine or Sailor - immediately call the CO, XO, SgtMaj, and OPSO.

c. Any indication of loss or compromise of classified or COMSEC material - immediately call the XO.

d. A VMA-542 aircraft is lost contact and more than 30 minutes beyond scheduled land time - immediately call the CO, DSS, ASO, and XO.

e. Any VMA-542 Marine or Sailor being arrested or held in custody of law enforcement - immediately call the XO and SgtMaj.

f. Any change in destructive weather condition - call the OPSO and AMO.





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g. A VMA-542 aircraft executes a precautionary emergency landing to an unscheduled airfield - immediately call the OPSO and AMO.

h. A Red Cross Message is received - immediately call the CO, XO, and SgtMaj.

  
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