From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST (MCIEAST) STANDING OPERATING PROCEDURE (SOP) FOR SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR)

Ref: (a) MCO 1752.5B
(d) SECNAVINST 1752.4B
(e) MCO 3504.2A
(f) CMC Washington DC MRA MF 081739Z Nov 16
(g) 32 CFR 105
(h) CMC Washington DC MRA MF 081822Z Nov 16

1. Situation. Standardization of local SAPR operating procedures is required within and among all MCIEAST Installations/Commands. This Order will explain and standardize the Marine Corps SAPR program responsibilities of commanders and SAPR personnel across MCIEAST, as defined in references (a) through (h).

2. Mission. This Order standardizes local SOPs and requirements for all MCIEAST commanders and SAPR-led initiatives, supported by the MCIEAST-MCB CAMLEJ Sexual Assault Response Coordinator (SARC), in order to execute timely and effective actions when allegations of sexual assaults are received.

3. Execution

   a. Commander’s Intent and Concept of Operations

      (1) Commander’s Intent. Victims of sexual assault will be treated with sensitivity, dignity, and respect. Sexual

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assault victims shall be treated as priority emergency cases, regardless of whether physical injuries are evident. Victims will receive appropriate healthcare (i.e., 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 commanding officer (CO), Provost Marshal Office (PMO), 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 elect to report must feel confident their personal safety will be protected and that they will be protected from coercion, ostracism, discrimination, or reprisal. Additionally, witnesses, SARCs, responders, bystanders who intervene, and other parties to the crime who experience any reprisal, coercion, ostracism, or discrimination shall immediately report such incidents through their chain(s) of command.

(2) Concept of Operations. All victims of sexual assault have two methods of reporting the assault: restricted reporting and unrestricted reporting, defined below. All personnel are encouraged to make complete, unrestricted reports of sexual assault to achieve the objectives contained within the references. Regardless of the method of reporting, all sexual assault victims will have access to a civilian and/or uniformed SAPR Victim Advocate (VA) and will be provided care, counseling, and advocacy under the guidance of the SARC.

(a) Restricted Reporting. By definition, restricted reports can come only from the victims themselves. This process affords victims the option to disclose that they are the victim of a sexual assault to specified individuals (i.e., SARC, SAPR VA, healthcare personnel, counselors, Victim's Legal Counsel, and chaplain) on a requested confidential basis. Under these circumstances, the victim’s report and any details provided to specified individuals will not be reported to PMO or NCIS or to the command to initiate any official investigation. Victims are cautioned only to disclose sexual assault to specified individuals to avoid third party reporting. If a victim discloses a sexual assault to a Marine in his or her direct chain of command, that Marine is a mandated reporter.

(b) Unrestricted Reporting. All personnel are encouraged to make an unrestricted report of sexual assault to
achieve the objectives and goals of references (a) through (h). In unrestricted reporting, only "need to know" information regarding the sexual assault will be disclosed to the Battalion CO, Squadron CO or Company CO, supporting SAPR VA, and law enforcement personnel to enable an open and formal investigation. Marines and Sailors who have the courage to report that they have been sexually assaulted must feel confident they will be treated with sensitivity, dignity, and respect. Victims will receive appropriate medical, emotional, and social care with help from their SARC and SAPR VAs. Victim safety is paramount at all times.

b. Tasks

   (1) Installation Commanders shall:

   (a) Establish the position of Installation SARC and appoint SAPR VAs per reference (a). The SARC and SAPR VAs are "on call" and available to assist victims of sexual assault. Installation commanders should refer to their internal SOPs regarding appropriate victim care.

       1. The Installation commander shall appoint a full-time civilian employee as an Installation SARC to serve as a subject matter expert, trainer, and program coordinator. The Installation commander may also appoint an Alternate Installation SARC to assist in program functions and requirements. The Alternate Installation SARC must meet all training and certification criteria.

       2. The Installation SARC shall report administratively to the Behavioral Health Program Manager and operationally to the commander. The Installation commander shall evaluate the Installation SARC's performance of SAPR procedures and program implementation in accordance with references (a) and (b). The SARC shall have direct and unimpeded access to the Installation commander under reference (b).

       3. If the installation has multiple Installation SARC, a Lead SARC shall be designated by the Installation commander, per reference (b).

   (b) 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 commander (Dep Comdr)/executive officer (XO) bears the non-delegable responsibility to chair the CMG. A written SOP will provide guidance for the operation of the CMG and will detail CMG responsibilities borne by tenant commanders.

(c) Establish and maintain a 24/7 Sexual Assault Support Line (telephone hotline) in order to afford victims the opportunity to make a restricted or unrestricted report and receive support services at any time. Internal protocols for manning this support line and subsequent response procedures should be established in writing. 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.

(d) High-Risk Response Team (HRRT). Reference (b) requires Installation commanders to establish an HRRT that will convene 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 Dep Comdr/XO) will immediately stand up a multi-disciplinary HRRT in order to monitor the victim’s safety and develop plans to manage risk factors. Reports to the Installation commander, CMG chairperson, and CMG co-chairperson 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 (b) may not delegate this responsibility.

(2) Installation SARCś shall:

(a) Serve as the single point of contact and subject matter expert on SAPR in support of the Installation command and Tenant commanders.

(b) Facilitate the development of SAPR public awareness campaigns for victims of sexual assault.

(c) Coordinate with subordinate and tenant commanders’ SARCś for the planning and execution of events designed to raise awareness of Sexual Assault Awareness and Prevention Month during the month of April.

(d) Ensure current information regarding SAPR is appropriately distributed and displayed and is easily accessible. Posters with SAPR information (including names and
photographs of civilian and uniformed SAPR VAs) should be posted in common areas aboard each installation along with the SAPR policy statement from the Commanding General (CG), MCIEAST-Marine Corps Base, Camp Lejeune (MCB CAMLEJ).

(e) Restricted Reports. For the purposes of public safety and command responsibility, the Installation SARC shall 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., in a deployed environment). To ensure oversight of victim care requirements, the SARC shall include services offered in the report to the installation commander. In accordance with reference (b), neither the Installation commander nor Department of Defense 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.

(f) Defense Sexual Assault Incident Database (DSAID). Installation SARCs are responsible for entering 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 (b). All installations shall follow the requirements for DSAID data entry regarding civilian victims in reference (h), in conjunction with references (a) and (b). Responsibilities for compliance of data entry with service member victims can be found in references (a) and (b). 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.

(g) Collaboration and Coordination of Services

1. The Installation SARC is required to hold a quarterly SAPR program meeting to address administrative actions and process improvements, including SAPR training opportunities, prevention activities, systemic issues, and local support agreements. The members of the CMG shall attend, in addition to any other key stakeholders. The Installation SARC shall maintain minutes of these meetings.
2. The Installation SARC shall 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 in order to ensure that victims receive comprehensive referrals.

3. All SARCs shall establish effective and ongoing collaboration with key stakeholders to ensure victim safety, crisis intervention availability, and availability of victim advocacy services. SARCs shall collaborate to provide recommendations and establish protocols to ensure the timely exchange of information between installation and tenant commanders.

(3) Commanding Officers shall:

(a) Follow required reporting protocol, ensuring completion of necessary notifications and reports while maintaining confidentiality to the greatest extent possible and ensuring that victim care is provided per each installation’s SOP.

(b) Operations Event/Incident Report (OPREP)-3 Serious Incident Report (SIR). Upon notification of an unrestricted report of sexual assault, the CO shall complete an OREP-3 SIR in accordance with reference (e). It is critical to ensure that the victim’s privacy and confidentiality are protected to the greatest extent with regard to the information provided in and distribution of the SIR.

(c) 8-Day Brief. Commanders are required to submit an 8-day brief within eight calendar days for all unrestricted reports of adult sexual assault in accordance with references (f) and (g). The brief is initiated by a signed Victim Reporting Preference Statement electing an unrestricted report or an investigation by a Military Criminal Investigation Organization and assignment of 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 CO is responsible for the brief. If the victim is a civilian with a service member subject, the subject’s immediate CO shall complete an abbreviated report, as required by reference (g). Notification to the CG MCIEAST-MCB CAMLEJ will occur via the Dep Comdr, MCIEAST-MCB CAMLEJ. The Dep Comdr’s e-mail address will be used
for all 8-day briefs on the 8-day brief portal located at https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx.

4. Administration and Logistics. Recommendations concerning the content of this Order shall be submitted to the Installation SARC, MCIEAST-MCB CAMLEJ for consideration.

5. Command and Signal

a. Command. This Order is applicable to all service members and civilians assigned to MCIEAST.

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

M. L. SCALISE
Deputy Commander

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