



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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AIR STATION ORDER 1752.6F

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: STANDING OPERATING PROCEDURE (SOP) FOR SEXUAL ASSAULT PREVENTION
AND RESPONSE (SAPR)

Ref: (a) MCO 1752.5C
(b) NAVMC 1752.5
(c) DoDD 6495.01
(d) DoDI 6495.02
(e) DoDI 6495.03
(f) MCO 3504.2A
(g) SECNAVINST 1752.4C
(h) MARADMIN 285/16

Encl: (1) Commander's Protocol for Prevention and Response
(2) MCAS Cherry Point SAPR Resource List

1. Situation. In accordance with the references, to provide Department of Defense (DoD) and Marine Corps policy and procedural guidance regarding the Sexual Assault Prevention and Response (SAPR) Program. It is essential that Commanders execute timely and effective actions when allegations of sexual assaults are received. This Order provides information, policies, and procedures as it relates to the Marine Corps Air Station Cherry Point (MCAS CHERPT) SAPR Program.

a. Sexual assault is a criminal act. It is defined by the DoD as intentional sexual contact, characterized by the use of force, threats, intimidation, or abuse of authority, or when the person does not or cannot consent.

b. The term sexual assault includes a broad category of sexual offenses consisting of the following Uniform Code of Military Justice (UCMJ) offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses.

c. Consent is defined as words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person. A lack of an expression of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the accused's use of force, threat of force, or placing another in fear does not constitute consent. A current or previous relationship or the manner of dress of the person involved with the accused in the sexual conduct at issue shall not constitute consent. There is no consent when the person is sleeping or incapacitated, such as due to age, alcohol or drugs, or mental incapacity. There is no consent if the subject makes a fraudulent representation that the sexual act serves a professional purpose or induces belief that the subject is another person.

2. Cancellation. ASO 1752.6E.

3. Mission

a. To establish policy and procedures for responding to sexual assault incidents that involve personnel stationed aboard MCAS CHERPT. Guidance for situations not covered in this Order, can be found in greater detail in the references.

b. Marines take care of their own both on the battlefield and in garrison. Every Marine shall be knowledgeable on what constitutes sexual assault and understand it is a crime incompatible with Marine Corps values and punishable under the Uniform Code of Military Justice (UCMJ) and other federal and local civilian laws. Marines must demonstrate the strength and courage to step up and take action to protect their fellow Marines and civilians working aboard the Installation. Together, we will work to create a culture of prevention and respect with the goal of eliminating the occurrence of sexual assault.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To delineate requirements and eliminate confusion as to what actions are required when responding to unrestricted reports of sexual assault upon, or by, a military member and/or a military dependent or civilian aboard MCAS CHERPT. Victims of sexual assault will be treated with sensitivity, dignity, and respect. Sexual assault victims shall be given priority and treated as emergency cases regardless of whether physical injuries are evident. Victims will receive appropriate healthcare (medical, emotional, psychological, and social) services unless he/she refuses care. Care will be given to ensure the identity of a victim of sexual assault is released only to those who have a need to know (i.e., in the case of an Unrestricted Report: the command team, Installation and appropriate Command SARC, Provost Marshal Office (PMO), or 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 as well as being protected from coercion, ostracism, discrimination, or reprisal.

(2) Concept of Operations

(a) When required, Commanders at all levels will act in accordance with instructions contained within all references and enclosures.

(b) Although all victims have two methods of reporting sexual assault (Restricted and Unrestricted), victims are encouraged to make complete, Unrestricted Reports to achieve the objectives contained within reference (a). Regardless of method of reporting, all sexual assault victims will have access to the SAPR Victim Advocate (VA) and will be provided care, counseling, and advocacy under the guidance of the SARC. The SARC shall be notified of all cases that occur on and off the Installation by calling the 24/7 SAPR Support Line at (252) 665-4713.

1. Restricted Reporting. This option allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., SARC, SAPR VA, healthcare personnel, counselors, Victim's Legal Counsel (VLC), and Chaplains), and receive medical treatment, including emergency care, counseling, and assignment of a SAPR VA, without triggering an investigation. However, only a SARC or SAPR VA can take an official Restricted Report by completing a DD 2910/Victim Reporting Preference Statement (VRPS). The victim's report provided to healthcare personnel (including the information acquired from a Sexual Assault Forensic Exam (SAFE Kit), SARCs, and SAPR VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents, or an established exception applies.

a. Victims are now eligible to file a Restricted Report, providing they do not personally report the sexual assault incident to law enforcement, to include Military Criminal Investigative Organizations (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. Victims covered by reference (d) are eligible to file a Restricted Report even if they disclosed the sexual assault incident to their commander or personnel in the chain of command, or 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 the MCIO investigation into the sexual assault incident has been closed. Further clarification on the expanded eligibility can be found in reference (d).

b. Confidentiality Exceptions.

(1) Disclosure is authorized by the victim in writing.

(2) Disclosure to command officials or law enforcement is necessary to prevent or lessen a serious and imminent threat to the health or safety of the victim or another.

(3) Disclosure by healthcare personnel to Disability Retirement Boards and officials is required in support of fitness for duty or disability retirement determinations. The disclosure shall be limited to only that information necessary to process these determinations. Disclosure of a Restricted Report under these circumstances does not change the nature of the victim's Restricted Report, nor does it create an obligation for reporting to law enforcement or the command for investigation.

(4) SARCs, SAPR VAs, and/or healthcare personnel may disclose specifically requested information to those individuals with an official need-to-know or as required, for the supervision of direct victim services. Official need-to-know, for the purpose of SAPR, would be the command team (e.g. Commanding Officer (CO), Executive Officer (XO), Sergeant Major (SgtMaj), and the SARC.) Additional need-to-know may be extended to other personnel as required. Consult with the SARC to assist in the determination of additional personnel.

(5) Disclosure to military or civilian courts when ordered by an authorized military official (e.g., a duly authorized subpoena in a UCMJ case, federal or state judge, or as required by federal or state law).

(6) Disclosure of suspected and alleged child abuse shall immediately be made to the Installation Family Advocacy Program (FAP) and Child Protective Services (CPS).

(7) Disclosure of a sexual assault perpetrated by an intimate partner, a current or former spouse or a person with whom the abuser shares a child in common (not to include a current pregnancy); or a current or former intimate partner with whom the abuser shares or has shared a common domicile is considered sexual abuse and is immediately referred to FAP.

(a) Disclosure of sexual assault by an intimate partner shall be deemed a domestic violence case and shall be immediately referred to FAP.

(b) However, if the victim of an intimate partner sexual assault comes forward to a SAPR VA, the sexual assault case will be referred to FAP, but the victim can choose to work with the SAPR VA or the FAP VA.

2. Unrestricted Reporting. This option allows sexual assault victims to report the sexual assault and receive command support as well as an official law enforcement investigation. Under these circumstances, the victim's report provided to SARC, SAPR VA, healthcare personnel, chain of command representatives, or other persons, is reported to law enforcement. Commands must notify NCIS of all

allegations of sexual assault that were brought to their attention. Confidential communication is still intact with unrestricted reporting and information is only shared with persons who are on a need to know basis.

a. Confidentiality. Confidentiality applies to all covered communications (i.e., oral, written, or electronic) of Personally Identifiable Information (PII) made by a victim to a SARC, SAPR VA, VLC, Chaplain, or healthcare provider (medical or mental health), related to the sexual assault.

b. The Chaplain Corps operates under the clergy-penitent privilege. All involved parties must maintain the integrity of the confidentiality policy, except in those instances described in references (a) and (b).

3. Catch a Serial Offender (CATCH) Program. The CATCH Program allows an eligible adult sexual assault victim to submit an anonymous entry into the CATCH system to discover if the suspect in the victim's report may have assaulted another person (i.e., a match in the CATCH website). Participation in the CATCH Program is voluntary and allows the adult victim to decide whether to participate in an investigation of the serial offender if a CATCH match is made in the system.

a. An adult sexual assault victim is eligible for CATCH if they file, or have already filed a Restricted Report with a DD Form 2910. If notified of a potential match, the victim can decide whether to convert the restricted report to unrestricted and participate in the investigation.

b. An adult sexual assault victim is also eligible for CATCH if they file, or have already filed, an Unrestricted Report with a DD Form 2910 and the identity of the subject was not disclosed by the victim or uncovered by law enforcement to include MCIOs (e.g., third-party report with no suspect identification). If notified of a potential match, the Unrestricted Reporting victim can decide whether he or she now wants to participate in the investigation.

b. Scheme of Maneuver. The Installation SARC and SAPR VAs support this Command and are on call 24/7 if the need arises to assist a victim of sexual assault. This Command has access to and will utilize the healthcare personnel from the MCAS CHERPT Naval Health Clinic (NHC) and Naval Medical Center Camp Lejeune or, if the victim so desires, civilian medical facilities. SAPR VAs and SARCs are responsible for ensuring that eligible military members and non-military members who are victims of sexual assault gain access to the resources they need. The command will utilize its SAPR team to ensure 24/7 Sexual Assault Support Line (252-665-4713) response for victims. When a sexual assault occurs as a result of domestic violence or involves child abuse, the SARC or SAPR VA will provide support until a civilian Family Advocacy Victim Advocate from Marine and Family Programs arrives and a proper "warm hand-off" is conducted for further care and advocacy. Additionally, the Installation Commander will ensure the following:

(1) Publish a command policy statement, within 90 days of assuming command, regarding sexual assault awareness and prevention that supports SAPR program objectives. Policy statements shall emphasize that sexual assault is a crime and not compatible with Marine Corps core values. Policy statements will also stress the importance of cultivating respectful climates and prevention-focused leadership, as well as highlight reporting options in compliance with this Standing Operating Procedure. Ensure the policy statement is posted in the command's common and high traffic areas.

(2) Shall direct that "Reporting Options for Adult Victims of Sexual Assault" are posted in high-traffic locations (including dining facilities), and posted information will include: location and phone numbers/emails for local SARCs, SAPR VAs and VLCs; the process for reporting to an individual outside the chain of command of the service member; information for the DoD Safe Helpline for crisis intervention; information for the Catch a Serial Offender Program and information regarding services furnished by the Secretary of Veterans Affairs to survivors of sexual trauma as noted in reference (d).

(3) Shall also direct that "Reporting Options for Retaliation related to an Unrestricted Report of Adult Sexual Assault" are posted in high-traffic locations and posted information will include: "Reporting Options for Adult Victims of Sexual Assault" as described above, however, not all Retaliation reporters will be eligible for VLC; information for the DoD Office for the Inspector General Hotline for Whistleblower Reprisal Complaints and information about how individuals who believe they have been retaliated against related to a report of sexual assault may report retaliation allegations including the adult sexual assault victim who previously made an unrestricted report of sexual assault; adult sexual assault victim's adult family member (e.g., spouse, son, daughter); witness; bystander associated with a sexual assault report; SARC or SAPR VA on the case or a responder as noted in reference (d).

(4) Receive a SAPR Command resource brief from the Installation SARC within 30 days of assuming command.

(5) 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 entire Marine Corps community.

(6) Reassure members of your personal commitment to maintaining a healthy environment that is safe and contributes to their well-being and mission accomplishment. Encourage professional workplace behavior and intervention against those who do not abide by appropriate standards of conduct.

(7) Foster a command environment that encourages reporting of sexual assaults without fear of reprisal.

(8) Recognize changes in the organization's climate regarding inappropriate behavior and respond with appropriate action toward any negative trends that may emerge regarding sexual assault. Discourage members from participating in "barracks gossip" or "grapevine speculation" about the case or investigation. Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation. In short, rumors are counter-productive to good order and discipline and should not be vocalized.

(9) Ensure protection of the victim, SAPR VA, and SARC from coercion, ostracism, discrimination, and reprisal.

(10) If there is an allegation of sexual assault, the Commander will not automatically suspend or recommend revocation of the victim's security clearance access, understanding that the victim may be satisfactorily treated for his/her related trauma without compromising his/her security clearance.

(11) Shall chair the Case Management Group (CMG) meeting each month. This is non-delegable below the Installation Executive Officer/Deputy Installation Commander. The CMG has three separate and mutually supporting purposes; safety, victim services and retaliation reporter referrals and SAPR system coordination and accountability.

(12) The CMG chair (Installation Commander) will schedule a quarterly CMG meeting to discuss topics such as system coordination; challenges among members; timely victim access to medical, mental health, advocacy, legal, spiritual, and other services within the installation and through established agreements with external civilian agencies; High Risk Response Team (HRRT) and other organizational response to victim safety issues; retaliation allegation reporting and other associated data; timeliness of moves after expedited transfer approvals; resource sharing in joint environments; tenant commanders concerns and reporting service access trends for the Installation. The quarterly CMG meeting members required to attend include the CMG chair and co-chair, all SARCs assigned to the installation, commanders of victims with open cases, Staff Judge Advocates (SJA), senior representatives from the following: installation MCIOs, DoD Law Enforcement agencies, medical and mental health providers,

chaplains, installation personnel training to do a safety assessment, Victim Witness Assistance Personnel and SVC/VLC.

(13) Refer to reference (b) for issues concerning revocation and suspension of credentials for SARCs and SAPR VAs.

(14) In the event there is a revocation or suspension of the Installation SARC, the Installation Command will request temporary assistance from the 2d MAW Civilian SARC until coverage is secured from regional installations: Marine Corps Base (MCB) Camp Lejeune, MCAS New River as well Marine Corps Installations Command (MCICOM).

(15) In the event there is a revocation of the civilian SAPR VA, the Installation SARC 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 SAPR VA is reinstated.

(16) Installation SARC shall submit a contingency plan for any Temporary Additional Duty (TAD) or extended leave purposes. The plan is submitted to Headquarters Marine Corps (HQMC) SAPR, MCICOM SARC, Marine Corps Installations East (MCIEAST) SARC, Marine Corps Community Services (MCCS) Marine and Family Programs (MFP) Director, Headquarters and Headquarters Squadron (HQHQRON) Command Team, Installation Command Team, tenant command teams, Command SARCs within their area of responsibility and all SAPR VAs under their supervision.

(17) For all allegations of a sexual assault reported to the command that will generate media interest, immediately notify the MCAS CHERPT Communication Strategy and Operations (COMMSTRAT) to establish proper protocols in dealing with the media, as required.

(18) Ensure compliance with references (a) and (b) in the event a sexual assault victim is deemed high risk, which would indicate a High Risk Response Team (HRRT) is warranted. The HRRT shall be chaired by the victim's immediate Commander and, at a minimum, include the alleged offender's immediate Commander, the victim's SARC and SAPR VA, the MCIO, the Judge Advocate, the Victim Witness Assistance Program (VWAP) assigned to the case, victim's healthcare provider or mental health and counseling services provider, and the personnel who conducted the safety assessment. The responsibility of the members to attend the HRRT meetings and actively participate in them will not be delegated.

(a) The HRRT shall make their first report to the Installation Commander (CMG Chair) and Installation SARC (CMG Co-Chair) within 24 hours of being activated. Determine a briefing schedule for the CMG Chair and Co-Chair, with briefings occurring at least once per week while the victim is in a high-risk status.

(b) A final report shall be provided to the CMG Chair and Co-Chair once it is determined that the victim is no longer in a high risk status. The final report shall include details on actions taken to mitigate or eliminate the identified risk.

(19) Ensure that an OPREP-3/SIR is completed on actual, suspected, or alleged reports of sexual assault in accordance with references (a), (b) and (d). The OPREP-3/SIR is to include no PII and the submission shall be completed within required time limits of 30 minutes (voice) and six hours (message).

(20) Commanders are required to submit a brief within eight calendar days for all unrestricted reports of adult sexual assault in accordance with reference (a). The brief is initiated by a signed Victim Reporting Preference Statement or an investigation by a MCIO and assignment of a case control number. Notification required to the Commanding General MCIEAST-MCB CAMLEJ. The Commanding

General's and the Installation Commander's email addresses will be used for all eight-day briefs on the eight-day portal located at: <https://eis.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.

(21) Ensure that procedures outlined in reference (b) for requests for an expedited transfer are followed to include responding within five calendar days of the request and only sending the approved or disapproved request to HQMC via encrypted email from the SARC and/or the immediate commander of the victim. Process for expedited transfer approval/denial can be further clarified in reference (d).

(22) Ensure that the Installation SARC is designated as a Special Staff Officer, and permit the SARC to have direct access to the Installation Commander per reference (a).

(23) Ensure that all units on the Installation meet all SAPR administrative requirements as described in the references.

(24) Implement the "Commander's Protocol for Prevention and Response." See enclosure (1) for guidance.

c. Tasks. Enclosure (1) is provided as information to assist personnel at all levels in determining the course of action to be conducted by the Command. The Command will treat every reported sexual assault incident seriously by following proper guidelines per the references. The information and circumstances of the allegations will be disclosed on a need-to-know basis only.

(1) Installation Executive Officer. Chairs CMG, quarterly CMG, and quarterly Sexual Assault Response Team (SART) Meetings in the Installation Commanding Officer's absence.

(2) HQHORON

(a) Publish a command policy statement, within 90 days of assuming command, regarding sexual assault awareness and prevention that supports SAPR program objectives.

(b) Receive a SAPR Command resource brief from the Installation SARC within 30 days of assuming command.

(c) 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 entire Marine Corps community.

(d) Reassure members of your personal commitment to maintaining a healthy environment that is safe and contributes to their well-being and mission accomplishment. Encourage professional workplace behavior and intervention against those who do not abide by appropriate standards of conduct.

(e) Foster a command environment that encourages reporting of sexual assaults without fear of reprisal.

(f) Recognize changes in the organization's climate regarding inappropriate behavior and respond with appropriate action toward any negative trends that may emerge regarding sexual assault. Discourage members from participating in "barracks gossip" or "grapevine speculation" about the case or investigation. Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation. In short, rumors are counter-productive to good order and discipline and should not be vocalized.

(g) Ensure protection of the victim, SAPR VA, and SARC from coercion, ostracism, discrimination, and reprisal.

(h) If there is an allegation of sexual assault, the Commander will not automatically suspend or recommend revocation of the victim's security clearance access, understanding that the victim may be satisfactorily treated for his/her related trauma without compromising his/her security clearance.

(i) Shall attend the Case Management Group (CMG) meeting each month if there is an open unrestricted case of sexual assault within the command. This is non-delegable below the Executive Officer.

(j) Refer to reference (b) for issues concerning revocation and suspension of credentials for SARCs and SAPR VAs.

(k) For all allegations of a sexual assault reported to the command that will generate media interest, immediately notify the MCAS CHERPT COMMSTRAT to establish proper protocols in dealing with the media, as required.

(l) Ensure compliance with references (a) and (b) in the event a sexual assault victim is deemed high risk, which would indicate a HRRT is warranted. The HRRT shall be chaired by the victim's immediate Commander and, at a minimum, include the alleged offender's immediate Commander, the victim's SARC and SAPR VA, the MCIO, the Judge Advocate, the VWAP assigned to the case, victim's healthcare provider or mental health and counseling services provider, and the personnel who conducted the safety assessment. The responsibility of the members to attend the HRRT meetings and actively participate in them will not be delegated.

1. The HRRT shall make their first report to the Installation Commander (CMG Chair) and Installation SARC (CMG Co-Chair) within 24 hours of being activated. Determine a briefing schedule for the CMG Chair and Co-Chair, with briefings occurring at least once per week while the victim is in a high-risk status.

2. A final report shall be provided to the CMG Chair and Co-Chair once it is determined that the victim is no longer in a high risk status. The final report shall include details on actions taken to mitigate or eliminate the identified risk.

(m) Ensure that an OPREP-3/SIR is completed on actual, suspected, or alleged reports of sexual assault in accordance with references (a), (b) and (d). The OPREP-3/SIR is to include no PII and the submission shall be completed within required time limits of 30 minutes (voice) and six hours (message).

(n) Commanders are required to submit a brief within eight calendar days for all unrestricted reports of adult sexual assault in accordance with reference (a). The brief is initiated by a signed Victim Reporting Preference Statement or an investigation by a MCIO and assignment of a case control number. Notification required to the Commanding General MCIEAST-MCB CAMLEJ. The Commanding General's email address and the Installation Commander's email address will be used for all eight-day briefs on the eight-day portal located at <https://eis.usmc.mil/sites/family/mfb/SitePages/Home.aspx>

(o) Ensure that procedures outlined in reference (b) for requests for an expedited transfer are followed to include responding within five calendar days of the request and only sending the approved or disapproved request to HQMC via encrypted email from the SARC and/or the immediate commander of the victim.

(p) Implement the "Commander's Protocol for Prevention and Response." See enclosure (1) for guidance.

(q) Ensure development of a Standing Operating Procedure for SAPR and review it annually to ensure it is compliance with reference (a).

(r) Command SARC shall submit a contingency plan for any TAD or extended leave purposes. The plan is submitted to HQMC SAPR, the appropriate MARFOR SARC, tenant command teams, Command SARCs within their AOR and all SAPR VAs under their supervision.

(s) Become familiar with and enforce the contents of this Order to facilitate mutual support between SAPRs and UVAs in order to address sexual assault requirements.

(t) Under the leadership of the MCAS CHERPT SAPR, HQHQRON shall facilitate phone duty watch standers (SAPRs or UVAs) to assist with the greater Installation and tenant SAPR VA pool of personnel in maintaining the MCAS CHERPT 24/7 SAPR Support Line as required for one week periods at a time, from Tuesday to Tuesday (including and may vary with holidays) to least impact the mission.

(u) Each personnel assigned phone duty watch during a particular month shall be exempted from other Squadron, Unit, and Barracks duties to mitigate conflict with requirements of the 24/7 SAPR Support Line watch duties.

(v) Support the requirements of the Installation quarterly SART Meetings.

(3) Installation Sexual Assault Response Coordinator (ISARC)

(a) As required by reference (e), all SARCs must be appointed by Commanders, must be Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) certified, and additionally must undergo or have undergone the requisite background investigation within the past three years and not have a disqualifying condition. Further, all SARCs must take required SARC/Defense Sexual Assault Incident Database (DSAID) training. SARCs must also maintain continuing education units (CEU) for themselves as well as track CEUs for all SAPR VAs under their supervision.

(b) Obtain a new appointment letter from the Installation Commander once they assume command.

(c) Ensure any reports of sexual assault (Restricted or Unrestricted), are reported directly to the Installation Commander within 24 hours. In the event of a Restricted Report, collaborate with tenant command SARCs to ensure the Installation Commander is notified within 24 hours with non-personally identifiable information.

(d) Obtain initial contact information about the victim from the SAPR VA via phone, in person, or encrypted email for input into the Defense Sexual Assault Incident Database (DSAID) within 48 hours, or as soon as practical, of a filed report of sexual assault.

(e) Co-chair the Case Management Group (CMG) meetings monthly to review all open Unrestricted Reports of sexual assault. The cases are reviewed to facilitate monthly victim updates, quality assurance of the services and systematic coordination. The Installation Commander chairs the CMG, and the Installation SARC is the co-chair and maintains minutes of the meeting.

1. Maintain current procedures for the monthly CMG in adherence with references (a) and (d).

2. Ensure CMG members are informed of all procedures and processes pertaining to the CMG Meeting.

(f) In the event that an HRRT is needed, notify the Installation Commander immediately.

1. HRRT Reports shall be maintained by the Installation SARC in a separate HRRT binder. The supporting Command SARC shall maintain copies in the victim's case file.

2. At the monthly CMG, the Installation SARC shall provide both an aggregate total of newly initiated HRRTs and address the status of ongoing courses of action as the victim's case is reviewed.

(g) Co-facilitate/Co-chair the SART meeting held quarterly to address process improvements, prevention efforts, systemic issues and local MOUs. This meeting consists of CMG members, local community partners and local law enforcement entities. SART meetings are chaired by the Installation SARC, who is required to maintain meeting minutes and agendas.

(h) Ensure a copy of the Installation Commander's SAPR policy letter is posted throughout the command's common and high traffic areas. SARC will schedule and document the dates and times of quality assurance checks.

(i) Maintain monthly liaison with the local Military Treatment Facilities (MTF) at the NHC, Cherry Point, and the Naval Medical Center Camp Lejeune, ensuring they are using the established 24/7 Support Line.

(j) Coordinate with MCCS Cherry Point to ensure the Installation's SAPR webpage is current, SAPR support information is accurate, and the command 24/7 Support Line and the DoD Safe Helpline are accurately displayed.

(k) Coordinate with the Family Advocacy Program when a sexual assault occurs as a result of domestic abuse, domestic violence, or involves child abuse.

(l) Ensure that a Command Team SAPR Resource Brief is provided for the CO, XO, SgtMaj, Chaplain and Command SARC (when the General Court Martial Convening Authority (GCMCA) is being trained), and every other tenant Commander, within 30 days of the CO assuming command.

(m) Review and maintain the SAPR SOP annually to ensure it is aligned with established procedures.

(n) Maintain DD 2910s for 50 years, pursuant to secure storage regulations and privacy laws, in accordance with reference (b). The DD 2910s must be stored under double lock and key. ISARCs shall maintain DD Form 2910, DD Form 2910-1 (Replacement of Original DD Form 2910), DD Form 2910-2 (Retaliation Reporting Statement for Unrestricted Sexual Assault Cases) and DD Form 2910-3 (Return of Victim's Personal Property in Restricted Sexual Assault Cases Collected During a SAFE". Request for copies of these forms directly from the SARC or SAPR VA. These forms will be uploaded into DSAID within 48 hours.

(o) ISARC shall ensure proper on-call coverage of the Installation 24/7 Sexual Assault Support Line by credentialed and appointed SARCs and SAPR VAs. The 24/7 Sexual Assault Support Line provides immediate victim support, a callback response within 15 minutes, and a two-hour in-person response time from the time of the initial phone call. ISARC will maintain all credentialing paperwork, appointment letters and continuing education for all SAPR VAs that cover the 24/7 line.

1. Manage the duty phone -watch rotations for the MCAS CHERPT 24/7 SAPR Support Line. The expectation, as feasible is that all D-SAACP credentialed and appointed SARCs and SAPR VAs aboard MCAS CHERPT, to include tenant commands cover the 24/7 SAPR Support Line for one

week periods at a time, from Tuesday to Tuesday (including and may vary with holidays) to least impact the mission.

2. The ISARC remains on call 24 hrs/7 days a week as the job / Performance Description requires, but is not included in the weekly rotation. However, the civilian SAPR VA will be in the weekly rotation of the 24/7 SAPR support Line. ISARC will conduct training on the 24/7 line which will include a one hour Continuing Education Unit for D-SAACP credentialing.

(p) ISARC shall work with Installation Commander on prevention efforts throughout the Installation and within the community.

(q) ISARC shall submit a contingency plan for any TAD or extended leave purposes. The plan is submitted to HQMC SAPR, MCICOM SARC, MCIEAST SARC, MCCS MFP Director, H & HS Command Team, Installation Command Team, tenant command teams, Command SARCs within their AOR and all SAPR VAs under their supervision.

(r) ISARC shall make SAPR Related Inquiries (SRI) into DSAID within 48 hours for those individuals who choose not to file an official sexual assault report as required by reference (d). SRIs are divided into three categories: sexual assault inquiries, retaliation reporter inquiries and person inquiring as to reporting processes or resources.

(4) Installation SAPR VAs

(a) Post your photograph in the unit/squadron common areas, such as section read boards within squadron locations, along with contact information, reporting options, and exceptions to confidentiality. Provide the Installation SARC with a list of where all posters are located.

(b) Notify the SARC via phone or encrypted email immediately of all sexual assaults pertaining to personnel who filed a sexual assault report. Initial contact information for DSAID and results of the Safety Assessment Tool shall be provided via encrypted email or in person within 24 hours or as soon as practical of a filed sexual assault.

(c) SAPR VA will complete the Safety Assessment Tool and first contact with the victim and at least monthly afterwards for the duration until the case is closed. In the event the Safety Assessment Tool identifies an immediate safety concern, the SAPR VA will immediately notify the SARC or 911, if appropriate.

(d) Coordinate local resources, such as NCIS, local hospitals where sexual assault forensic exam (SAFE) is performed, i.e. Carolina East Medical Center, Carteret Health Care, Naval Medical Center Camp Lejeune, and counseling services, if applicable.

(e) Notify the SARC immediately via phone or encrypted email of all expedited transfer requests from both active duty victims and SAPR eligible dependents as outlined in reference (b).

(f) Provide training and education for all Marines and Sailors within the command, active and reserve in accordance with reference (a). Training includes Officer Training, Take-A-Stand (Noncommissioned Officers), Step-Up (Junior Marines), SNCO Training and other trainings as directed. Ensure they are using USMC SAPRO provided trainings. Maintain and ensure a copy of the sign-in roster is provided to S-3 for Marine Corps Training Information Management System (MCTIMS) input. Track and ensure the correct code is posted.

(g) Conduct New Join briefs and sign check in/out sheets.

(h) Maintain a copy of all required documentation, to include the 40 hour SAPR VA Training Certificate, SAPR VA appointment letter, D-SAACP credentialing certificate, and page 10 of the DD 2950 and provide a copy to the supporting SARC to be maintained in the Command SAPR turnover binder. Ensure completion of required continuing education to maintain credentialing status. Provide the SARC with copies of completed training certificates.

(i) When the SAPR VA has a case, the SAPR VA is required to attend the monthly CMG meeting.

(j) When a SAPR VA is scheduled to permanent change of station/permanent change of assignment/end of active service, the SAPR VA will notify the SARC via phone or preferably face to face. The SAPR VA will coordinate with the SARC a warm handoff if the victim wishes to remain working with a SAPR VA.

(5) Installation Command Duty Officer

(a) When the Command Duty Officer (CDO) becomes aware of or is informed of a sexual assault on a member, the CDO is required to notify the HQHQRON CO and SARC. The CDO must ensure to pass all information gathered on the matter to the SAPR VA/SARC, including the location and physical condition of the victim.

(b) CDO's are not authorized to discuss the assault with any Marine except the CO, the SAPR VA/SARC, or law enforcement.

(c) Protecting the privacy of the victim is paramount. The CDO will not enter any PII about the victim in the logbook or any information that will identify the victim.

(6) Tenant Commands. In line with the mandates of the references and in order to ensure greater support to the SAPR Program, the below is furnished as reminders or requests of MCAS CHERPT.

(a) Publish a command policy statement, within 90 days of assuming command, regarding sexual assault awareness and prevention that supports SAPR program objectives.

(b) Receive a SAPR Command resource brief from the ISARC within 30 days of assuming command.

(c) 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 entire Marine Corps community.

(d) Reassure members of your personal commitment to maintaining a healthy environment that is safe and contributes to their well-being and mission accomplishment. Encourage professional workplace behavior and intervention against those who do not abide by appropriate standards of conduct.

(e) Foster a command environment that encourages reporting of sexual assaults without fear of reprisal.

(f) Recognize changes in the organization's climate regarding inappropriate behavior and respond with appropriate action toward any negative trends that may emerge regarding sexual assault. Discourage members from participating in "barracks gossip" or "grapevine speculation" about the case or investigation. Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation. In short, rumors are counter-productive to good order and discipline and should not be vocalized.

(g) Ensure protection of the victim, SAPR VA, and SARC from coercion, ostracism, discrimination, and reprisal.

(h) If there is an allegation of sexual assault, the Commander will not automatically suspend or recommend revocation of the victim's security clearance access, understanding that the victim may be satisfactorily treated for his/her related trauma without compromising his/her security clearance.

(i) Attend the CMG meeting each month if there is an open unrestricted case of sexual assault within the command. This is non-delegable below the Executive Officer.

(j) Refer to reference (b) for issues concerning revocation and suspension of credentials for SARCs and SAPR VAs.

(k) For all allegations of a sexual assault reported to the command that will generate media interest, immediately notify the COMMSTRAT to establish proper protocols in dealing with the media, as required.

(l) Ensure compliance with references (a) and (b) in the event a sexual assault victim is deemed high risk, which would indicate a HRRT is warranted. The HRRT shall be chaired by the victim's immediate Commander and, at a minimum, include the alleged offender's immediate Commander, the victim's SARC and SAPR VA, the Military Criminal Investigation Organization (MCIO), the Judge Advocate, the Victim Witness Assistance Program (VWAP) assigned to the case, victim's healthcare provider or mental health and counseling services provider, and the personnel who conducted the safety assessment. The responsibility of the members to attend the HRRT meetings and actively participate in them will not be delegated.

1. The HRRT shall make their first report to the Installation Commander (CMG Chair) and Installation SARC (CMG Co-Chair) within 24 hours of being activated. Determine a briefing schedule for the CMG Chair and Co-Chair, with briefings occurring at least once per week while the victim is in a high-risk status.

2. A final report shall be provided to the CMG Chair and Co-Chair once it is determined that the victim is no longer in a high risk status. The final report shall include details on actions taken to mitigate or eliminate the identified risk.

(m) Ensure that an OPREP-3/SIR is completed on actual, suspected, or alleged reports of sexual assault in accordance with references (a), (b) and (d). The OPREP-3/SIR is to include no PII and the submission shall be completed within required time limits of 30 minutes (voice) and six hours (message).

(n) Commanders are required to submit a brief within eight calendar days for all unrestricted reports of adult sexual assault in accordance with reference (a). The brief is initiated by a signed Victim Reporting Preference Statement or an investigation by a MCIO and assignment of a case control number.

(o) Ensure that procedures outlined in reference (b) for requests for an expedited transfer are followed to include responding within five calendar days of the request and only sending the approved or disapproved request to HQMC via encrypted email from the SARC and/or the immediate commander of the victim.

(p) Implement the "Commander's Protocol for Prevention and Response." See enclosure (1).

(q) Ensure development of a Standing Operating Procedure for SAPR and review it annually to ensure it is compliance with reference (a).

(r) Command SARC shall submit a contingency plan for any TAD or extended leave purposes. The plan is submitted to HQMC SAPR, the appropriate MARFOR SARC, tenant command teams, Command SARCs within their AOR and all SAPR VAs under their supervision.

(s) Become familiar with and enforce the contents of this Order to facilitate mutual support between SAPRs and UVAs in order to address sexual assault requirements.

(t) Under the leadership of the MCAS CHERPT SAPR, tenant commands are requested to facilitate phone duty watch standers (SAPRs or UVAs) to assist with the greater Installation and tenant SAPR VA pool of personnel in maintaining the MCAS CHERPT 24/7 SAPR Support Line as required for one week periods at a time, from Tuesday to Tuesday (including and may vary with holidays) to least impact the mission.

(u) It is requested that each personnel assigned phone duty watch during a particular month be exempted from other Squadron, Unit, and Barracks duties to mitigate conflict with requirements of the 24/7 SAPR Support Line watch duties.

(v) Support the requirements of the Installation quarterly SART Meetings.

(5) Command SARCs

(a) As required by reference (e), all SARCs must be appointed by Commanders, must be Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) certified, and additionally must undergo or have undergone the requisite background investigation within the past three years and not have a disqualifying condition. Further, all SARCs must take required SARC/DSAID training. SARCs must also maintain continuing education units (CEU) for themselves as well as track CEUs for all SAPR VAs under their supervision.

(b) Ensure any reports of sexual assault (Restricted or Unrestricted), are reported directly to the ISARC so that notification can be made to the Installation Commander within 24 hours.

(c) In the event that an HRRT is needed, notify the ISARC immediately.

(d) HRRT Reports are maintained by the Installation SARC in a separate HRRT binder. The supporting Command SARC maintains copies in the victim's case file.

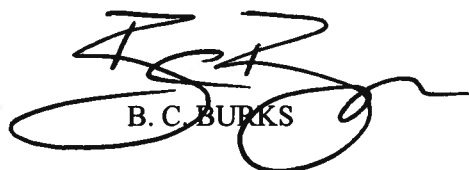
d. Coordinating Instructions. Refer to all references and enclosures.

5. Administration and Logistics. Questions pertaining to the contents of this Order should be directed to the ISARC, MCAS CHERPT.

6. Command and Signal

a. Command. This Order is applicable to MCAS CHERPT and supported/tenant commands.

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


B. C. BURKS

DISTRIBUTION: A

Commander's Protocol for Prevention and Response

1. To prevent sexual assault, all commanders shall:

- a. Establish a command climate of prevention predicated on mutual respect and trust that recognizes and embraces diversity, and values contributions of all members.
- b. Remind Marines of their personal commitment to maintaining a healthy environment that is safe and contributes to their well-being and mission accomplishment.
- c. Monitor the organization's climate and respond with appropriate action toward any negative trends that may emerge.
- d. Engage HR SAPR for assistance as needed.

2. In the event of a sexual assault, commanders shall:

- a. Discourage members from participating in "barracks gossip" or speculation about the case or investigation, reminding all to wait in reaching conclusions until all the facts are known and final disposition of the allegations has occurred.
- b. Advise those who may have knowledge of the events leading up to or surrounding the incident to fully cooperate with any investigation.
- c. Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation, and may result in a privacy violation complaint.
- d. Emphasize the alleged offender is presumed innocent until guilt is established by legal and competent evidence beyond reasonable doubt.
- e. Coordinate unit refresher training with a SAPR VA and/or SARC. Address preventive measures and the impact on the unit. Assess and be cognizant of the needs of the victim at this time, recognizing that increased attention on him/her during this period may be detrimental.
- f. Monitor the unit's climate to ensure neither the victim nor the alleged offender is being ostracized and to prevent organizational splintering.

3. The victim's commander shall:

- a. Ensure the physical safety and emotional security of the victim. Determine if the alleged offender is nearby and if the victim needs protection.
- b. Ensure emergency medical care is offered if necessary and/or requested by the victim.
- c. Ensure the SARC is notified immediately. If not co-located with the command SARC, ensure that a SAPR VA is provided to the victim. Ensure the victim understands the availability of victim advocacy and the benefits of accepting advocacy. Advocacy services are optional.

d. Ensure notification to the appropriate MCIO as soon as the victim's immediate safety is addressed, and medical treatment procedures are in motion. Strictly limit knowledge of the facts or details regarding the incident to those personnel who have a legitimate need-to-know, as defined in reference (a).

e. Ensure necessary action to safeguard the victim from any formal (official) or informal investigative interviews or inquiries, except those conducted by the authorities who have a legitimate need-to-know.

f. Submit the OPREP-3/SIR report for all Unrestricted Reports or allegations, actual or suspected, of sexual assault, in accordance with reference (a).

g. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or MCIO has initiated an adult sexual assault investigation, in accordance with reference (a) (RCS DD-1752-05). Communicate with the MCIO and SARC for required information to complete the report. Do not ask detailed questions and/or pressure the victim or SAPR VA for responses or information about the incident.

h. Ensure the victim is advised of the need to preserve evidence (by not bathing, showering, washing garments, etc.) while waiting for the arrival of representatives of the MCIO.

i. Ensure assistance with or provide immediate transportation for the victim to the hospital or other appropriate medical facility. Encourage evidence collection, as there is a small window of opportunity to collect it.

j. Ensure the victim is asked if a specific support person is desired. This person could be a friend or family member of the victim. Ensure the victim is advised that this person could later be called to testify as a witness if the case goes to trial.

k. Ensure the victim is offered a chaplain and/or VLC and notify accordingly.

l. Determine if the victim desires/needs a "no contact" order or an MPO (DD Form 2873) to be issued, particularly if the victim and the alleged offender are assigned to the same command, unit, duty location, or living quarters.

m. Ensure the victim understands the availability of other referral organizations staffed with personnel who can explain medical, investigative, and legal processes and advise of the victim's support rights.

n. Ensure the victim is advised of the expedited transfer process and facilitate the expedited transfer when requested by the victim. Determine the need for a temporary reassignment to another unit, duty location, or living quarters on the installation of the victim or the alleged offender being investigated, working with the commander of the alleged offender, if different than the victim's commander, until there is a final legal disposition of the sexual assault allegation, and/or the victim is no longer in danger.

o. Attend the monthly CMG meeting until case involving command personnel is closed, non-delegable.

p. Ensure the victim receives monthly reports regarding the status of the sexual assault investigation until final disposition.

q. Withhold initial disposition authority to the SA-IDA for all other alleged offenses arising from or relating to a reported sexual assault, whether committed by the alleged offender or the victim. The SA-

IDA has the non-delegable responsibility for initial disposition. Such offenses commonly include underage drinking, traveling out-of-bounds or to off-limits establishments, fraternization, or adultery. In cases involving a victim's collateral misconduct, the SA-IDA is encouraged to defer a victim's disciplinary proceeding until final disposition of the more serious sexual assault case, in accordance with reference (d).

r. Avoid automatic suspension or revocation of a security clearance and/or Personnel Reliability Program (PRP) access, understanding the victim may be satisfactorily treated for related trauma without compromising the victim's security clearance or PRP status. Consider the negative impact suspension of a victim's security clearance may have on building trust and confidence in the Marine Corps sexual assault reporting system, but make the final determination based upon established national security standards.

s. Consult with the victim and when possible, accommodate the victim's desires regarding safety, health, and security, as long as neither a critical mission, nor a full and complete investigation is compromised.

t. Listen and support the victim. Be available following the sexual assault and assure the victim of the commander's support.

4. The alleged offender's commander shall:

a. Ensure notification to the appropriate MCIO as soon as possible after receiving a report of a sexual assault incident.

b. Safeguard the alleged offender's rights and preserve the integrity of a full and complete investigation.

c. Restrict information pertinent to an investigation to those who have an official need-to-know.

d. Ensure procedures are in place to inform the alleged offender, as appropriate, about investigative and legal processes.

e. Ensure procedures are in place to inform the alleged offender about available counseling support.

f. Determine the need of the issuance of an MPO, DD Form 2873.

g. Monitor the well-being of the alleged offender, particularly for indications of suicidal ideation, and ensure appropriate intervention occurs if indicated.

h. Submit an OPREP-3/SIR, for all reports of sexual assault when the victim is a civilian, and the alleged offender is a Marine or other Service member assigned to a Marine Corps unit.

i. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or MCIO has initiated an adult sexual assault investigation involving a command Service member and a civilian victim (RCS DD-1752-05). Communicate with the MCIO and SARC for required information to complete the report. Do not ask detailed questions and/or pressure the victim and/or accused for responses or information about the incident.



MCAS Cherry Point Resource List



| Helplines | | | |
|--|--|---|---------------------------------------|
| Cherry Point 24/7 Sexual Assault Helpline | | 252-665-4713 | |
| DOD Safe Helpline | 877-995-5247 | RAINN | 800-656-4673 |
| Cherry Point Domestic Violence 24/7 Helpline | 252-671-0377 | Military One Source Español | 800-342-9647 877-888-0727 |
| Carteret County Rape Crisis Program 3722 Bridges Street Suite 201 | 252-725-4040 Morehead City | Promise Place (Craven County Rape Crisis) 1401 Park Ave | 252-636-3381 New Bern |
| Healthcare | | | |
| Naval Health Clinic Cherry Point Sexual Assault Forensic Examiner | Info: 252-466-0266 252-626-5218 | Carolina East Medical Center Emergency 2000 Neuse Blvd. | 252-633-8104 New Bern |
| Naval Hospital Emergency Department (Camp Lejeune) 100 Brewster Blvd. | 910-450-4840 Info: 910-451-3079 | Carteret Health Care Emergency 3500 Arendell Street | 252-808-6133 Morehead City |
| Law Enforcement | | | |
| Provost Marshall Office (PMO) C Street Bldg. 294 | 252-466-5123/911 | Havelock Police Department 2 Governmental Ave. Havelock | 252-447-3212 |
| NCIS Bldg 487 Madison Ave | 252-466-2641 | Craven County Sheriff 1100 Clarks Road New Bern | 252-636-6620 |
| Law Enforcement CID C Street Bldg. 294 | 252-466-2688 | Carteret County Sheriff 304 Craven Street Beaufort | 252-504-4800 |
| Legal | | | |
| Regional Victims Legal Counsel (MCAS Cherry Point) | 910-451-5165 252-466-5649 | Craven County District Attorney 310 Broad Street New Bern | 252-639-3010 |
| Cherry Point Base Legal | 252-466-2311/2361 | Craven County Clerk of Courts Carteret County Clerk of Courts | 252-639-3000 252-504-4400 |
| Victim and Witness Assistance Program Installation | 252-466-7118 | Carteret County District Attorney 300 Courthouse Square Beaufort | 252-504-4500 |
| Counseling/Mental Health | | | |
| MCAS Cherry Point Chaplain | 252-466-4000 | East Carolina Behavioral Health | 252-636-1510 |
| Marine & Family Programs | 252-466-4401 | DSTRESS Line | 877-476-7734 |
| Naval Health Clinic Mental Health | 252-466-0500 | Craven County Social Services | 252-636-4900 |
| Family Advocacy Program (FAP) | 252-466-3264 | Carteret County Social Services | 252-728-3181 |
| Cherry Point Installation SARCs & VAs | | | |
| Della Brooks Installation SARC | | Office: 252-466-5490 Cell: 252-665-4714 | |
| Marie Brodie 2nd MAW SARC | | Office: 252-466-3549 Cell: 252-876-6352 | |
| Allison Cox Williams Installation VA | | Office: 252-466-2609 Cell: 252-497-0501 | |
| Naval Health Clinic Duty VA | | 252-626-8816 | |