

## 3d Marine Division Combined Policy Letter

On the shoulder patch of 3d Marine Division Marines during World War II were three words stitched around the periphery - **Valor, Fidelity, and Honor**. In the center was a gold and black CALTRAP with four metal points-three on the ground and the other oriented toward the enemy. **Valor, Fidelity, and Honor** must be habits of thought and action in both peace and war. All of us must **take care of and respect each other always**. If we simply live up to this very simple principle, then we win.

**Prohibitive Activities and Conduct.** Prohibited activities and conduct include sexual harassment, prohibited discrimination, harassment, hazing, bullying; all of these activities weaken our Marine Corps. Marines and Sailors lead by challenging, supporting, mentoring, training, educating, and investing in one another. We will maintain a culture of dignity and respect in which all members are afforded equal treatment and opportunity to achieve their full potential based upon individual merit, fitness, intellect, and ability in order to ensure our Marines and Sailors can deploy, fight, and win. Every member of this Division has an obligation to lead, to strengthen the high standards of the Marine Corps, and to cultivate an environment free of prohibited activities. Likewise, all personnel have an obligation to report actual, suspected, or alleged prohibited activities and conduct. Assistance is available from the Division Equal Opportunity Advisor at DSN (315) 622-7654, cell phone 080-1385-7178, USA Cell 011-81-80-1385-7178 and 3d Marine Division EOA Website <https://www.3rdmardiv.marines.mil/Resources/Equal-Opportunity/>.

**Equal Employment Opportunity.** Equal Employment Opportunity (EEO) also covers all civilian personnel and employment programs. EEO provides an avenue for redress for instances of reprisal, harassment, sexual harassment, hostile work environment, and prohibited discrimination due to color, race, national origin, sex (including pregnancy), sexual orientation, religion, age, physical/mental disability, and genetic information. If any civilian employee believes they have been the victim of unlawful discrimination, harassment, sexual harassment, or reprisal, they may contact the Division Equal Opportunity Advisor, at DSN (315) 622-7654, USA Cell 011-81-80-1385-7178 or Japan Cell 080-1385-7178 or seek assistance with the MCIPAC EEO Office at [MCBBUTLEREEO@usmc.mil](mailto:MCBBUTLEREEO@usmc.mil) or at the website <https://www.mcipac.marines.mil/Staff-and-Sections/Special-Staff/EEO/>.

**Sexual Assault Response Coordinator.** Marines and sailors are protectors. We all own the responsibility to eliminate sexual assault, and to attack the risk factors that contribute to it. Sexual assault is a crime, and it is disgraceful behavior. Sexual assault has a devastating effect on its victims and the command, and it is counter to the Marine Corps Core Values. Commanders and individuals in supervisory roles will ensure compliance with MCO 1752.5C, support all prevention efforts and encourage reporting. Sexual Assault Prevention and Response Victim Advocates, the Sexual Assault Response Coordinator (SARC), and Chaplains are valuable resources for support, provide confidential counseling, and help victims understand the reporting process. Victims may choose Restricted or Unrestricted Reporting. Restricted Reports allow an individual to make a confidential report and receive services. Unrestricted Reports allow an individual to receive

services and allows for full protections. With an Unrestricted Report, the victim's command will notify law enforcement to start an investigation. Victims will have full access to counseling and medical services regardless of which reporting option they choose. Victims of sexual assault are urged to report the incident to ensure they receive the best possible care. Victims will be treated with sensitivity, decency, dignity, and respect. If you or someone you know needs immediate assistance involving sexual assault, please call the Camp Smedley Butler 24/7 Confidential Sexual Assault Report Line at DSN (315) 645-4673; 098-970-4673 (from a Cell phone), or the Marine Corps Base Hawaii 24/7 Sexual Assault Support Line at 808-216-0126 or contact the Division SARC at DSN (315) 622-4016, Cell: 080-1385-7042, Stateside: 011-81-80-1385-7042 or DOD Safe Helpline: 877-995-5247, MCBH Sexual Assault Support Line: 808-216-0126.

**Suicide Prevention Response.** No Marine or Sailor in the Division will cross one of life's danger areas without their teammates in overwatch and support. We are here for one another, always, and no one ever has to fight alone. Our goal is to ensure we do not lose a single Marine, Sailor, or family member to the preventable tragedy of suicide. Accomplishing this requires a concerted effort involving every member of the Division. Each of us must work to establish an environment in which every individual can approach their leaders with an expectation that they will receive help without judgment or retribution. It demonstrates strength to ask for help, and we will rush to 'the X' for any Marine or Sailor in need. Available resources include the DSTRESS hotline (1-877-476-7734 or [www.dstressline.com](http://www.dstressline.com)), Camp Courtney Behavioral Health Community Counseling Program located at Behavioral Health Counseling Center next to Evans Clinic on Camp Foster at DSN (315) 645-2915), Branch Medical Clinic Schwab at DSN (315) 622-7633, Branch Medical Clinic Hansen at DSN (315) 646-9533, Branch Medical Clinic Camp Schwab at DSN (315) 625-2260, U.S. Naval Hospital Okinawa Emergency Department at DSN (315) 646-7311, Military OneSource 24-Hour Hotline at 1-800-342-9647, National Suicide Prevent Lifeline at 1-800-273-TALK, or from a Japanese cell phone (098-978-8255 or 098-954-0123), the OSCAR team at DSN (315) 622-1133, 3d Marine Division Chaplain at DSN (315) 622-9555. For more information on suicide prevention, visit MCCS Suicide Prevention Website: [www.usmc-mccs.org/services/support/suicide-prevention/](http://www.usmc-mccs.org/services/support/suicide-prevention/).

**The Unit, Personal, and Family Readiness Program (UPFRP).** Family members are integral to our success and readiness, which is why we have implemented a multi-faceted UPFRP. Family readiness applies to both married and single personnel. The UPFRP liaison, Commander Daniel Fullerton, at DSN (315) 622-9554, serves as a key source of information and is available to assist in the UPFRP needs.

**Fraud, Waste, Mismanagement.** Managers' internal controls are necessary to ensure effective operations, safeguard against fraud, waste, mismanagement, and to comply with laws and regulations. We all carry the responsibility to serve as exemplary stewards of the resources allocated to the Division and to set the example in the wise use of these resources. The Division Command Inspector General (G-7) LtCol Jared Laurin is the best point of contact for fraud, waste and abuse reports, DSN (315) 622-9572, Cell: 080-1373-2228 and email at [3DMARDIVHOTLINE@USMC.MIL](mailto:3DMARDIVHOTLINE@USMC.MIL)

**Safety.** Every Marine and Sailor, at every level of the Division, owns safety, and we are going to win the safe operations battle through the strength of our small-unit leaders. We will foster a climate within the Division that encourages individuals to speak up when they observe a potentially unsafe act or situation and to take initiative to neutralize the threat. Recognize and reward your Marines and Sailors that act on the responsibility that we all carry for safe operations. Every Division Unit will employ the four pillars of the Marine Corps Safety Management System: Policy and Leadership, Risk Management, Safety Assurance, and Safety Promotion and Training. Success will require participation by all hands. To report a potentially unsafe act or situation, contact your chain of command or the Division Safety Office at DSN (315) 622-3920.

From the battles of Bougainville, Iwo Jima, and Guam, to the jungles of Vietnam, and the deserts of Iraq and Afghanistan, our **courage has been unwavering**. The 3D Marine Division has always upheld its legacy—**taking to the battlefield to destroy those who threatened our freedom while compassionately aiding those in need**. To continue this legacy we must be one team. A *team that takes care of and respects each other always*. Don't just say you are Marines but be Marines.

**Semper Fidelis!**



**K. B. ELLISON**

**Major General, U.S. Marine Corps  
Commanding General  
3d Marine Division**