



**ADVANCED INFANTRY TRAINING BATTALION  
SCHOOL OF INFANTRY – EAST  
MISSION STATEMENT**



**Develop infantry small unit leaders and provide advanced skills training through professional instructors in order to empower Marines for service throughout the Operating Forces.**

**A. C. McCully  
Lieutenant Colonel, USMC  
Commanding**



## ADVANCED INFANTRY TRAINING BATTALION SCHOOL OF INFANTRY – EAST POLICY: HAZING



**Reference: MCO 1700.28B**

There is no place for hazing in our professional military organization. It destroys trust and teamwork, runs counter to our core values, and degrades our ability to fight and win our nation's battles.

According to the reference, hazing is defined as any conduct whereby a military member or members, regardless of Service or rank, without proper authority causes another military member or members, regardless of Service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another Marine to perform these types of acts is also considered hazing. Hazing can be physical, verbal or psychological in nature.

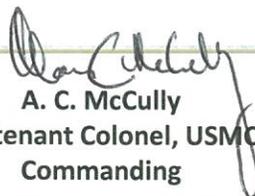
Specific examples of acts of hazing are listed in detail in the reference and include: "Congratulatory acts", "rites of passage", forced consumption, playing tricks, and inflicting pain outside of supervised training.

Hazing is unlawful, prohibited, and will not be tolerated at AITB – East or anywhere else in the Marine Corps.

All AITB – East Marines, including Marines in a student status, will remain vigilant to identify signs of hazing, and respond quickly and appropriately to prevent, stop, and report hazing acts.

All Marines will be treated with dignity and respect.

Further guidance and information regarding this subject is available through the AITB – East Chain of Command.

  
A. C. McCully  
Lieutenant Colonel, USMC  
Commanding



## ADVANCED INFANTRY TRAINING BATTALION SCHOOL OF INFANTRY – EAST POLICY: VIOLENCE PREVENTION



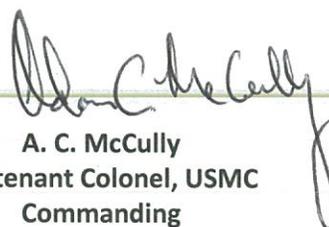
### Reference: MCO 5580.3

AITB-E shall provide a safe environment for all Marines and other service members, civilian personnel, family members, and visitors in accordance with the reference. AITB-E remains committed to maintaining a healthy work environment that is free from acts of harassment, intimidation, threats of violence, and other inappropriate or disruptive behavior that could generate any level of fear for personal safety. These behaviors and actions shall not be tolerated. Our actions will align with the inherent responsibility to treat others with dignity and respect.

All hands are responsible for recognizing and reporting warning signs or indicators of potential violence as directed in the reference. Warning signs or indicators of potential violence must be reported in a timely manner via the chain of command to the Provost Marshal Office (PMO)/Marine Corps Police Department (MCPD), or Naval Criminal Investigative Service (NCIS) Threat Management Unit (TMU). Threats that require immediate law enforcement involvement, assaults, and other suspected crimes will be immediately reported to PMO/MCPD or 911 Emergency Services.

All hands shall remain vigilant in order to prevent violence of any type from negatively impacting our command, fellow Marines, and our families.

Further guidance and information regarding this subject is encouraged and available through the AITB – East Chain of Command and our command Violence Prevention representative.



A. C. McCully  
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## ADVANCED INFANTRY TRAINING BATTALION SCHOOL OF INFANTRY – EAST POLICY: EQUAL OPPORTUNITY



**Reference: MCO P5354.1D w/CH 1**

Our organization's greatest resource are our individual Marines. All members of AITB-E shall treat all personnel with dignity and respect. This approach is essential to maintain high morale, discipline, esprit de corps, and unit readiness. Every AITB-E Marine shall be afforded equal opportunities without regard to: age, color, gender, race, religion, national origin, or sexual preference. Marines will be evaluated based on individual merit, fitness, ability, performance, proficiency, conduct, and attitude.

We shall foster a climate that is free of disruptive, provoking, discriminatory, or otherwise unprofessional behavior. Discrimination and degrading actions of any sort destroy unit cohesion and will not be tolerated.

In accordance with service-level guidance, all hands shall read and understand the reference for this policy. This policy advocates the use of the Informal Resolution System (IRS) to resolve issues at the lowest level. If the IRS does not revolve an issue, personnel will Request Mast in order to file a formal complaint. All AITB-E members, especially those in a leadership position, shall ensure that all Equal Opportunity and Equal Employment Opportunity complaints are promptly investigated in an objective, impartial, timely manner, and without fear of reprisal, intimidation, or retaliation.

Further guidance and information regarding this subject is encouraged and available through the AITB – East Chain of Command and our command Equal Opportunity representative.

A. C. McCully  
Lieutenant Colonel, USMC  
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## ADVANCED INFANTRY TRAINING BATTALION SCHOOL OF INFANTRY – EAST POLICY: SAFETY



### Reference: MCO 5100.29B

Military training is inherently dangerous. A deliberate focus on safety is mandatory to ensure the success of each mission and to protect our Marines.

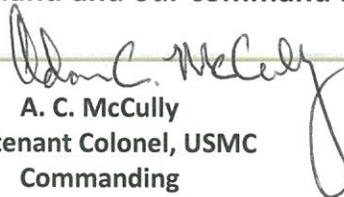
Safety is everyone's responsibility at all times. AITB-E shall maintain a proactive, effective safety program to maintain our combat readiness, eliminate preventable mishaps, and preserve our Marines and equipment. Training shall be standards-based, challenging, realistic, and advantageous while always applying the appropriate rules, and levels of planning and supervision to ensure safe execution. In light of our mission, we shall always place an emphasis on safe weapons and explosives handling, and shall guard against environmental overexposure and injuries. Leaders and Marines at all levels are empowered to halt or adjust training and operations when confronted by unexpected, unnecessary, or unacceptable risks.

Risk management is a leadership responsibility that balances training and operational requirements with known risks and the mission at hand. AITB-E shall proactively seek to reduce mishaps, both on and off duty, by implementing risk mitigation measures, conducting required and regular safety training and education, conducting proper leadership supervision, and always maintaining accountability of personnel and equipment. AITB-E shall integrate risk management into appropriate planning, orders, training, assessments, checklists, and Standard Operating Procedures.

AITB-E shall implement the following Operational Risk Management Principles:

1. Accept risk when benefits outweigh the cost.
2. Accept no unnecessary risk.
3. Anticipate and manage risk through planning.
4. Make decisions at the right level.

Further guidance and information regarding this subject is encouraged and available through the AITB – East Chain of Command and our command Safety representative.

  
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Commanding



## ADVANCED INFANTRY TRAINING BATTALION SCHOOL OF INFANTRY – EAST POLICY: SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR)



### Reference: MCO 1752.5B

Sexual assault is a criminal act and destroys good order and discipline within a command. It is defined as intentional sexual contact, characterized by the use of force, physical threat of force, or abuse of authority or when the victim does not or cannot consent. Sexual assault can occur without regard to gender, spousal relationship or age of victim.

Sexual assault shall not be tolerated at AITB-E. Failure to report or ignoring sexual assault incidents shall have damaging consequences for both victims and their organizations. Where cause exists, appropriate legal or administrative action will be taken against violators.

Victims will be treated with sensitivity, decency and respect, and will receive appropriate medical, emotional, psychological, and social services. Care will be given to ensure the identity of a victim is released only to those who have a need-to-know. Victim safety and rights are paramount at all times. Victims who have the courage to report must feel confident their personal safety will be protected and they will not be re-victimized by the organization. Marines and Sailors who are sexually assaulted are physically, mentally, and emotionally traumatized. They deserve to be treated with sensitivity and care.

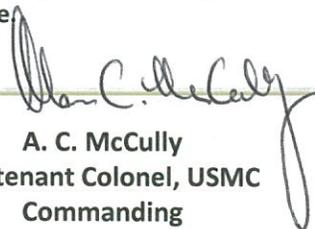
Reporting an incident of sexual assault may be initiated via the following reports:

A restricted report allows the victim to receive medical, informational, advocacy, and emotional/psychological counseling support services without notification of law enforcement or the command. A restricted report can be made to a Uniformed Victim Advocate (UVA), Sexual Assault Response Coordinator (SARC), Healthcare Provider (HCP), DoD Safe Helpline 24/7 (877-995-5247), or MCB Camp Lejeune's Sexual Assault 24/7 Help Line (910-750-5852). In a restricted report the victim's identity remains confidential, and it is not forwarded to law enforcement or command authorities.

An unrestricted report also allows a victim to receive medical, informational, and emotional/psychological counseling support services and an official investigation ensues. An unrestricted report can be made to law enforcement authorities or the command, as well as to a UVA SARC, HCP, Chaplain, DoD Safe Helpline, and the Sexual Assault Help Line. Although the victim's identity will not remain confidential, care will be given to ensure that it is released only to those with an actual need-to-know (i.e. unit commander and investigating authorities).

All Marines, sailors and civilians need to be willing to speak out against sexual violence and to intervene when necessary. We are all individually responsible for assisting a victim in finding proper help and support after a crime has been committed. Our collective efforts will create a zero tolerance environment for sexual violence. All members of this command will adhere to White Letter No. 2-12 and Marine Corps Order 1752.5B.

Further guidance and information regarding this subject is encouraged and available through the AITB – East Chain of Command and our command SAPR Representative



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## ADVANCED INFANTRY TRAINING BATTALION SCHOOL OF INFANTRY – EAST POLICY: SUBSTANCE ABUSE



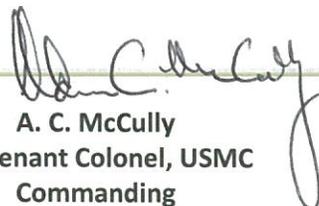
### Reference: MCO 5300.17

The irresponsible use of alcohol, or use of prohibited substances or any drug usage shall not be tolerated at AITB-E. According to the reference, alcohol abuse and the distribution, possession, use, or trafficking of illegal drugs or drug paraphernalia is contrary to the effective performance of Marines and the Marine Corps mission. Alcohol and drug offenses shall be dealt with swiftly and effectively according to the Uniform Code of Military Justice (UCMJ).

AITB-E maintains a proactive Substance Abuse Program which shall refer Marines for prevention and intervention services, as required. The key elements of this program are: prevention, timely identification, education and/or treatment. All personnel involved in an alcohol related incident, positive drug urinalysis, or admission of illegal drug use shall be screened. Substance abuse intervention and treatment shall be conducted at the base Substance Abuse Counseling Center by qualified personnel, certified Substance Abuse Counselors, physicians, and psychologists. Treatment shall be provided under the supervision of a Medical Officer. No Marine requiring treatment will be separated until the treatment process is completed. Marines diagnosed as drug or alcohol dependent shall be referred to the Veterans Administration at the time of separation.

AITB-E shall conduct annual substance abuse prevention awareness education and training, and a regular testing program for deterrence and compliance. The primary purpose of this approach is to enhance collective awareness of the negative effects of alcohol and drug abuse, and confirm the consequences for negligent actions.

Further guidance and information regarding this subject is encouraged and available through the AITB – East Chain of Command and our command Substance Abuse Control Officer (SACO).

  
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**ADVANCED INFANTRY TRAINING BATTALION  
SCHOOL OF INFANTRY – EAST  
POLICY: UNIT, PERSONAL AND FAMILY  
READINESS PROGRAM (UPFRP)**



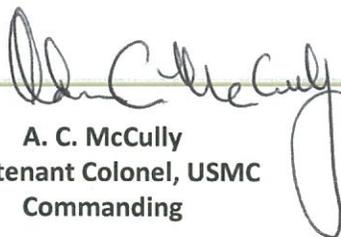
**Reference: MCO 1754.9A**

In accordance with my guidance, AITB-E shall always support fellow Marines and our families. Family readiness is critical to unit readiness, morale, and overall performance, and has a direct impact on the successful execution of our mission. All AITB-E Marines and their families must be equipped with the knowledge and skills necessary to meet the unique and challenging military life. AITB-E shall maintain a close and enduring relationship between our Family Readiness Command Team (FRCT) and the Marine Corps Community Services (MCCS) to ensure all hands are informed of UPFRP events and opportunities.

The AITB-E UPFRP tenets are: Official communication, readiness, information and referral, and volunteer management. Official communication enables communication from and outside the unit, conveys information on the unit's status, and protects Operational Security (OPSEC). Readiness empowers Marines and their families to successfully balance the rigors of the military lifestyle, family, career, and mission events. Information and referral provides insight and guidance on the numerous programs available to Marines and families. Lastly, volunteer management consists of creating and obtaining volunteer support to UPFRP events. A detailed list of UPFRP resources is provided in the reference.

AITB-E will plan, educate, and support through our Family Readiness Program. AITB-E Marines and their families are encouraged to be an active part of its success.

Further guidance and information regarding this subject is encouraged and available through the AITB – East Chain of Command and our command UPFRP representative.

  
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