



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1752.5A  
MCCS  
JUL 20 2020

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

From: Commanding General  
To: Distribution List

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

Ref: (a) MCO 1752.5C  
(b) DoDI 6495.02 Ch 3, "Sexual Assault Prevention and Response  
Program Procedures," March 28, 2013  
(c) NAVMC 1752.5  
(d) DoDI 6495.03, "Defense Sexual Assault Advocate  
Certification Program," February 28, 2020  
(e) DoD Directive 6495.01 Ch 3, "Sexual Assault Prevention and  
Response Program," January 23, 2012  
(f) SECNAVINST 1752.4C  
(g) MCO 3504.2A

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

2. Cancellation. MCIEAST-MCB CAMLEJO 1752.5.

3. Mission

a. Standardization of local SAPR operating procedures is required within and among all 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 when reports of sexual assaults are received and in an effort to prevent sexual assaults.

b. Summary of Revision. The revisions in this Order provide amplifying guidance to Installation Commanders, Behavioral Health Branch Program Managers, and Installation Sexual Assault Response Coordinator's (SARCs) on the implementation of the SAPR Program. These revisions incorporate changes to program requirements resulting from the recently updated reference (a). The administrative and operational responsibilities between the Command, Behavioral Health, and SAPR are clarified. In the event that a SAPR Victim Advocate (VA) and/or Installation SARC has their national certification revoked or

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suspended, a contingency plan is outlined. The contingency plan ensures that no victims of sexual assault are left without an advocate to provide support services. The Marine Corps Base, Camp Lejeune (MCB CAMLEJ) and Marine Corps Air Station, New River (MCAS NR) Sexual Assault Response Team (SART) meeting will be chaired by either the Deputy Commander, MCIEAST-MCB CAMLEJ or the CO, MCAS NR. Commander's protocol following reports of sexual assault may include specific requirements for the response to request expedited transfers, submission of the Serious Incident Report (SIR) and Eight-Day Report, and attendance at the Case Management Group (CMG). Guidance for Headquarters and Support Battalion (H&S Bn) and Squadron Commanders is amplified to include the requirement to have a SOP on the SAPR Program and to utilize the Installation SARC as the subject matter expert.

#### 4. 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 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 level 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, and reprisal. Additionally, witnesses, SARCs, responders, bystanders who intervene, and other involved parties who experience any reprisal, coercion, ostracism, or discrimination shall immediately report such incidents through their chain(s) of command.

##### (2) Concept of Operations

(a) All personnel are encouraged to make complete, unrestricted reports of sexual assault to achieve the objectives within the references. Regardless of the method of reporting, all sexual assault victims will have access to a civilian and/or uniformed SAPR VA and will be provided care, counseling, and advocacy under the guidance of the SARC.

(b) 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 Uniform Code of Military Justice. 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. The methods to report retaliation and the resolution process are outlined in reference (a). Empower members to intervene when the environment for potential sexual assault exists. Encourage leaders at all levels to be aware that personnel who are sexually assaulted may be physically, mentally, and emotionally traumatized and wounded.

b. Tasks

(1) Installation Commanders shall:

(a) Establish the position of Installation SARC (ISARC) per reference (b). The ISARCs and SAPR VAs are "on call" and available to assist victims of sexual assault. Installation Commanders should refer to their internal, local SOPs regarding appropriate victim care to include off-base and non-military agencies.

1. Appoint a full-time civilian employee as an 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.

2. Appoint a minimum of one full-time civilian employee as a civilian SAPR VA to provide support across the Installation to Service Member and adult dependent victims of sexual assault, when funded. If a civilian SAPR VA position is not funded at the Installation, the local SOP shall outline support services for dependent victims of sexual assault.

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

4. Ensure that Installation websites include information on the local SAPR Program, the Installation's 24/7 Sexual Assault Support Line, the Department of Defense (DoD) Safe Helpline, and contact information for the ISARC.

5. Evaluate the ISARC's performance of SAPR procedures and program implementation in accordance with references (a) and (b).

6. Ensure that the ISARCs have direct and unimpeded access to the Installation Commander and tenant Commanders under reference (a).

7. Designate a Lead SARC if the Installation has multiple ISARCs, per reference (a).

8. Meet with the ISARC on a monthly basis to review the SAPR Program and address successes and any concerns.

(b) Ensure adherence to procedures outlined in reference (c) in the event that a Uniformed or Civilian SAPR VA has their D-SAACP certification suspended or revoked.

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 (c). The Command will coordinate with the ISARC to ensure notification of the Marine Corps Installations Command (MCICOM) SARC and the Headquarters, U.S. Marine Corps (HQMC) SAPR Office. In the event that the ISARC is suspended or revoked, the Command will notify the MCICOM SARC and the HQMC SAPR office.

2. For a Civilian SAPR VA or ISARC, the Marine Corps Community Services (MCCS) Human Resources Director will be consulted with regard to any need for the employee to be placed in another billet and/or put on administrative leave.

3. 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. 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 other ISARCs in the region, in addition to the support of the MCICOM SARC. Aboard MCB CAMLEJ, the Command will utilize the support of the other ISARC.

4. Depending upon the infraction committed by the Uniformed or Civilian SAPR VA or SARC that warrants suspension and/or revocation (as outlined in reference (d)), the incident will be investigated by an independent investigator appointed by the Command, NCIS, or MCCS Human Resources, as appropriate. In instances that do not require investigation, the command may suspend or revoke the credentials of the SARC or SAPR VA.

5. In the event that a civilian SAPR VA or ISARC has their credentials revoked, the Command will coordinate with the ISARC, and/or MCICOM SARC to ensure that all victims of sexual assault that were assisted by the SAPR VA have adequate advocacy support. On Installations with more than one civilian SAPR VA, the SARC will assign the cases to the other civilian SAPR VAs and/or to uniformed SAPR VAs, as appropriate. On Installations with one civilian SAPR VA, the ISARC will have oversight of the distribution of the Service Member and dependent cases to be assigned either to the ISARC(s) and/or assigned to uniformed SAPR VAs and/or Command SARCs aboard the Installation, as appropriate.

6. In the event that the ISARC is revoked, the support of other ISARCs in the region will be utilized to provide support to the Installation until the billet is filled. If other ISARCs are not able 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.

(c) Establish a multidisciplinary CMG that meets monthly, per reference (b), to review all open, unrestricted cases of sexual assault. The Installation Commander or Deputy Commander/Executive Officer (XO) bears the non-delegable responsibility to chair the CMG. All local Installation protocols for the CMG shall be in accordance with reference (a).

(d) Chair the quarterly SART meeting in coordination with the ISARC. This is non-delegable below the Deputy Commander/XO. MCIEAST-MCB CAMLEJ and MCAS NR shall have a combined SART that will be chaired by the MCIEAST-MCB CAMLEJ Deputy Commander and/or the MCAS NR CO.

(e) Establish and maintain a 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. Internal protocols for staffing this support line with D-SAACP credentialed and appointed SAPR VAs or SARCs 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.

(f) Establish a High-Risk Response Team (HRRT) in accordance with reference (c) 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/XO) 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 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 (c) may not delegate this responsibility.

(g) Follow required reporting protocol in accordance with reference (a), ensuring completion of necessary notifications and reports while maintaining confidentiality to the greatest extent possible and ensuring that victim care is provided.

(h) 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. 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 OPREP-3 SIR. The OPREP-3 SIR shall not contain any victim or accused Personally Identifiable Information, 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. The Installation will submit an OPREP-3 SIR to report all unrestricted reports of sexual assault when the victim is a civilian over the age of 18 who was sexually assaulted aboard the Installation by someone other than a Service Member or when the suspect is unknown, regardless of location of the crime.

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

(i) Submit an eight-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 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 Commander is responsible for the brief. 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 (g). Notification to the Commanding General (CG), MCIEAST-MCB CAMLEJ will occur via the Deputy Commander, MCIEAST-MCB CAMLEJ. The Deputy Commander's e-mail address will be used for all eight-day briefs on the eight-day brief portal located at <https://hqmcportal.hqi.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.

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

(k) Ensure that procedures outlined in reference (c) for requests for an expedited transfer are followed to include responding within 72-hours of the request and only sending the approved request to HQMC via encrypted email from the SARC and/or the immediate Commander of the victim.

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

(m) 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.

(n) Register for an HQMC SharePoint account, within 30 days of assuming command, at: [www.thegearlocker.org](http://www.thegearlocker.org).

(o) Maintain a current copy of the following documentation for the ISARC(s): appointment letter from the Commander, written verification of certification from the National Organization for Victim Assistance, and certificates and/or a record of continuing education credits earned for the current credentialing period. These documents can be maintained in the office of the ISARC.

(p) 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.

(2) The H&S Bn or Squadron Commander at each MCIEAST Installation shall:

(a) Have a SAPR SOP outlining support services to victims of sexual assault and include contingency plans in the event that the required minimum of two-uniformed SAPR VAs is not met.

(b) Utilize the ISARC(s) appointed by the Installation Commander for support of the Battalion or Squadron in accordance with references (a) and (b).

(c) Appoint, at a minimum, two uniformed SAPR VAs.

(d) 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.

(e) Submit an OPREP-3 SIR for incidents of adult sexual assault per reference (g).

(f) 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.

(g) Attend the monthly CMG when there is an open, unrestricted report under review for a victim of sexual assault from your unit. An acting letter is required when the CO cannot be in attendance, per reference (a).

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

(i) Include procedures for approving and/or denying an Expedited Transfer request in the unit SAPR SOP.

(j) Attend the SAPR Resource Brief within 30 days of assuming command from the ISARC.

(k) Include SAPR training in the unit-training plan and ensure that only SAPR personnel conduct the training. ISARCs shall support SAPR training.

(l) Require SAPR personnel to maintain signed rosters of SAPR training and provide copies to the unit S-3.

(m) Ensure that the ISARC has direct and unimpeded access when there is a sexual assault report to include either a victim or a suspect from your unit.

(n) Ensure that the Installation's 24/7 Sexual Assault Support Line number appears on the Command's home page of their website, as well as the DoD Safe Helpline.



(o) Ensure that posters for the appointed SAPR VAs and ISARC(s) are posted throughout the command to include common areas.

(3) On Installations with an MCCS Behavioral Health Program Manager, the Program Manager shall:

(a) Provide personnel support to the ISARCs to include oversight of time and attendance; requests for leave; processing requests for Temporary Additional Duty (TAD) funds and reimbursement for travel; and routing requests for corporate sponsorship and marketing support for events and projects (when not approved by the Installation CO or XO).

(b) Approve trainings in ETHOS, as well as routing trainings/conferences that require an Appointed Place of Duty letter or TAD Orders to the Installation Commander.

(c) Provide assistance and support for the recruitment, screening and hiring of civilian SAPR Victim Advocates and ISARCs, and other SAPR support personnel.

(d) Provide a monthly SAPR budget statement to the ISARCs.

(e) Address any dispute resolution and record keeping duties, such as time card and leave approvals.

(f) Review and provide oversight of all purchase and travel requests.

(g) Support the requirements of the SAPR program as the Approving Official, for the credit card holder.

(h) Meet monthly with the ISARC to discuss administrative issues.

(i) Meet, at a minimum of quarterly, with the ISARC(s) and the Installation Commander.

(4) ISARCs shall:

(a) Provide Command SARC support to the H&S Bn and/or Squadron of each MCIEAST Installation and meet all Command SARC duties as outlined in reference (a).

(b) Co-chair the CMG with the Installation Commander, Deputy Commander, or XO and maintain minutes. Minutes will be entered in DSAID in accordance with reference (a). The ISARC will maintain acting letters when the CO of the victim is not present.

- (c) Provide Command SARC support to units aboard the Installation when the Command SARC is not local.
- (d) Ensure coverage of the 24/7 Sexual Assault Support Line via making a monthly calendar of advocates carrying the phone. Ensure that all advocates carrying the 24/7 phone are D-SAACP certified and appointed by their Commander.
- (e) Oversee and actively track all sexual assault cases that fall under the purview of the ISARC. This includes data entry in DSAID.
- (f) Maintain original Victim's Reporting Preference Statements for all sexual assault reports made aboard the Installation in accordance with reference (c).
- (g) Provide the CO with any metrics regarding trends of sexual assault reports aboard the Installation.
- (h) Support the CG's Readiness Inspection Program in areas of responsibility.
- (i) Update the command on all policy changes from HQMC and DoD SAPR Programs.
- (j) Maintain up-to-date SAPR information for the required SAPR Resource Brief for Commanders.
- (k) Provide self-evaluations to the Commander, Deputy Commander or XO, as appropriate for your Installation, non-delegable below the XO. The Commander/Deputy Commander/XO will be the reviewer for the ISARCs. No secondary reviewer is required though solicitation of feedback from the Behavioral Health Program Manager is encouraged. The ISARCs will perform the duties of rater for their staff's initial, mid-year, and year-end performance appraisals, with the XO and/or Deputy Commander serving as reviewer.
- (l) Facilitate the development of SAPR public awareness campaigns for the SAPR Program to include events during Sexual Assault Awareness and Prevention Month.
- (m) Coordinate with subordinate and tenant Commanders' SARCs for the planning and execution of events designed to raise awareness of Sexual Assault Awareness and Prevention Month (April).

(n) Ensure current information regarding SAPR is 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 SAPR policy statement from the CG MCIEAST-MCB CAMLEJ, and the Installation Commander.

(o) 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. The ISARC will also provide notification to the Commander of all unrestricted reports.

(p) 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.

(q) Co-facilitate the SART meeting with the Commander, non-delegable beyond the Deputy Commander/XO. The ISARC shall maintain minutes of the SART meeting. MCIEAST-MCB CAMLEJ and MCAS NR shall have a combined SART meeting.

(r) 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.

(s) 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.

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5. Administration and Logistics. Recommendations concerning the content of this Order shall be submitted to the ISARC, 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.

A handwritten signature in black ink, appearing to read "N. E. Davis", with a horizontal line extending to the right.

N. E. DAVIS  
Chief of Staff

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