



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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MCIEAST-MCB CAMLEJO 1752.5D
9 Apr 24

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
1752.5D

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST STANDING OPERATING PROCEDURES
FOR SEXUAL ASSAULT PREVENTION AND RESPONSE

Ref: (a) DoDI 6495.02, Vol 3, "Sexual Assault Prevention and
Response," June, 24, 2022
(b) DoDI 6495.03, "Defense Sexual Assault Advocate
Certification Program," February 28, 2020
(c) SECNAVINST 1752.4C
(d) MCO 1752.5C
(e) MCO 3504.2A
(f) NAVMC 1752.5
(g) DoD Directive 6495.01, "Sexual Assault Prevention and
Response Program," January 12, 2012
(h) Safety to-Report Policy
(i) No Wrong Door Policy, June 29, 2022

1. Situation. Sexual assault is a crime that has a devastating impact on our Installations and affects our entire population. All personnel have a role to play in the prevention and intervention of sexual assault.

2. Cancellation. MCIEAST-MCB CAMLEJO 1752.5C.

3. Mission

a. Standardization of local Sexual Assault Prevention Response (SAPR) operating procedures is required within and among all Marine Corps Installations East (MCIEAST) Installations. This Order provides local operating procedures and requirements for all commanders and SAPR-led initiatives, supported by MCIEAST, and amplifies those responsibilities outlined in references (a) through (g), in order to execute timely and effective actions for all components of the SAPR program to include prevention, training, response and advocacy.

b. Every Marine shall understand what constitutes sexual assault and its incompatibility with Marine Corps values. Sexual assault is a criminal act that impedes morale, effectiveness, and efficiency of the unit and its members, in addition to impairing the ability of the victim to function. These crimes are punishable under the Uniform Code of Military Justice (UCMJ), as well as federal and state laws. Marines must demonstrate the strength and courage to step up and take

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action to protect their own. Together, we shall work to create a culture of prevention and respect with the goal of eliminating the occurrence of sexual assault.

c. Summary of Revision. The revisions in this Order provide amplifying guidance on SAPR personnel reporting structure and responsibilities, expanded eligibility for CATCH, required reporting, No Wrong Door, SAPR related inquiries, and Safe-to-Report.

4. Execution

a. Commander's Intent

(1) Purpose. Victims of sexual assault will be treated with sensitivity, dignity, and respect. Sexual assault victims shall be treated as priority emergency cases, regardless of whether physical injuries are evident. Victims will receive appropriate healthcare (medical, emotional, psychological, and social) services unless refused by the victim. Care will be taken to ensure the identity of a victim of sexual assault is released only to those who have a need to know. In the case of an Unrestricted Report, those with a need to know are the victim's CO at the battalion/squadron level or higher, Sexual Assault Response Coordinator (SARC), SAPR Victim Advocate (SAPR VA), relevant medical providers, and Naval Criminal Investigative Service (NCIS). Victim safety is paramount at all times. Victims who choose to make a Restricted Report in accordance with the references will have their choice honored to the fullest extent. Victims who have the courage to report must feel confident their personal safety will be protected and that they will be protected from coercion, ostracism, discrimination, and reprisal. Additionally, witnesses, SARCs, responders, bystanders who intervene, and other involved parties who experience any reprisal, coercion, ostracism, or discrimination have the right to report such incidents through their chain(s) of command.

(2) End State. A SAPR Program that fosters a command climate that supports the prevention of sexual assaults and provides timely, competent care for victims of sexual assault when incidents occur.

b. Concept of Operations

(1) Sexual Assault is a Criminal Act. Sexual assault is defined by Department of Defense 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." This includes a broad category of sexual offenses consisting of the following specific Uniformed Code of Military Justice (UCMJ) offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced or anal sex), or attempts to commit these offenses, per reference (a).

(2) All personnel are encouraged to make an unrestricted report of sexual assault to achieve the objective and goals of

references (a) through (g). However, victims of sexual assault have two methods of reporting the assault: restricted and unrestricted reporting.

(3) The information and circumstances of the allegations will be disclosed on a need-to-know basis only. Per reference (a), confidentiality applies to all covered communications. Covered communications are oral, written, and electronic communications of personally identifiable information (PII) made by a victim to a SARC, SAPR VA, Chaplain, healthcare provider, or mental health counselor related to their sexual assault. All involved parties must maintain the integrity of the confidentiality policy.

(4) Reporting Options. Per reference (a), Service Members and their dependents, 18 years of age or older, who are sexually assaulted have two reporting options: unrestricted and restricted. Regardless of the type of report, a victim's privacy will be honored to the maximum extent. The SARC shall be notified of all cases that occur on and off the installation to initiate advocacy services and case management. Incidents occurring between spouses, intimate partners who reside in the same residence, individuals with a child in common, or those that include victims under the age of 18 must be referred to the Family Advocacy Program (FAP). FAP provides a full range of services to victims of domestic abuse or domestic violence, and to military dependents under the age of 18 who are sexually assaulted. If a victim requires a referral to FAP, the SARC or SAPR VA will provide a warm hand off to a FAP Victim Advocate (VA). The FAP VA can be reached by calling the installation's Domestic Violence Helpline. Individuals who have been sexually assaulted by a dating partner can elect either SAPR or FAP advocacy services.

(a) Unrestricted Reporting. This reporting option triggers an investigation and command notification. An unrestricted report can be initiated by the victim by notifying the SARC, SAPR VA, medical personnel, law enforcement, or their chain of command. In addition to a law enforcement investigation and command support, an individual who makes an unrestricted report may also receive a sexual assault forensic examination (SAFE), medical care, Chaplain support, mental health, Victims' Legal Counsel, a military protective order, expedited transfer, and/or advocacy services. An unrestricted report is the preferred method of reporting by Department of Defense (DoD) SAPR because it entitles the victim to the greatest degree of safety and support. The Command must notify NCIS of all known or suspected allegations of sexual assault brought to their attention. Individuals who make an unrestricted report, when the identity of the suspect was not disclosed by the victim or uncovered by law enforcement, to include the Military Criminal Investigative Organization (MCIO), will have the option to participate in the CATCH a Serial Offender Program. Additional information about the CATCH program can be found under reference (d) or by contacting the SARC or SAPR VA.

(b) Restricted Reporting. This reporting option does not trigger a law enforcement investigation or notification to the chain

of command. A restricted report may only be filed if the victim directly contacts the SARC or SAPR VA. A restricted report allows the victim to confidentially disclose a sexual assault while still having confidential access to mental health, Chaplain, medical (including a sexual assault forensic exam), Victims' Legal Counsel, and advocacy services. Once a restricted report is filed, the SARC will report non-PII to the Installation Commander, in accordance with reference (d). No other notifications shall be made with a restricted report. The victim's report provided to healthcare personnel including the information acquired from a SAFE, SARCs, or SAPR VAs will not be reported to law enforcement or to the command to initiate an official investigation unless an established exception applies in accordance with reference (d). Individuals who make a restricted report will also have the option to participate in the Catch a Serial Offender (CATCH) Program. The victim has the option to change their report from restricted to unrestricted at any time.

(c) CATCH A Serial Offender (CATCH) Program. Adult sexual assault victims who filed Restricted Reports, certain Unrestricted Reports (where the name of the suspect is not reported to law enforcement or uncovered by law enforcement), or no report, still have an opportunity to anonymously submit suspect information to help the DoD identify a serial offender. Additional information about the CATH Program can be found under reference (a) or by contracting the ISARC or a SAPR VA.

(d) Expanded Eligibility to File Restricted Report. Victims covered under reference (d), are eligible to file a Restricted Report, providing they did not personally report the sexual assault incident to law enforcement, to include MCIOs, and they did not previously elect to make an Unrestricted Report by signing a DD Form 2910, with a SARC or SAPR VA on the same sexual assault incident. The eligibility to elect a Restricted Report does not negate NCIS' obligation to investigate the report nor does it relieve a commander of his/her duty to complete all reporting responsibilities. Victims can always decline to participate in the investigation using the 540K Declination Letter and there is no obligation to disclose details to the command. Victims covered by reference (d) are eligible to file a restricted report, even if:

1. they disclosed the sexual assault incident to their commander or to personnel in the chain of command, or
2. there is an ongoing MCIO investigation into the sexual assault incident initiated by a third party and not due to the victim's disclosure to law enforcement, or
3. the MCIO investigation into the sexual assault incident has been closed.

(5) Mandatory Reporting. When possible, the victims' decision whether to report should be respected. If a victim discloses a sexual assault, they should be given information on how to contact a SAPR VA

to discuss options, safety, and resources. The limited exceptions where Marines are mandated to report these disclosures are outlined below per reference (a).

(a) All personnel with the chain of Command who knows or suspects a sex related offense involving a Service Member in the chain of command must notify the CO.

(b) Marines must report all incidents of sexual assault that come under their observation to the chain of command or law enforcement immediately, in accordance with reference (e).

(c) Per reference (a), a CO who receives a report of a sex-related offense involving a Service Member within his or her chain of command will immediately refer the report to NCIS. NCIS retains their duty to initiate a criminal investigation in response to allegations of adult sexual assault in accordance with references.

(d) If a Marine in the victims' chain of command becomes aware that a sexual assault occurred, they are required to report their knowledge of the incident to the command.

(e) COs and personnel in the chain of command will encourage individuals who report a sexual assault to meet with a SARC or SAPR VA and notify the SARC. They shall also inform the victim of the respective reporting requirements and that the disclosure has no impact on his or her choice to file a Restricted or Unrestricted Report. If there are questions regarding mandatory reporting, contact the SARC to ensure maximum compliance with policy.

(f) All victims, witnesses, all SAPR personnel, Equal Opportunity personnel, first responders, or bystanders shall be protected from coercion, discrimination, and reprisal. Any individuals who experience retaliation may report such incidents to the Command Inspector General, MCIO's, or the chain of command.

(g) Ensure collateral misconduct is addressed in accordance with Safe to Report standards. If determined that alleged collateral misconduct is minor, the individual shall not be disciplined for the alleged minor collateral misconduct.

(6) The Installation Commander has responsibilities for the oversight of the SAPR Program for the entire Installation, to include establishing a command climate that confronts inaccurate beliefs and values that cause, condone, or reinforce any appearance of tolerance for sexual assault. The Installation Commander shall establish clear standards for personal behavior and hold offenders accountable under the UCMJ. It is imperative to educate Marines, Sailors, and civilians on how to prevent incidents of sexual assault, while also encouraging victims and witnesses to report these crimes when they occur. Commanders shall promote zero tolerance for retaliation, reprisal, ostracism, coercion, sexual harassment, and/or maltreatment. Commanders will empower members to intervene when the environment for

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potential sexual assault exists and encourage leaders at all levels to be aware that personnel who are sexually assaulted may be physically, mentally, and emotionally traumatized and wounded. All victims, witnesses, all SAPR personnel, Equal Opportunity personnel, first responders, or bystanders shall be protected from coercion, discrimination, and reprisal. An individual who experiences retaliation may report such incidents to the Command Inspector General, MCIO's, or the chain of command.

(7) Victims of Sexual Assault should receive the care and support they need and deserve. A victim who contacts a helping professional from any victim care and support office must either receive services from that office or, with the victim's permission, get a "warm hand-off" to the appropriate service provider. This warm hand-off will include direct connection, introduction to the responsible staff, and follow-through to ensure the needs of the person seeking care are met.

c. Tasks. The command will treat all reported sexual assault incidents seriously by following proper guidelines per the references.

(1) Installation Commanders shall:

(a) Establish and sign an Order/SOP for SAPR functions within their respective commands. The SOP shall include protections for SARCs, SAPR VAs, and victims against coercion; discrimination; and/or reprisal related to the execution of SAPR duties; and procedures for filing reports of sexual assault incidents.

(b) Appoint utilizing the HQ approved template a full-time civilian employee as an Installation SARC (ISARC), to serve as a subject matter expert, trainer, and program manager. The Installation Commander may also appoint a second ISARC to assist in program functions and requirements. The second ISARC must meet all training and certification criteria. Designate a Lead SARC if the Installation has multiple ISARCs, per reference (d). The lead SARC co-chairs the CMG. Both installation SARCs shall be recognized as peers. The ISARCs shall report directly to the MCIEAST Regional SARC.

(c) Ensure the SARCs have direct and unimpeded access to the Installation Commander and tenant Commanders under reference (a).

(d) Appoint a minimum of two full-time employees as a civilian SAPR VA to provide support across the Installation to Service Members and adult dependent victims of sexual assault, when funded.

(e) Maintain copies of all SAPR personnel appointment letters and training certificates, to include the 40-hour training certificate for the SAPR VA course, the SARC training certificate for SARCs, and the Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) certificate and/or email from D-SAACP confirming certification. Continuing education certificates and/or a

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roster of training courses for ISARCs and civilian SAPR VAs shall be maintained by the ISARC.

(f) Ensure that Installation websites are current and includes information on the local SAPR Program, the Installation's 24/7 Sexual Assault Support Line, the DoD Safe Helpline, and contact information for the ISARC by conducting monthly audits, and documenting results.

(g) Ensure adherence to procedures outlined in reference (f) if a SARC or SAPR VA has their D-SAACP certification suspended or revoked. Reference (f) outlines specific actions or misconduct that justify removal of a SARC or SAPR VA. Commands shall follow all guidance, including the requirement to investigate or notify Marine Corps Community Services (MCCS) Human Resource or NCIS for specific infractions, as required under reference (f).

1. The Commander will inform the uniformed or civilian SAPR VA or ISARC in writing of their suspension and/or revocation using the templates in reference (f). The Command will coordinate with the ISARC to ensure notification to the relevant parties, as required by Headquarters, U.S. Marine Corps (HQMC) SAPR Office within 24 hours. If the ISARC is suspended or revoked, the Command will notify the Marine Corps Installations Command (MCICOM) SARC and the HQMC SAPR office.

2. In the event there is a revocation of a civilian SAPR VA, the ISARC or appropriate Command SARC, will cover all cases assigned to the revoked civilian SAPR VA. This course of action will remain in place until a new credentialed civilian SAPR VA is hired or the Civilian SAPR VA is reinstated.

3. ISARCs within the region will support the creation and implementation of a contingency plan to ensure the day-to-day operations are available when an ISARC is suspended, revoked, on extended leave, or billet gapped. If other ISARCs are unavailable to assist, the support of the MCICOM SARC will be utilized. In instances where there are two ISARCs, the other SARC will provide support for the program.

4. For a Civilian SAPR VA or ISARC, CHRO or MCCS Human Resources Director will be consulted regarding any need for the employee to be placed in another billet and/or put on administrative leave.

5. The Command will immediately inform the SAPR VA or SARC to stop all contact with any victims and to remove any SAPR training from their schedule. The Command will coordinate victim care and warm hand-offs to either a Uniformed or Civilian SAPR VA through the SARC. The SARC shall identify the appropriate victim advocate for the victim based on availability and the victim's preference for a civilian or uniformed SAPR VA. In an extenuating circumstance, the warm hand-off will be to the SARC who is managing the case in the

Defense Sexual Assault Incident Database (DSAID). If the ISARC is suspended or revoked, the Command will utilize the support of the Regional SARC and relevant ISARCs in the region. Aboard MCB CAMLEJ, the Command will utilize the support of the other ISARC.

6. In the event of a suspension or revocation of the ISARC, the Installation Commander will receive assistance from Marine Corps Installations East Regional SARC.

7. In the event that the ISARC is unavailable for an extended period of time or vacant (e.g., Temporary Additional Duty (TAD), leave suspension, revocation, or attrition, etc.), a contingency plan shall be submitted to HQMC SAPR, MCICOM SARC, MCIEAST Regional SARC, Headquarters and Support Command Teams, tenant Command teams, Commands SARCs within the Area of Responsibility (AOR), and all SAPR VAs under their supervision.

8. In the event there is a revocation of a civilian SAPR VA, the ISARC or an appropriate Command SARC will cover all cases assigned to the revoked civilian SAPR VA. This will remain in place until a new credentialed civilian SAPR VA is hired or the Civilian SAPR VA is reinstated.

(h) Establish a multidisciplinary Case Management Group (CMG) that meets monthly, per reference (a), to review all open, unrestricted cases of sexual assault. The Installation Commander or Deputy Installation Commander bears the non-delegable responsibility to chair the CMG. All local Installation protocols for the CMG shall be in accordance with reference (d).

(i) Chair the quarterly SART / discussion meeting in coordination with the ISARC. This is non-delegable below the Deputy Installation Commander.

(j) Foster a command environment that encourages the reporting of sexual assaults without fear of retaliation, reprisal, ostracism, or maltreatment. All SARCs, SAPR VAs, first responders, bystanders, and witnesses of sexual assault will be protected from coercion and retaliation (restriction, reprisal, ostracism, and maltreatment). Any individual who experiences retaliation may report such incidents to the Command Inspector General, MCIO, or the chain of command. The CMG chair will ensure retaliation, reprisal, ostracism, or maltreatment allegations involving the victims, SARCs, and SAPR VAs remain on the CMG agenda for status updates, until the victim's case is closed or until the allegation has been appropriately addressed.

(k) Establish an Installation 24/7 Sexual Assault Support Line to afford victims the opportunity to make a Restricted or Unrestricted Report and receive support services at any time. The telephone number for this support line should be prominently displayed on all Installation and Command web sites with a link to reporting and response information. MCB Camp Lejeune and MCAS New River will maintain a merged 24/7 Support Line due to proximity and shared

resources. An MOU and exception to policy for this merged 24/7 Support Line has been established.

(l) Establish a High-Risk Response Team (HRRT) in accordance with reference (f) if a safety assessment identifies high-risk dangers to the victim. If a victim is assessed to be in a high-risk situation, the CMG chair (Installation or Deputy Commander) will immediately stand up a multi-disciplinary HRRT in order to monitor the victim's safety and develop plans to manage risk factors. The victim's immediate Commander chairs the HRRT. Reports to the Installation Commander, CMG chair, and CMG co-chair shall be provided within 24-hours of the HRRT's activation and at least once a week while the victim is in high-risk status. The HRRT members required by reference (f) may not delegate this responsibility.

(m) Contact and notify NCIS or the nearest MCIO of all allegations of sexual assault brought to their attention. Contact information for reporting protocol to ensure completion of necessary notification and reports while maintaining confidentiality to the greatest extent possible and ensuring victim care is provided in reference (d).

(n) Complete an Operations Event/Serious Incident Report (OPREP-3/SIR) in accordance with reference (e) for sexual assaults reported by a victim and for any third-party reports to the command. The OPREP-3/SIR shall include a voice notification within 30 minutes and message report within 6 hours. It is critical to ensure that the victim's privacy and confidentiality are protected to the greatest extent about the information provided in and distribution of the OPREP-3/SIR. The OPREP-3/SIR shall not contain any victim or accused PII, or any specific detailed information about the assault.

1. The victim's Commander shall submit an OPREP-3/SIR to report all unrestricted reports of sexual assault when the victim is a Service Member assigned to the unit.

2. The subject's Commander shall submit an OPREP-3/SIR when the victim is a civilian or member of another service and the subject is a Service Member assigned to the unit.

3. Submit an OPREP-3/SIR to report all unrestricted reports of sexual assault when the victim is a civilian over the age of 18, sexually assaulted by someone other than a Service Member, or an unknown subject, aboard the installation.

4. An OPREP-3/SIR sample message is provided in reference (e).

(o) Submit an eight-day report within eight calendar days for all unrestricted reports of adult sexual assault in accordance with references (a) and (d). The brief is initiated by a signed Victim Reporting Preference Statement or when NCIS initiates an investigation and assigns a case control number. The supporting SARC

is responsible for providing victim advocacy information and the DSAID case number. If the victim is a Service Member, the victim's immediate Commander is responsible for the eight-day report. If the victim is a civilian with a Service Member subject, the subject's immediate Commander shall complete an abbreviated report, as required by reference (d).

(p) Ensure that local victim care protocols are being supported by SAPR VAs appointed by the Battalion or Squadron and are outlined in the Battalion or Squadron SAPR SOP.

(q) Ensure that procedures outlined in reference (d) for requests for an expedited transfer are followed, to include responding within five calendars of the request and sending the approved or denied request to HQMC via encrypted email from the SARC and/or the immediate Commander of the victim.

(r) Attend the Command Team SAPR Resource Brief from the ISARC within 30-days of assuming Command. The Deputy Commander/Executive Officer and Sergeant Major shall attend with the Commander.

(s) Publish a CO Policy Statement on Sexual Assault within 90-days of assuming Command and ensure that it is posted throughout Command common areas along with the MCIEAST Policy Statement. The policy statement should emphasize that sexual assault is a crime and not compatible with Marine Corps values, stress importance of cultivating a respectful climate, and prevention focused leadership as well as highlighting reporting options. The policy statement should take caution when referencing mandated reporters.

(t) Ensure that the ISARC is maintaining written protocols for victim care and support, including any off-base, non-military agencies, and where applicable, any sister service facilities.

(u) Protect the privacy of victims to the maximum extent possible. Ensure victim privacy is maintained by limiting access to information (e.g., incident reports and Military Protective Orders (MPO) to only those with an official need-to-know.

(2) All Commanders shall:

(a) Establish a command climate of prevention that is predicated on mutual respect and trust that recognizes and embraces diversity, as well as the values and contributions of the Marine Corps. This command climate shall confront beliefs and values that cause and reinforces sexual assault and establish clear standards for personal behaviors. Encourage professional workplace behavioral and intervention against those who do not behave respectfully.

(b) Encourage the reporting of sexual assault incidents by protecting victims' rights. Protect victims, bystanders, and witnesses from retaliation and reprisal. Information surrounding a

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sexual assault allegation shall be protected to the greatest extent possible and only disclosed on a need-to-know basis. Comply with Safety to Report Policy which prohibits commanders from taking legal or administrative action on minor collateral misconduct against a victim of sexual assault.

(c) Publish a Policy Statement on Sexual Assault within 90 days of assuming Command and ensure that it is posted throughout Command common areas. The policy statement should emphasize that sexual assault is a crime and not compatible with Marine Corps values, stress importance of cultivating a respectful climate and prevention focused leadership, as well as highlighting reporting options. The policy statement should take caution when referencing mandated reporters.

(d) Establish and sign an Order / SOP for SAPR functions within the Command outlining Command and SAPR VA roles and responsibilities to victims of sexual assault and include contingency plans if the required minimum of two uniformed SAPR VAs is not met.

(e) Utilize the ISARC(s) appointed by the Commander for support in accordance with references (b) and (d).

(f) Appoint, at a minimum, two uniformed SAPR VAs utilizing HQMC authorized appointment letter templates. Care should be taken to identify and screen the candidate to ensure that they have the appropriate demeanor, reputation, and capacity to successfully fulfill the role of the SAPR VA. The SAPR Victim Advocate Selection criteria is included in reference (d). Candidates must complete all training requirements and be credentialed by the D-SAACP prior to being appointed.

1. The ISARC should be notified with the names and contact information for all potential SAPR VA candidates.

2. The ISARC will conduct an interview with the candidates, register them for training, and assist with the process for obtaining credentials, as required by reference (d).

(g) Include SAPR VAs on the unit check-in/check-out forms and ensure that SAPR information and/or personnel are participating in the unit's new join brief if one is being held.

(h) A CO who is made aware of a sexual assault involving a service member within their chain of command must make a report to NCIS and notify the SARC. The SARC will inform and support the CO on the OPREP-3/SIR and 8-day requirements.

1. Notify the SARC.

2. Submit an OPREP-3/SIR for all unrestricted reports of adult sexual assault per reference (e).

3. In accordance with reference (d) submit a SAPR eight-day incident report within the first eight calendar days following an unrestricted report of an adult sexual assault involving a Service Member from your unit following the guidance for Installation Commanders in this Order.

(i) Review, approve/disapprove Expedited Transfers within 5 calendars days. Approval or denial of the request shall be documented using NAVMAC 1752-3, Expedited Transfer Request Form provided by HQMC SAPR and routed to HQMC SAPR personnel via the supporting SARC, as required under reference (f). In the event that the expedited transfer is denied, the victim will be offered the opportunity to appeal the decision to the next general/flag officer in the chain of command. Include procedures for approving and/or denying an Expedited Transfer request in the unit SAPR SOP.

(j) Attend the monthly CMG when there is an open, unrestricted report under review for a victim of sexual assault from your unit and provide updates to the victim within 72 hours. When operational commitments or other exigent circumstances make the commander's participation impossible, the designated acting commander shall attend the CMG for each case reviewed. An acting letter is required when the CO cannot be in attendance, per reference (d).

(k) Chair a HRRT meeting when safety concerns have been identified that place the Service Member victim at high-risk of harm in accordance with reference (f). Minutes shall be submitted to the CMG chair.

(l) Include SAPR training in the unit-training plan and ensure that only credentialed and appointed SAPR personnel conduct the training in small groups not to exceed 30 Service Members with the intent of promoting discussion and reducing stigma regarding sexual assault. SAPR VAs must only use HQMC authorized training curriculum to satisfy annual training requirements.

(m) Require SAPR personnel to maintain signed rosters of SAPR training and provide copies to the unit S-3. Training rosters must be kept by the command for three years.

(n) Ensure that the ISARCs have direct and unimpeded access to the Installation Commander, victim's Commander, or suspect's Commander when there is a sexual assault report.

(o) Ensure that that information regarding the SAPR program is appropriately distributed and displayed across the within the Command and online. The Installation's 24/7 Sexual Assault Support Line and DOD Safe Helpline number must appear within 3 clicks of the Command's home page.

(p) Ensure that all Marines and Sailors receive rank specific SAPR training as well as pre- and post-deployment SAPR Training as required, facilitated by a credentialed and appointed SAPR personnel.

(q) Ensure that posters for the appointed SAPR VAs and ISARC(s) utilize current authorized templates and all other required posters are posted throughout the command.

(r) Comply with Safe-To-Report Policy, which prohibits Commanders from taking legal or administrative action on minor collateral misconduct against a victim of sexual assault.

(3) MCIEAST Regional SARC shall:

(a) Report to the MCICOM SARC.

(b) Plans, organizes, coordinates, and manages the SAPR programs within MCIEAST on behalf of the regional Commander to ensure an integrated and responsive SAPR program for the provision of sexual assault prevention, intervention, response, education, and awareness programs.

(c) Provides oversight, guidance, direction, and coordination of the SAPR Program throughout the region. Supervises a regional team of SAPR personnel, comprising of Installation Sexual Assault Response Coordinators and/or SAPR Victim Advocates (VAs) for all installation SAPR Offices within MCIEAST to includes Marine Corps Base Camp Lejeune, Marine Corps Air Station New River, Marine Corps Air Station Cherry Point, Marine Corps Air Station Beaufort, and Marine Corps Base Logistics Albany.

(d) Conducts and documents reviews and analysis of program operations.

(e) Assist the Command in the establishment, implementation, and maintenance of a MCIEAST SAPR Order and regional SAPR Standard Operating.

(f) Prepares, implements, maintains, evaluates, and revises regional program goals and objectives; guidelines, and operating procedures, and plans to meet requirements and best practices.

(g) Serves as liaison to and conduit for information flow to MCIEAST Commanding General's Command Team, MCICOM SARC and all MCIEAST SAPR programs, and other organization, and provides updates on all policy and procedural changes from the DoD, SECNAV, and HQMC SAPR programs.

(h) Discusses and coordinates with the MCIEAST Commanding General, Deputy Command, Command Team, and MCICOM SARC, information regarding requirements and implications of policy and/or procedural

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changes to and within the program to ensure their needs and expressed wishes are clearly understood, properly communicated, and met to the extent practical.

(i) Interviews and recommends subordinate individuals for hiring actions and recommend appointment, promotion, and Reassignments. Completes all necessary backgrounds checks, trainings, and certification to ensure good standing and proper appointment. Maintain documentation of all trainings and certifications.

(j) Establishes performance expectations, standards, and objectives and conduct performance evaluations. Ensures all SAPR personnel in the region receive appropriate initial training and access to continuing education opportunities to maintain and develop knowledge, skills, and abilities and to maintain required credentialing. Identifies developmental and training needs. Provides guidance, information, and training to advance staff's personal and professional development, methods, and strategies for improving efficiency and effectiveness of work product and services.

(k) Promotes the SAPR Program by encouraging victims to come forward for services by decreasing stigma, breaking down barriers and ensuring warm hands offs to appropriate services and through training, marketing, and promotional efforts.

(l) Provides personnel support to include oversight of time and attendance, requests for leave, processing requests for Temporary Additional Duty funds and reimbursement for travel, and marketing support for events and projects.

(m) Resolves subordinate grievances, complaints and problems and initiates and implements disciplinary action. Assist ISARC with staffing issues, including dispute resolution and administrative issues related to supervisory responsibilities.

(n) Oversees the maintenance of a 24/7 response capability within the region. Ensures all SAPR personnel have the capability to respond to victims of sexual assault 24/7 when required, through checks and balances of response system, and internal audits to monitor and verify compliance.

(o) Monitors data and activities and conducts ongoing reviews of all programs within the region to ensure consistency and effectiveness of the SAPR Program, victim care and support. Identifies system issues and best practices and develops appropriate corrective actions to mitigates risk and improve services. Continuously analyzes accuracy of planning processes and procedures to recommend improvements. Respond to audits and requests for information.

(p) Conducts Commanding General's Readiness (CGs) Inspection (CGRI) Program in AOR.

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(q) Responsible for implementing the SAPR budget within the region in coordination with higher leadership, SARCs, and various divisions to ensure resources are maximized for the benefit of the program. Forecast budgets for execution and short and long-range plans. Formulates, administers, and monitors the operating and capital budget and manpower requirements for the Sexual Assault Prevention and Response programs within MCIEAST region. Provides guidance and oversight on installation and regional financial management, SAPR budget, and purchases.

(r) Oversees the development of regional prevention campaigns to include but not limited to SAAPM Events.

(s) Provides oversight, technical assistance, consultation, and participation in the development and implementation of Sexual Assault prevention, intervention, education trainings curriculum, materials, and other tools within the region.

(t) Monitors reporting requirements throughout the region to ensure compliance with mission, function, operation, activity, laws, rules, and regulations authorized and funded by the Department of Defense (DOD), United States Marine Corps (USMC) and the Department of Navy (DON), federal, state, and local government.

(u) Prepares and submits technical papers, correspondence, Information Papers, After Action reports, statistical material, and reports, special projects, SOP, Orders and notes for briefings.

(v) Serves as direct consultant for all sexual assault issues within the region and represent the Command on committees, working groups, and community meetings.

(w) Develops and provides briefings, presentations, and trainings to leadership within the region.

(x) Interfaces with MCICOM, other regions, and HQMC on best practices, concerns, challenges, key initiatives, and other opportunities within the SAPR program.

(y) Ensures associated subordinate SARC duties and responsibilities, are covered to include training and victim support services during staff absences and/or while positions are vacant.

(4) ISARCs shall:

(a) Report directly to the MCIEAST Regional SARC and serve as the SARC for HSBN and tenant Commands when their Command SARC is not local executing all duties as outlined in reference (a) through (g) if and as applicable.

(b) Complete all necessary backgrounds checks, trainings, and certification to ensure good standing and proper appointment. Maintain documentation of all trainings, certifications, and

appointments; provide copies of relevant documentation to the Regional SARC.

(c) Provide Command SARC support to the Headquarters and Support Battalion/Squadron, WTBn, and all tenant Commands and meet all Command SARC duties as outlined in reference (a) through (g).

(d) Provide oversight responsibility for SAPR VAs authorized to respond to sexual assaults when they are providing victim advocacy service.

1. Review and approve all DoD Sexual Assault Advocate Certificate Program (D-SAACP) in accordance with reference (b) to include but not limited to obtaining a local background check from the local Provost Marshall Office, verify name against the Nation Sex Offender Registry using <https://www.nsopw.gov/> and request a Family Advocacy Record Check.

2. Maintain credentialing, appointment, and training documentation for civilian and uniformed SAPR VAs that fall under the Installation's SAPR program.

3. Maintain a roster of all civilian and uniformed SAPR VAs that fall under the installation. The roster must include status of continuing education and validation that documentation is complete.

4. Provide supervision and management of civilian and uniformed SAPR VAs.

(e) Co-chair the CMG with the Installation Commander or Deputy Commander to review individual cases, facilitate monthly victim updates, and ensure system coordination and accountability. Ensure training on CMG processes and procedures for all SARCs and CMG members. CMG Minutes will track case disposition, victim access to services, Command and SAPR VA attendance, and record safety or retaliation concerns. Minutes will be entered in DSAID in accordance with reference (d). The ISARC will maintain acting letters when the CO of the victim is not present.

(f) Co-chair the SART / quarterly discussion meeting with the Commander, non-delegable beyond the Deputy Commander. The ISARC shall maintain minutes of the meeting(s).

1. The SART / Quarterly Discussion Meeting shall invite base and community stakeholders who may interface with sexual assault victims to build relationships, identify trends, and establish best practices to improve the systemic response to sexual assault reports.

2. The SART / Quarterly Discussion Meetings shall be held on a quarterly basis, in accordance with reference (d).

(g) Serve as the subject matter expert (SME) providing Command SARC guidance and support, as necessary, to the HSBN, WTBN and Tenant Command Commanders and units aboard the Installation when and as needed.

1. This may include providing Command SARC support to other tenant commands that do not have a SARC identified or remote SARC to ensure coordination of care to victims of sexual assault.

2. Provide the CO within AOR with any metrics regarding trends of sexual assault reports.

3. Support the Commanding General's Readiness Inspection (CGRI) Program in AOR, conducting Command Assist visits and Inspections to provide support, education, and ensure compliance with SAPR program guidelines.

4. Update the command on all policy changes from HQMC and DoD SAPR Programs.

(h) Serve as the single point of contact for coordinating access to care and resources to ensure that sexual assault victims receive appropriate and responsive care.

1. Manage coverage of the 24/7 Sexual Assault Support Line by ensuring that trained, credentialed, and appointed SAPR VAs and SARCs carry the phone, and documenting monthly audits. SAPR VAs and SARCs who carry the 24/7 Support Line phone are required to answer the phone or return calls within 15 minutes and respond in person within two hours.

2. Oversee and actively track all sexual assault cases that fall under the purview of the ISARC. This includes data entry in DSAID and ongoing case management to ensure continuity of care and tracking of any pending legal matters related to the sexual assault report.

3. Enter all unrestricted and restricted reports of sexual assault into DSAID within 48-hours of the report or within 96-hours in deployed locations that have internet connectivity issues, as required under reference (a). For all cases involving SAPR-eligible and non-SAPR-eligible victims, DSAID data entry and case management will be the responsibility of the primary SARC assigned to the case. Sexual assault related disclosures shall also be reported in DSAID as a SAPR Related Incident (SRI).

4. Establish effective and ongoing collaboration with key stakeholders to ensure victim safety, crisis intervention, and availability of victim advocacy services.

5. When eligible victims who file a restricted or unrestricted sexual assault report elect to participate in the CATCH program, the SARC shall work with the victim and SAPR VA to ensure a

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thorough understanding of the CATCH program and provide the link, username, and password for the victim to enter relevant information.

(i) Provide Command Team Resource Brief to all new Commanding Officers within area of responsibility to include tenant Commands. Maintain up to date SAPR information for the required SAPR Resource Brief for Commanders.

(j) Assist with training or coordination of 40-hour SAPR VA training to offer new SAPR VAs and SARCs an opportunity to get D-SAACP credentialed.

(k) Conduct or coordinate sexual violence related continuing education to offer opportunities for SAPR VAs and SARCs aboard the installation to maintain credentialing.

(l) Facilitate the development of SAPR public awareness and prevention campaigns for the SAPR Program, to include events during Sexual Assault Awareness and Prevention Month.

1. Coordinate with subordinate and tenant commands, as well as Installation programs and/or off-base resources to facilitate prevention, identify trends, and collaborate to establish and integrate prevention and support network.

2. Ensure the DoD Safe Helpline and applicable installation 24/7 Sexual Assault Support Line numbers appear on the command and/or installation website. The websites should include up to date SAPR-related information within three clicks from the homepage. Audit the website monthly to ensure that information is up to date.

3. Ensure all HQMC SAPR approved posters regarding SAPR are appropriately distributed, displayed, and easily accessible. Posters with SAPR information (including names and photos of civilian and uniformed SAPR VAs) shall be posted in common areas aboard each Installation along with the Commander's SAPR policy statement.

4. Provide information to assist commanders to manage trends and characteristics of sexual assault crimes at the Military Service-level and mitigate the risk factors that may be present.

(m) Maintain original Victim's Reporting Preference Statements for all sexual assault reports made aboard the Installation in accordance with references (a) and (d).

(n) Inform the Installation Commander of each restricted report of sexual assault that occurs, without providing any personally identifying information. This notification shall be made within 24-hours of the report, or 48-hours where extenuating circumstances are present (e.g., a hurricane is imminent). To ensure oversight of victim care requirements, the SARC shall include services offered in the report to the Installation Commander. In accordance with

reference (a), neither the Installation Commander nor DoD law enforcement agencies may use information provided regarding restricted reports for any investigative purposes or in any manner that would reveal the identity of the victim.

(o) Inform the Installation Commander and the Regional SARC of each restricted and unrestricted report of sexual assault that occurs, on or off the installation. The notification shall be made within 24 hours of the report, or 48 hours where extenuating circumstances are present. The SARC may include the victim's command, initials, gender, location of crime, date of report and assault, and services offered for unrestricted reports. Safety or retaliation concerns shall be noted when present.

(p) Provide recommendations and establish protocols to ensure the timely exchange of information between installation and tenant commanders.

(q) Maintain an accurate contact list for local resources and programs that are relevant to SAPR operations. The resource list shall be distributed to all SAPR staff and VAs to ensure that victims receive comprehensive referrals.

(r) Conduct ongoing and continuous programmatic reviews, participate in internal inspections to ensure consistent and effective implementation of the SAPR program in AOR.

(s) Operate under confidentiality in all cases, except in those instances where a statutory exception to confidentiality applies, in accordance with reference (a). Safeguard all confidential information pertaining to the victim by securing all applicable information is maintained under double lock and key. Limit access to only those with an official need-to-know. The DD Form 2910 shall be maintained for 50 years.

(t) Work collaboratively with the FAP to bridge any relevant service areas and ensure a no-wrong-door policy to prioritize victim care.

1. ISARC will disclose suspected and alleged child abuse immediately to the installation FAP and Child Protective Services (CPS).

2. In cases where the victim is in a dating relationship with the offender, the SARC or SAPR VA will ensure that the victim is aware of their right to use either SAPR or FAP services. If the victim elects FAP services, the SARC will coordinate with the installation FAP staff to ensure continuation of victim care.

3. ISARC will enter all domestic violence related unrestricted reports of sexual assault with an MCIO case number in DSAID within 48 hours of receipt from FAP. The ISARC will also enter reports of retaliation and close the case following adjudication.

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(u) When a victim is assessed by the SARC to be at high risk, the SARC will notify the victim's commander that a HRRT to discuss risk and resiliency factors, or lack thereof and recommend, coordinate, and participate in the HRRT. Reference (f) provides additional guidance regarding the HRRT responsibilities and protocols.

(v) Respond to requests from HQMC SAPR via MCIEAST Regional SARC Main to provide program data in a timely manner.

(w) Conduct monthly audits of the unit websites, 24/7 Lines, DOD Safe Helpline Audits, Resource List and Reporting Metrics.

(x) Ensure compliance with No Wrong Door Policy which requires all helping professionals that provides victim care and support to either provide the services or, with the victim's permission, receive a "warm hand-off" to the appropriate service provider which includes a direct connection, introduction to responsible staff at the appropriate on or off installation office, and follow-through to ensure the needs of the person seeking care were met.

(y) Ensure all required posters to include SARC and SAPR VA posters are posted in high traffic areas throughout the command, on command contact lists, and internet websites.

(5) Civilian SAPR Victim Advocates

(a) Report directly to the ISARC for oversight of cases, supervision, and administrative management.

(b) Comply with all training and credentialing requirements as required under references (a) and (b). Obtain, and maintain D-SAACP credentialing as required under reference (a) and a Tier III Security Clearance.

1. Complete all background investigations required under the position description.

2. Complete initial USMC SAPR VA 40-hour training Train the Trainer (T3) Course and complete and submit to credentialing for D-SAACP. Upon becoming credentialed, maintain appointment letter by the using the HQMC approved template.

3. Complete 16 hours of continuing education training annually to obtain the required 32 hours of credit to maintain D-SAACP recertification. Additional requirements for continuing education can be found under reference (b). Provide all certificates of completion to the SARC for tracking purposes and maintain originals in for your records.

4. Maintain a copy of all required documentation, to include the 40-hour SAPR VA Training certificate, SAPR VA appointment letter, written documentation of D-SAACP credentialing which includes

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your D-SAACP ID number, page 10 of the DD Form 2950, and annual training Train the Trainer certificates, DSAID Training Certificates, 24/7 Line Training, and certificates for Continuing Education Training. Provide a copy of all required documentation to the SARC and upload on TEAMS.

5. Obtain an appointment letter as a SAPR VA upon completion of the all required trainings and receipt of certification approval from D-SAACP utilizing HQ approved template.

6. Complete all training required to obtain DSAID access. Assist with case documentation and DSAID data entry, as needed.

(c) Maintain the integrity of all confidential communications and consult with the ISARC prior to any disclosures under these exceptions.

(d) Adhere to reference (a) through (g) and SAPR VA Sexual Assault Response Protocol to facilitate care, provide referrals, and non-clinical support to adult victims of a sexual assault.

1. Respond to a victim of sexual assault within two hours of being contacted. SAPR VA accompanies victim as requested to all appointments and assists with referrals.

2. Ensure that the victim is safe utilizing the safety screening tool to assess for imminent danger, such as harm by another and suicidal ideation, and ensure the victim is aware of resources available to promote safety and well-being. This includes medical, mental health, Victims' Legal Counsel, Chaplain, and other military/civilian support services.

3. Inform the victim on the methods to report retaliation and the resolution process, the expedited transfer request process, right to request a military protective order, and the right to a civilian protective order. Victim accepts services by signing a 2910.

4. Advise the victim of their right to confidentiality and the exceptions to confidentiality under the references. In the event that a qualifying exception to confidentiality exists, the SAPR VA is required to consult the SARC prior to violating the victim's confidentiality. The SARC shall validate the exception and notify the necessary parties, disclosing only the details necessary to satisfy the exception.

5. Ascertain the victim's immediate needs. If the victim desires to seek medical attention or conduct a Sexual Assault Forensic Exam, the SAPR VA shall take the victim to Naval Medical Center Camp Lejeune as soon as practical to receive appropriate care.

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6. Ensure that the victim is aware of resources available to promote safety and well-being. This includes medical, mental health, Victims' Legal Counsel, Chaplain, and other military/civilian support services. Inform the victim on the methods to report retaliation and the resolution process, the expedited transfer request process, right to request a military protective order, and the right to a civilian protective order.

7. Once the victim has made a determination on their reporting option, review the DD Form 2910, "Victim Reporting Preference Statement" (VRPS). If the victim is eligible to elect the restricted reporting option, review the exceptions to restricted reporting. Ensure that the VRPS is initialed, signed, and dated by the victim and SAPR VA in the designated spaces.

8. Provide the original copy of all forms to the SARC as soon as practicable. In the event that the SAPR VA has to maintain the required documents for an extended period of time, the forms shall be kept in a double locked location, as required under reference (a). Provide a copy of the DD Form 2910, DD Form 2701, and Victims' Legal Counsel Brochure to the victim.

9. Facilitate the victim's contact with the military and civilian resources, as requested by the victim.

10. Notify the SARC of the report prior to finalizing the initial meeting with the victim, if practical. If circumstances arise that do not permit immediate notification, ensure that the SARC is notified of the report within 24 hours.

(e) Ongoing care and support regardless of the type of report (restricted or unrestricted), include the following:

1. Contact with the victim at a minimum of once a month from the start of the case until the victim is no longer utilizing services. Provide updates to the SARC as requested.

2. Complete the safety screening tool at a minimum of once every thirty days from the time of the report until the victim is no longer using services. Immediately notify the SARC if any safety issues arise during the course of advocacy.

3. When assigned to an unrestricted sexual assault case, attend the monthly CMG aboard Camp Lejeune with the victim's immediate Commander to ensure a comprehensive response for the victim. Provide case updates to the victim no less than monthly.

4. Provide confidential, non-clinical care and resources to the victim. Support the victim in decision-making by providing relevant information and discussing available options.

5. Facilitate and coordinate any of the relevant sexual assault resources, this includes accompaniment to Naval Medical

Center Camp Lejeune, NCIS, Victims' Legal Counsel, counseling, and legal hearings.

6. Consult regularly with the SARC for on going guidance and support. Provide monthly updates to the SARC responsible for management of the case and enter all contacts into DSAID.

(f) When assigned to an open, unrestricted report of sexual assault by the ISARC, the SAPR VA will:

1. Attend Case Management group for all assigned Unrestricted Reports of Sexual Assault, SAPR VA, SART and Quarterly Discussion Meetings. The SAPR VA will assist the CO in coordinating a 72-hour update via phone, email, and/or face-to-face.

2. Provide monthly updates to the SARC responsible for management of the case and enter all contacts into DSAID.

(g) SAPR VA will meet with victim a minimum of one time per month, conduct a safety assessment at each meeting, and report to SARC on victim status for each contact and enter into DSAID.

(h) Attend the 24/7 Sexual Assault Support Line Training, assist with coordination of the monthly Support Line calendar, and staff the Support Line as assigned.

1. Provide immediate victim support, or a callback response within 15 minutes.

2. Respond in person within two-hour from the time of the initial phone call.

3. Adhere to all protocols outlined in the 24/7 Line Training Manual.

(i) Notify Service Member victims who made an Unrestricted Report of sexual assault and were recommended for involuntary separation from the Service within one year of the final disposition of his or her sexual assault that he/she may request a general or flag officer review of the circumstances of and grounds for the involuntary separation.

(j) Become proficient in providing all HQMC approved annual training curriculum as well as any required new employee SAPR training for civilian staff. Provide rank specific annual training for commands and personnel in areas of responsibility. Provide a copy of training rosters to the S-3 for entry into MCTIMS. Maintain a copy of rosters within the unit turnover binder for inspection and reporting purposes.

(k) Assist in the planning, coordination, and execution of prevention activities. This includes assisting in the development of prevention curriculum, activities, resource fair events, and awareness materials.

(l) Present at New Join Briefs and complete check-ins and outs for service members to ensure that information about the SAPR program and local SAPR resources are provided.

(m) Report all incidents of retaliation, reprisal, ostracism, or maltreatment experienced by the SAPR VA or disclosed by the victim or witness to the SARC.

(n) Notify the SARC of any SAPR Related Inquiries (SRI).

(o) Notify the SARC immediately of any high-risk situations and participate in the HHRT.

(p) Comply with No Wrong Door Policy which requires all helping professionals that provides victim care and support to either provide the services or, with the victim's permission, provide a "warm hand-off" to the appropriate service provider which includes a direct connection, introduction to responsible staff at the appropriate on or off installation office, and follow-through to ensure the needs of the person seeking care were met.

(q) Conduct any other duties as assigned.

(6) Service Members

(a) Treat any person who is a victim of sexual assault with dignity and respect. Ensure they are treated without prejudice and in an equitable manner that supports their right to self-determination.

(b) Eliminate behaviors that violate the Marine Corps ethos of honor, courage, and commitment which are the building blocks for good decision making.

(c) A Service Member is a mandatory reporter of sexual assault if they are in the victim's direct chain of command. If a service member becomes aware of a sexual assault allegation for a victim who falls below them in the chain of command, regardless of whether the information is received via the victim or a third party, the Service Member shall notify the Commander and law enforcement.

(d) If a Service Member witnesses a sexual assault, they are a mandatory reporter and shall immediately report the incident to law enforcement, as required under references (c) and (d).

(e) Attend annual rank specific SAPR training per references (a).

(f) Be an active bystander - be prepared to safely intervene when recognizing a potentially harmful situation.

5. Administration and Logistics. Recommendations concerning the content of this Order shall be submitted to the MCIEAST Regional SARC, MCIEAST-MCB CAMLEJ and Deputy Commander, MCIEAST-MCB CAMLEJ for consideration.

6. Command and Signal

a. Command. This Order is applicable to all Service Members and civilians assigned to any Installation within MCIEAST.

b. Signal. This Order is effective the date signed.

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