



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

GruO 1752.1
SAPR

GROUP ORDER 1752.1

From: Commanding General, Force Headquarters Group
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE SEXUAL
ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM

Ref: (a) MCO 1752.5B (SAPR Program)
(b) MCO 3504.2A (OPREP-3 Reporting)

Encl: (1) Command Element SAPR SOP
(2) Point of Contact and Resource List
(3) OPREP-3 SIR Sample Message for Sexual Assault
(4) 8-day Brief Instructions
(5) SAPR Training Requirements and Sign-In Roster

1. Situation. Per reference (a), all commands are directed to publish a SAPR SOP that establishes policy and procedural guidance for responding to allegations of sexual assault and to implement the SAPR program within the command.

2. Mission. Provide relevant and localized information pertaining to SAPR reporting procedures and SAPR related resources to all members of Force Headquarters Group (FHG), by publishing SAPR SOPs at each Major Subordinate Element (MSE) in order to standardize and expedite the reporting process and the provision of resources to victims of sexual assault.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Upon notification of a report of sexual assault, major subordinate elements of FHG will appropriately respond to the victim and properly execute appropriate command reporting responsibilities, per the references. Victims of sexual assault will be treated with sensitivity, decency and respect and provided the appropriate medical care upon request.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

(2) Concept of Operations. Each command SAPR SOP will delineate how the command will respond to a sexual assault incident and unit specific reporting procedures. Further, each SAPR SOP will identify appropriate support personnel and support resources available near each site location.

b. Subordinate Element Missions

(1) O-5/O-6 Level Commands

(a) Publish a Command SAPR SOP in accordance with this Order and utilizing enclosure (1), in order to provide relevant and localized information pertaining to SAPR reporting procedures and SAPR related resources to all members within the command.

(b) Maintain at the O-5/O-6 level, all records of training and credentialing for UVA's at subordinate units and locations. This can be completed and maintained by the UVA at the O-5/O-6 level command.

(c) Ensure that the unit SOP contains contact information and resources in a similar format to enclosure (2), for all subordinate units and sites. It is not required that the subordinate site listings are as extensive as what is provided in enclosure (2), however the points of contact should be listed to the maximum extent possible for the resources available in the local area.

(d) Submit reports of sexual assault as required by the references and utilizing enclosures (3) and (4) as templates and instructions.

(e) Conduct training in accordance with the references and ensure that the training rosters attached as enclosure (5) are being utilized to record training attendance.

(2) Sexual Assault Response Coordinator (SARC)

(a) Notify the FHG Commanding General and/or Chief of Staff of an unrestricted report of sexual assault within 24 hours via telephone or encrypted email.

(b) Notify the MARFORRES SARC within 24 hours of receipt of a report of sexual assault, and notify the Installation SARC if victim is located on a military installation.

(c) Provide a follow-up with all victims within 10 days of receipt of a sexual assault report to ensure services are being provided by the UVA.

(d) Ensure entry of case information into the DoD Sexual Assault Incident Database (DSAIID) within 48 hours of receipt of sexual assault report.

(e) Attend the monthly Case Management Group (CMG), quarterly Sexual Assault Response Team (SART) meeting, staff briefs, and any other meetings per the direction of the FHG Chief of Staff and/or the Commanding General.

(f) Maintain a roster of FHG UVAs and track UVA continuing education.

(g) Maintain records of FHG UVAs to include DD Form 2950, DD Form 2909, appointment letter, UVA Training Certificate, and Credentialing Certificate.

c. Coordinating Instructions

(1) Enclosure (1) establishes SAPR SOP for the Command Element and Marine Corps Individual Reserve Support Activity, FHG. It is encouraged that commands use enclosure (1) as a general format and template with site specific information for each respective SOP.

(2) All command SAPR SOPs will be reviewed and updated annually for accuracy and applicability.

4. Administration and Logistics. This Order will be reviewed for accuracy and applicability annually by the FHG SARC. Directives issued by this headquarters are published electronically.

5. Command and Signal

a. Command. This Order is applicable to all members of FHG.

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


H. G. PRATT

DISTRIBUTION: D



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

From: Commanding General, Force Headquarters Group
To: Command Element and Marine Corps Individual Reserve
Support Activity, Force Headquarters Group

Subj: COMMAND ELEMENT STANDARD OPERATING PROCEDURES (SOP) FOR
THE SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM

Ref: (a) MCO 1752.5B
(b) MCO 3504.2A

Encl: (1) Point of Contact and Resource List
(2) OPREP-3 SIR Sample Message for Sexual Assault
(3) 8-day Brief Instructions
(4) SAPR Training Requirements and Sign-In Roster

1. Situation. To provide policy and procedural guidance to respond to allegations of sexual assault and to implement the SAPR program, specific to the Command Element and Marine Corps Individual Reserve Support Activity (MCIRSA), Force Headquarters Group (FHG).

2. Mission. Provide information, policies and procedures related to the SAPR program for Command Element and MCIRSA, FHG, in order to delineate how the command will respond to a sexual assault incident and support personnel involved.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Victims of sexual assault will be treated with sensitivity, decency, and respect. Victims will receive appropriate medical, emotional, psychological, and social services, as requested. Care will be given to ensure that the identity of a victim of sexual assault who elects an unrestricted report is released only to those who have a need to know (i.e., the commander, law enforcement). Victim safety is paramount at all times. Victims who choose to file a restricted report, in accordance with reference (a), will have that choice honored to the fullest extent. All victims who report must feel confident that their personal safety will be protected and will not be re-victimized by the organization. The Sexual Assault Response Coordinator (SARC) and SAPR Uniformed Victim Advocates

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Enclosure (1)

(UVA) shall be protected from coercion, discrimination, and reprisal.

(2) Concept of Operations

(a) Victims of sexual assault have two methods of reporting the assault: restricted and unrestricted reporting.

1. Restricted reporting. This reporting option does NOT trigger an investigation. No personally identifying information (PII) is shared with anyone other than the SARC and the UVA. Restricted reporting allows service members and adult military dependents to confidentially disclose the assault to specified individuals (SARC, UVA, or healthcare personnel) and receive healthcare treatment and the assignment of a SARC and UVA. Once a restricted report is made, the SARC shall be notified, direct a UVA to respond, assign a UVA, and offer the victim healthcare treatment and a Sexual Assault Forensic Examination (SAFE). A victim may change a restricted report to an unrestricted report.

2. Unrestricted reporting. This reporting option triggers an investigation, command notification, and allows a person who has been sexually assaulted to access medical treatment and counseling. A SARC will be notified and will assign a UVA to respond. The UVA will offer the victim healthcare treatment and a SAFE. The command must notify Naval Criminal Investigative Service (NCIS) or the nearest Military Criminal Investigation Organization (MCIO) of all allegations of sexual assault brought to their attention. A list of contact information is included in enclosure (1). An unrestricted report may not be changed to a restricted report.

(b) Per reference (a), confidentiality applies to all covered communications. Covered communications are oral, written, and electronic communications of PII made by a victim to a SARC, UVA, chaplain, healthcare provider, or mental health counselor related to their sexual assault. All involved parties must maintain the integrity of the confidentiality policy.

(c) Sexual assault is a criminal act. It is defined by the Department of Defense (DoD) as intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term "sexual assault" includes a broad category of sexual offenses consisting of the following specific 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.

b. Subordinate Element Missions

(1) Uniformed Victim Advocates (UVA)

(a) Inform the FHG SARC immediately upon receipt of a sexual assault report via telephone contact.

(b) When assigned an unrestricted report of sexual assault by the FHG SARC, the UVA will provide monthly updates to the FHG SARC to be presented at the monthly Case Management Group (CMG) meeting.

(c) Work with the FHG SARC and FHG G-3 to ensure all required SAPR trainings are included in the annual training plan, to include: Annual training, Take-A-Stand training, Step-Up training, Pre-deployment briefs (deployments >30 days), etc. Identify when training will be held (i.e., quarterly, biannually, etc) and disseminate the schedule accordingly. Ensure the SARC and G-3 are provided the rosters from each SAPR training utilizing the standardized SAPR training sign-in sheet, enclosure (4).

(d) Maintain the command SAPR turnover binder, to include: UVA appointment letters, UVA 40 hour training certificates, Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) certificate, DD Form 2909 if applicable, local resources, the Point of Contact and Resource List (enclosure 1), training rosters, etc.

(2) FHG Command Element UVA

(a) Maintain the command SAPR turnover binder, to include: UVA appointment letters, UVA 40 hour training certificates, Department of Defense Sexual Assault Advocate Certification Program (DSAACP) certificates, DD forms 2909, if applicable, local resources, the Point of Contact and Resource List (enclosure 1), training rosters, etc. for FHG Command Element and MCIRSA.

(3) Chief of Staff

(a) Utilize the "Commander's Protocol for Responding to Allegations of Sexual Assault," Appendix C, per reference (a), when responding to any allegation of sexual assault.

(b) Ensure an OPREP-3/SIR is submitted via the Automated Message Handling System (AMHS) for all reports/incidents of suspected or alleged sexual assaults in accordance with reference (b) and utilizing the example provided in enclosure (2).

(c) Contact and notify NCIS or the nearest MCIO of all allegations of sexual assault brought to your attention. Contact information is included in enclosure (1).

(d) Ensure an 8-Day Brief is submitted for all unrestricted reports of sexual assault, when applicable, per enclosure (3) and in accordance with reference (a).

(e) Provide monthly updates of the status of all open unrestricted reports of sexual assault to the FHG SARC to be presented at the monthly CMG meeting.

(f) Ensure a minimum of one qualified, credentialed UVA is appointed per reserve site, utilizing Appendix F of reference (a) as a guideline for UVA selection.

c. Coordinating Instructions

(1) Restricted reporting procedures

(a) A Victim Reporting Preference Statement (VRPS, DD Form 2910) and Defense Sexual Assault Incident Database (DSAID) Intake Form (DD Form 2965) are completed by the victim and UVA respectively, and sent via encrypted email to the FHG SARC by the UVA. After the SARC indicates that the encrypted email has been received, the original copy of the VRPS will be delivered to the SARC. The UVA will not maintain any case files or notes.

(b) The FHG SARC will inform the MARFORRES SARC and Installation SARC, if applicable, that a restricted report has been received.

(c) The FHG SARC will enter case information into DSAID within 48 hours of receipt of report.

(2) Unrestricted reporting procedures

(a) VRPS (DD Form 2910) and DSAID Intake Form (DD Form 2965) are completed by the victim, and UVA respectively and provided to the FHG SARC by the UVA. The UVA will not maintain any case files or notes.

(b) The FHG SARC reports to the FHG Commanding General that an unrestricted report of sexual assault was received, the location and rank of the victim, and what services have already been provided (UVA, medical, MPO, etc.).

(c) The FHG SARC informs the MARFORRES SARC and Installation SARC, if applicable, that an unrestricted report has been received.

(d) The FHG SARC enters case information into DSAID within 48 hours of receipt of report.

(3) Sexual Assault Forensic Examination (SAFE) Procedures

(a) In the event a victim requests a SAFE, the UVA, if requested, will accompany them to the nearest medical treatment facility that offers SAFE services. Enclosure (1) provides information for the medical treatment facilities nearest FHG Command Element and MCIRSA that provide SAFE services.

(b) The UVA will give the victim detailed information about their restricted and unrestricted reporting options.

1. If the victim chooses the unrestricted option, the health care provider will conduct the exam and assign a case number according to their protocol.

2. If the victim chooses to make a restricted report, the FHG SARC will assign the alpha-numeric Restricted Report Case Number per Appendix O, of reference (a). The FHG SARC will maintain a Restricted Report Case Number Log. The SARC will notify the victim one year after a SAFE examination and inquire whether the victim wishes to change the report to unrestricted. If they wish for the case to remain restricted, the SARC will explain that the SAFE kit and DD form 2911 will be retained for a total of five years from the date the VRPS was signed. The SARC will advise the victim to maintain a copy of the DD Form 2911 for their own records.

(4) Line of Duty (LOD) determination procedures when a drilling Reservist is the victim of sexual assault

(a) The UVA shall explain the reporting options and notify the FHG SARC of the need for a LOD determination.

(b) The FHG SARC shall contact the Wounded Warrior Regiment Reserve Medical Determination and Line of Duty (WRRMED/LOD) section as the LOD determining officials and notify them of the situation.

(c) The UVA or FHG SARC will be the primary point of contact for all LOD medical updates when associated with a restricted report of sexual assault.

4. Administration and Logistics

a. Administration. Recommended changes concerning the contents of this SOP are welcomed and should be submitted to the Commanding General via the Chief of Staff and the FHG SARC.

b. Logistics. This SOP will be reviewed for accuracy and applicability annually by the FHG SARC.

5. Command and Signal

a. Command. This SOP is only applicable to service members assigned to the Command Element and MCIRSA, Force Headquarters Group.

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



K. D. SIMON
Acting

**FHG Command Element
SAPR POCs and Local Resource List
New Orleans, LA**

Title	Name	Number
Uniformed Victim Advocate	GySgt Toni Blow	504-697-7894
Uniformed Victim Advocate	Sgt Andrew Tauala (ISB)	504-697-7218
MARFORRES 24/7 Sexual Assault Helpline		1-877-432-2215 Text: 504-655-3521
DOD Safe Helpline	www.SafeHelpline.org	1-877-995-5247
Civilian Victim Advocate	William Groos	504-697-8159
MARFOR / Installation SARC	Shaunda Stucker	504-697-7026
MARFORRES HQBN SARC	Lindsay Bartucco	504-697-7036
FHG SARC	Lindsay Bartucco	504-697-7036
4th MARDIV SARC	Roselyn Morrison	504-697-8154
4th MAW SARC	Jessica Steckel	504-697-7029
4th MLG SARC	Shaunda Stucker	504-697-7026
FHG Chaplain	LCDR Eric Flint	504-697-8084
Victims Legal Counsel		703-784-3877 / 3872 / 4514
FHG SJA Representative	Capt Adi Serbaroli	504-697-8315
Equal Opportunity Rep	GySgt Billy Richardson	504-697-8155
Victim/Witness Assistance Rep.	Capt John Bartucco	504-697-8498
NCIS	SA Trevor Moss	504-373-4771
MARCORSPTFAC Security		504-697-8911
MARFORRES COC		504-697-7371 / 7357
Local Law Enforcement		911
Local ER / MTF / SANE	Interim LSU Hospital ER *ask for SANE Nurse on call	504-903-3000 ER: 504-903-3144
Local Rape Crisis Center / Local Domestic Violence Shelter	Metropolitan Center for Women and Children	1-888-411-1333
Mental Health (Hospital)	Interim LSU Hospital ER	504-903-3000 ER: 504-903-3144
National Domestic Violence		1-800-799-SAFE (7233)
National Stalking Resource Center		1-800-394-2255
Military One Source	www.militaryonesource.com	1-800-342-9647 – 24 hr 1-877-888-0727 – Spanish 00-800-3429-6477 - OCONUS

OPREP-3 SIR SAMPLE MESSAGE - SEXUAL ASSAULT

TO: CMC WASHINGTON DC PPO

CC:

SUBJECT: OPREP-3SIR/M000201/001

MSGID/GENADMIN/CMC WASHINGTON DC PPO POC//

SUBJ/OPREP-3SIR/M000201/001 //

REF/A/DOC/CMC/MCO 3504.2A//

REF/B/TEL/CDO I MEF/131930ZAUG2012//

NARR/REF A IS MCO ON OPREP-3SIR: SERIOUS INCIDENT REPORTS. REF B IS
VOICE REPORT SUBMITTED TO THE MCOC.//

POC/I. M. MARINE/GYSGT/I MEF ADJUTANT CHIEF/-/TEL:760-365-1234

/EMAIL: IMMARINE@IMEF.USMC.MIL//

GENTEXT/REMARKS/1. AN INCIDENT OF SEXUAL ASSAULT WAS REPORTED TO HAVE OCCURRED
IN BARRACKS Q, 2400-0600. (NO DETAILS ABOUT THE INCIDENT SHALL BE PROVIDED).

2. 131245L AUG 12 (131845Z AUG 12)

3. PERSONNEL INVOLVED:

A. VICTIM

1. PFC (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF
THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY

2. XXXX (DO NOT INCLUDE LAST NAME IN SEXUAL ASSAULT REPORTS)

3. XXXX (DO NOT INCLUDE SSN IN SEXUAL ASSAULT REPORTS)

4. 3D BN, 5TH MARINES, CAMP PENDLETON, CA

5. CAUCASIAN/MALE (IF PROVIDING THE RACE/GENDER WILL COMPROMISE THE
CONFIDENTIALITY OF THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO
PROTECT CONFIDENTIALITY.

6. NAVAL HOSPITAL MCB CAMP PENDLETON, CA

B. SUSPECT

1. SGT (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF
THE SUSPECT, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY

2. XXXX (DO NOT INCLUDE LAST NAME IN SEXUAL ASSAULT REPORTS)

3. XXXX (DO NOT INCLUDE SSN IN SEXUAL ASSAULT REPORTS)

4. 3D BN, 5TH MARINES, CAMP PENDLETON, CA

5. CAUCASIAN/MALE

6. BASE PMO

4. NCIS MCB CAMPEN IS CONDUCTING AN INVESTIGATION. POC J. GIBBS, NCIS, 760-
725-1234. POC SAN CLEMENTE PD DET WHITE 760-555-4567.

5. NO MEDIA INTEREST IS EXPECTED AT THIS TIME. MCB CAMP PENDLETON PAO HAS
NONETHELESS BEEN NOTIFIED.

6. THE LOCAL INTELLIGENCE OFFICER AT I MEF G-2 HAS BEEN NOTIFIED. (IN SEXUAL
ASSAULT CASES, THE INTELLIGENCE OFFICER WILL BE NOTIFIED IF A MEMBER OF THE
COMMAND IS ACCUSED OF COMMITTING A SEXUAL ASSAULT.)

7. THE SARC AND/OR UVA AT 5TH MARINES HAS BEEN NOTIFIED OF THE INCIDENT.///

Procedures for completing step 7 in the SAPR 8-Day Brief User Guide

Upon accessing the site:

<https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>

1. Access the saved report
2. Hold Control key while selecting the A key. This selects all data.
3. Hold Control key while selecting the C key. Copies all data.
4. Open Microsoft Word
5. Right click and paste information into blank document.
6. Save document to computer
Print and scan option available
7. Open Outlook and create an encrypted email (*to encrypt an email: create the email, click options and select Encrypt. This protects the confidentiality of the information.*)
8. Attach the word document from step 6
9. Units I-I will forward encrypted email to the 1st O-6 Commander in the chain-of-command ensuring that the FHG CoS and the FHG SARC are copied in the email. After reviewing the email, the FHG CoS will forward to FHG CG for review.

*****The aforementioned process will need to be completed as soon as possible in order to ensure the brief is submitted to HQMC within the designated time constraints after having been reviewed and approved by the FHG CG.**

10. FHG CoS acknowledges and approves submission.
11. Submission approval is passed via the O-6 level Commander or the FHG CoS

*****Reminder 8-Day briefs are not to be kept; anyone having received the encrypted email must delete it after approval to submit is obtained.**



United States Marine Corps



SEXUAL ASSAULT PREVENTION & RESPONSE PROGRAM

8-Day Brief User Guide

V.2.0 2/11/2014

- The Commanding Officer is only required to complete and submit the 8-Day Brief when:
 - the victim is in their unit; **AND**
 - the victim is an Active Duty Service Member or a Reserve Component Marine in an Active Status; **AND**
 - the victim has filed an Unrestricted Report.
- Access the 8-Day Brief form on the HQMC SharePoint site: <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>
 Note: An eHQMC Portal account is required to access this form. Instructions for obtaining an eHQMC account can be found on page 2 of this document.
The individual who creates an 8-Day Brief is the only person who will be able to see, edit, and submit the Brief.
- In coordination with the Sexual Assault Response Coordinator (SARC), complete all data fields in the following sections:
 - Submitting Authority – Victim Command
 - Victim Information
 - Alleged Offender Information
 - Incident Details
 - SARC Responsibilities
- In the Commander’s Responsibility section, complete all data fields **EXCEPT** the name and e-mail address of the first General Officer in the chain of command, and the date briefed.

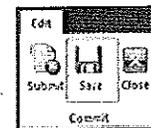


Figure 1

- Click the ‘Save’ button in the top left hand corner of the form. (Figure 1)
 When the Save dialogue box appears, select a file name that has no victim or offender PII.
 A suggested file name is the submitter’s last name and the date (YYYY-MM-DD); i.e. Smith-2013-03-15.
 Click ‘Save’. The Brief is now saved in draft form and can be edited at a later time.



Figure 2

- Click the ‘Close’ button to close the form. (Figure 2)
- After briefing the first Colonel or equivalent in the chain of command (if applicable), proceed with briefing the first General Officer in the chain of command on the information contained in the 8-Day Brief.
- Return to the 8-Day Brief site: <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>

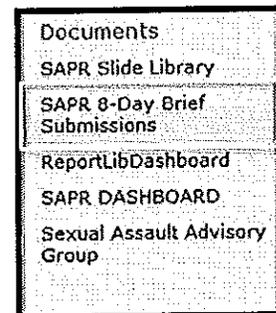


Figure 3

- Click the ‘SAPR 8-Day Brief Submissions’ link. (Figure 3)
 Locate the correct 8-Day Brief and click to open.
- In the Commander’s Responsibility section, enter the name and e-mail address of first General Officer in the chain of command, and the date this person was briefed.

- Review all data fields on the form; ensure all information has been entered completely and correctly.
 ALL information must be entered on the form in order for the next step to be completed.

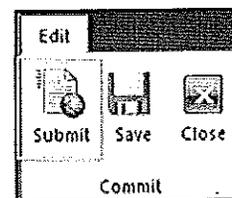


Figure 4

- Click the ‘Submit’ button on the bottom left hand corner of the form. (Figure 4)
 The 8-Day Brief will be given a system generated name and submitted to HQMC SAPR.



8-Day Brief User Guide

V 2.0 2/11/2014

Registering for an eHQMC Portal Account

1. Go to <https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx>.
2. This is the eHQMC account creation website.
3. Click on "REQUEST eHQMC PORTAL ACCOUNT".
4. Click on "I Agree." Users must "agree" to the user agreement or an account will not be created.
5. Complete the form. Fields with a * must be completed or the form may not be submitted.
6. If you input your EDIPI (CAC card digital signature) per the form instructions, there is no need to submit a follow-up, digitally signed email.

You must ensure your EDIPI is correct prior to submission. If the EDIPI is entered incorrectly, the account will be created, however you will not be able to access the account as it uses your EDIPI for authentication. Should this occur, contact the HQMC IT Center Help Desk.

To insert your EDIPI (digital signature) on the form:

Double-Click on the "ActivClient Agent" Smart card reader on the bottom right of your desktop screen.
Double-Click "My certificate", and then Double Click on any of the certificates in the right pane.
Copy the last 10 digits inside the "Issue To" field. This is your CAC-EDIPI #

If you do not input your EDIPI, you must follow-up the form submission with a digitally signed email to the HQMC IT Center Help Desk at HQMCITCenterHelpDesk@usmc.mil.

The HQMC IT Center will use the digitally signed email to extract your EDIPI.

For users with a ".org" e-mail address only:

All ".org" users must enter their correct email first followed by a semicolon then default@usmc.mil.

For example, an email address of bowmanw@usmc-mccs.org should be entered as bowmanw@usmc-mccs.org; default@usmc.mil.

The electronic form is currently configured to only except .gov or .mil email addresses but the above procedure will allow .org account creation and account submission.

These instructions are also listed on the electronic form.



United States Marine Corps



Sexual Assault Prevention & Response Program

8-Day Brief User Guide: FAQs

V 2.0 2/11/2014

I'm having trouble accessing the 8-Day Brief form on SharePoint. Who can I contact?

Make sure you have an eHQMC Portal account, this will give you access to SharePoint content. Instructions for registering for an account can be found on page 2 of this guide.

If you are still experiencing access issues, contact HQMC SAPR via e-mail: smb.manpower.sapr@usmc.mil

Can I edit an 8-Day Brief that has already been submitted?

Yes. Return to the 8-Day Brief site: <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>

Click the 'SAPR 8-Day Brief Submissions' link. (See Figure 3 on page 1 of this guide.)

Locate the 8-Day Brief with the system-generated file name and click to open.

Make the desired edits and then click Submit to resubmit the Brief with the new changes.

Please Note: If any edits to the "Unit Submitting" or the "DSAID Case Number" data fields are made on a brief that has already been submitted, a new brief will be created. If this occurs, you must contact Maj Koeneman (peter.koeneman@usmc.mil) or Ms. Evans (cynthia.evans@usmc.mil) to acknowledge the duplication and provide the name of the correct 8-Day Brief.

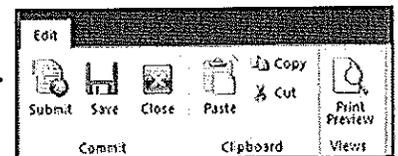
Can I complete or edit a Brief that someone else has created and saved, but has not yet submitted to HQMC SAPR?

No. An 8-Day Brief is only visible to and can only be edited by the individual who initially created it. If that person is unavailable to complete a saved Brief, a new one may have to be created.

*Please note: If an 8-Day Brief has already been Submitted to HQMC SAPR and the originator is unavailable to make changes **DO NOT** create a new Brief. Instead, contact Maj Koeneman (peter.koeneman@usmc.mil) or Ms. Evans (cynthia.evans@usmc.mil) for assistance.*

Can an 8-Day Brief be printed?

Yes. You can print an 8-day brief by clicking the Print View button on top left of the form. The Brief will open in a new browser window and can now be printed by clicking on the File menu and then selecting Print.



Please Note: Printed 8-Day Briefs are intended to be used for information collection and review purposes only.

Printed 8-Day Briefs are not to be copied, kept, stored, or filed for historical or reference purposes.

*Printed 8-Day Briefs **must be securely destroyed** before or immediately after the Brief is submitted to HQMC SAPR.*

The approval status of my submitted 8-Day Brief is still pending. Is this normal?

Yes. The status of your brief after submission will always be 'pending'. This does not effect your submission status.

For more questions concerning the 8-Day Brief, please contact

Maj Koeneman, 703-432-9408, peter.koeneman@usmc.mil

or

Ms. Evans, 703-432-9403, cynthia.evans@usmc.mil

SAPR Training Requirements

Command Team SAPR Resource Brief

Who: Commanders / Sergeants Major

When: Within 30 Days of assuming command per MCO 1752.5B

Instructor: MARFOR or Installation SARC

Documentation: Certificate

STEP UP / Junior Marine Bystander Intervention Training (SE)

Who: Junior Marines (E1-E3)

When: Annual / Fiscal Year

Instructor: Credentialed Uniformed Victim Advocate

Documentation: Sign in rosters and corresponding training code

TAKE A STAND / NCO Bystander Intervention Training (SB)

Who: Non Commissioned Officers (E4-E5)

When: Once in grade, Annual / Fiscal Year

Instructor: Uniformed Victim Advocate

Documentation: Sign in rosters and corresponding training code

SAPR Annual Training (AT)

Who: All Marines and Sailors not attending Step Up or Take a Stand

When: Annual / Fiscal Year

Instructor: Uniformed Victim Advocate or SARC

Documentation: Sign in rosters and corresponding training code

SAPR Pre-Deployment Training (AT)

Who: All members (All SMCR and AD personnel) deploying for greater than 30 days (>30)

When: Pre-Deployment Workup

Instructor: Uniformed Victim Advocate or SARC

Documentation: Sign in rosters and corresponding training code

Uniformed Victim Advocate Training (UV and SC)

Who: Sergeants and above screened by their Commander

When: MARFORRES SAPR sponsors quarterly trainings

Instructor: Installation SARC and Command SARCs

Documentation: Sign in rosters and corresponding training codes

FHG SAPR POCs and Local Resource List

Title	Name	Number
24 hr Unit Duty	*****	
Uniformed Victim Advocate		
Uniformed Victim Advocate		
Sister SAPR Services (ex: NOSC UVA)		
MARFORRES 24/7 Sexual Assault Crisis Line	*****	1-877-432-2215 504-655-3521 (text)
DOD Safe Helpline	<u>www.SafeHelpline.org</u>	1-877-995-5247
Civilian Victim Advocate		
MARFOR SARC		
FHG & MFR HQBN SARC		
4th MARDIV SARC		
4th MAW SARC		
4th MLG SARC		
Local Installation SARC (if app)		
Chaplain		
Victims Legal Counsel		
MSC SJA Rep		
Equal Opportunity Representative		
Victim/Witness Assistance Rep.		
NCIS		
Security/PMO (if applicable)		
Local Law Enforcement	<i>Name: Address:</i>	
Local ER / MTF (SAFE)	<i>Name: Address:</i>	
Local Rape Crisis Center	<i>Name: Address:</i>	
Local Domestic Violence Shelter	<i>Name: Address:</i>	
Mental Health (Hospital)	<i>Name: Address:</i>	
National Domestic Violence	*****	1-800-799-SAFE (7233)
National Stalking Resource Center	*****	1-800-394-2255
Military One Source <i>*NOT CONFIDENTIAL *MANDATORY REPORTERS</i>	***** <u>www.militaryonesource.com</u>	1-800-342-9647 – 24 hr 1-877-888-0727 – Spanish 00-800-3429-6477 - OCONUS

Enclosure (2)

OPREP-3 SIR SAMPLE MESSAGE - SEXUAL ASSAULT

TO: CMC WASHINGTON DC PPO
CC:

SUBJECT: OPREP-3SIR/M000201/001
MSGID/GENADMIN/CMC WASHINGTON DC PPO POC//
SUBJ/OPREP-3SIR/M000201/001 //
REF/A/DOC/CMC/MCO 3504.2A//
REF/B/TEL/CDO I MEF/131930ZAUG2012//

NARR/REF A IS MCO ON OPREP-3SIR: SERIOUS INCIDENT REPORTS. REF B IS
VOICE REPORT SUBMITTED TO THE MCOC.//

POC/I. M. MARINE/GYSGT/I MEF ADJUTANT CHIEF/-/TEL:760-365-1234
/EMAIL: IMMARINE@IMEF.USMC.MIL//

GENTEXT/REMARKS/1. AN INCIDENT OF SEXUAL ASSAULT WAS REPORTED TO HAVE OCCURRED
IN BARRACKS Q, 2400-0600. (NO DETAILS ABOUT THE INCIDENT SHALL BE PROVIDED).

2. 131245L AUG 12 (131845Z AUG 12)

3. PERSONNEL INVOLVED:

A. VICTIM

1. PFC (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY)
2. XXXX (DO NOT INCLUDE LAST NAME IN SEXUAL ASSAULT REPORTS)
3. XXXX (DO NOT INCLUDE SSN IN SEXUAL ASSAULT REPORTS)
4. 3D BN, 5TH MARINES, CAMP PENDLETON, CA
5. CAUCASIAN/MALE (IF PROVIDING THE RACE/GENDER WILL COMPROMISE THE CONFIDENTIALITY OF THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY.)

6. NAVAL HOSPITAL MCB CAMP PENDLETON, CA

B. SUSPECT

1. SGT (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF THE SUSPECT, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY)
2. XXXX (DO NOT INCLUDE LAST NAME IN SEXUAL ASSAULT REPORTS)
3. XXXX (DO NOT INCLUDE SSN IN SEXUAL ASSAULT REPORTS)
4. 3D BN, 5TH MARINES, CAMP PENDLETON, CA
5. CAUCASIAN/MALE
6. BASE PMO

4. NCIS MCB CAMPEN IS CONDUCTING AN INVESTIGATION. POC J. GIBBS, NCIS, 760-725-1234. POC SAN CLEMENTE PD DET WHITE 760-555-4567.

5. NO MEDIA INTEREST IS EXPECTED AT THIS TIME. MCB CAMP PENDLETON PAO HAS NONETHELESS BEEN NOTIFIED.

6. THE LOCAL INTELLIGENCE OFFICER AT I MEF G-2 HAS BEEN NOTIFIED. (IN SEXUAL ASSAULT CASES, THE INTELLIGENCE OFFICER WILL BE NOTIFIED IF A MEMBER OF THE COMMAND IS ACCUSED OF COMMITTING A SEXUAL ASSAULT.)

7. THE SARC AND/OR UVA AT 5TH MARINES HAS BEEN NOTIFIED OF THE INCIDENT.///

Procedures for completing step 7 in the SAPR 8-Day Brief User Guide

Upon accessing the site:

<https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>

1. Access the saved report
2. Hold Control key while selecting the A key. This selects all data.
3. Hold Control key while selecting the C key. Copies all data.
4. Open Microsoft Word
5. Right click and paste information into blank document.
6. Save document to computer
Print and scan option available
7. Open Outlook and create an encrypted email (*to encrypt an email: create the email, click options and select Encrypt. This protects the confidentiality of the information.*)
8. Attach the word document from step 6
9. Units I-I will forward encrypted email to the 1st O-6 Commander in the chain-of-command ensuring that the FHG CoS and the FHG SARC are copied in the email. After reviewing the email, the FHG CoS will forward to FHG CG for review.

*****The aforementioned process will need to be completed as soon as possible in order to ensure the brief is submitted to HQMC within the designated time constraints after having been reviewed and approved by the FHG CG.**

10. FHG CoS acknowledges and approves submission.
11. Submission approval is passed via the O-6 level Commander or the FHG CoS

*****Reminder 8-Day briefs are not to be kept; anyone having received the encrypted email must delete it after approval to submit is obtained.**

Enclosure (4)



United States Marine Corps



Sexual Assault Prevention & Response Program

8-Day Brief User Guide

V 2.0 2/11/2014

- The Commanding Officer is only required to complete and submit the 8-Day Brief when:
 - the victim is in their unit; **AND**
 - the victim is an Active Duty Service Member or a Reserve Component Marine in an Active Status; **AND**
 - the victim has filed an Unrestricted Report.
- Access the 8-Day Brief form on the HQMC SharePoint site: <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>
 Note: An eHQMC Portal account is required to access this form. Instructions for obtaining an eHQMC account can be found on page 2 of this document.
The individual who creates an 8-Day Brief is the only person who will be able to see, edit, and submit the Brief.
- In coordination with the Sexual Assault Response Coordinator (SARC), complete all data fields in the following sections:
 - Submitting Authority – Victim Command
 - Victim Information
 - Alleged Offender Information
 - Incident Details
 - SARC Responsibilities
- In the Commander’s Responsibility section, complete all data fields **EXCEPT** the name and e-mail address of the first General Officer in the chain of command, and the date briefed.

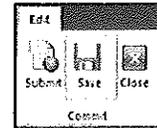


Figure 1

- Click the ‘Save’ button in the top left hand corner of the form. (Figure 1)
 When the Save dialogue box appears, select a file name that has no victim or offender PII.
 A suggested file name is the submitter’s last name and the date (YYYY-MM-DD); i.e. Smith-2013-03-15.
 Click ‘Save’. The Brief is now saved in draft form and can be edited at a later time.

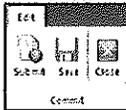


Figure 2

- Click the ‘Close’ button to close the form. (Figure 2)
- After briefing the first Colonel or equivalent in the chain of command (if applicable), proceed with briefing the first General Officer in the chain of command on the information contained in the 8-Day Brief.

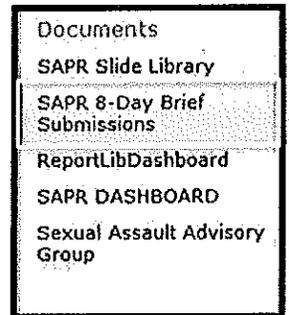


Figure 3

- Return to the 8-Day Brief site: <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>
- Click the ‘SAPR 8-Day Brief Submissions’ link. (Figure 3)
 Locate the correct 8-Day Brief and click to open.
- In the Commander’s Responsibility section, enter the name and e-mail address of first General Officer in the chain of command, and the date this person was briefed.

- Review all data fields on the form; ensure all information has been entered completely and correctly.
 ALL information must be entered on the form in order for the next step to be completed.

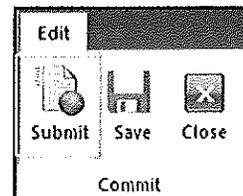


Figure 4

- Click the ‘Submit’ button on the bottom left hand corner of the form. (Figure 4)
 The 8-Day Brief will be given a system generated name and submitted to HQMC SAPR.



8-Day Brief User Guide

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Registering for an eHQMC Portal Account

1. Go to <https://ehqmcsupport.usmc.mil/sites/mcwar/default.aspx>.
2. This is the eHQMC account creation website.
3. Click on "REQUEST eHQMC PORTAL ACCOUNT".
4. Click on "I Agree." Users must "agree" to the user agreement or an account will not be created.
5. Complete the form. Fields with a * must be completed or the form may not be submitted.
6. If you input your EDIPI (CAC card digital signature) per the form instructions, there is no need to submit a follow-up, digitally signed email.

You must ensure your EDIPI is correct prior to submission. If the EDIPI is entered incorrectly, the account will be created, however you will not be able to access the account as it uses your EDIPI for authentication. Should this occur, contact the HQMC IT Center Help Desk.

To insert your EDIPI (digital signature) on the form:

Double-Click on the "ActivClient Agent" Smart card reader on the bottom right of your desktop screen.
Double-Click "My certificate", and then Double Click on any of the certificates in the right pane.
Copy the last 10 digits inside the "Issue To" field. This is your CAC-EDIPI #

If you do not input your EDIPI, you must follow-up the form submission with a digitally signed email to the HQMC IT Center Help Desk at HQMCITCenterHelpDesk@usmc.mil.

The HQMC IT Center will use the digitally signed email to extract your EDIPI.

For users with a ".org" e-mail address only:

All ".org" users must enter their correct email first followed by a semicolon then default@usmc.mil.

For example, an email address of bowmanw@usmc-mccs.org should be entered as bowmanw@usmc-mccs.org; default@usmc.mil.

The electronic form is currently configured to only except .gov or .mil email addresses but the above procedure will allow .org account creation and account submission.

These instructions are also listed on the electronic form.



United States Marine Corps



Sexual Assault Prevention & Response Program

8-Day Brief User Guide: FAQs

V 2.0 2/11/2014

I'm having trouble accessing the 8-Day Brief form on SharePoint. Who can I contact?

Make sure you have an eHQMC Portal account, this will give you access to SharePoint content. Instructions for registering for an account can be found on page 2 of this guide.

If you are still experiencing access issues, contact HQMC SAPR via e-mail: smb.manpower.sapr@usmc.mil

Can I edit an 8-Day Brief that has already been submitted?

Yes. Return to the 8-Day Brief site: <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>

Click the 'SAPR 8-Day Brief Submissions' link. (See Figure 3 on page 1 of this guide.)

Locate the 8-Day Brief with the system-generated file name and click to open.

Make the desired edits and then click Submit to resubmit the Brief with the new changes.

Please Note: If any edits to the "Unit Submitting" or the "DSRID Case Number" data fields are made on a brief that has already been submitted, a new brief will be created. If this occurs, you must contact Maj Koeneman (peter.koeneman@usmc.mil) or Ms. Evans (cynthia.evans@usmc.mil) to acknowledge the duplication and provide the name of the correct 8-Day Brief.

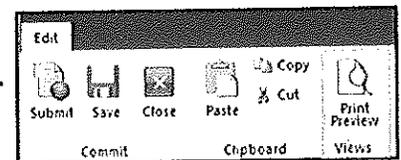
Can I complete or edit a Brief that someone else has created and saved, but has not yet submitted to HQMC SAPR?

No. An 8-Day Brief is only visible to and can only be edited by the individual who initially created it. If that person is unavailable to complete a saved Brief, a new one may have to be created.

*Please note: If an 8-Day Brief has already been Submitted to HQMC SAPR and the originator is unavailable to make changes **DO NOT** create a new Brief. Instead, contact Maj Koeneman (peter.koeneman@usmc.mil) or Ms. Evans (cynthia.evans@usmc.mil) for assistance.*

Can an 8-Day Brief be printed?

Yes. You can print an 8-day brief by clicking the Print View button on top left of the form. The Brief will open in a new browser window and can now be printed by clicking on the File menu and then selecting Print.



*Please Note: Printed 8-Day Briefs are intended to be used for information collection and review purposes only. Printed 8-Day Briefs are not to be copied, kept, stored, or filed for historical or reference purposes. Printed 8-Day Briefs **must be securely destroyed** before or immediately after the Brief is submitted to HQMC SAPR.*

The approval status of my submitted 8-Day Brief is still pending. Is this normal?

Yes. The status of your brief after submission will always be 'pending'. This does not effect your submission status.

For more questions concerning the 8-Day Brief, please contact

Maj Koeneman, 703-432-9408, peter.koeneman@usmc.mil

or

Ms. Evans, 703-432-9403, cynthia.evans@usmc.mil

SAPR Training Requirements

Command Team SAPR Resource Brief

Who: Commanders / Sergeants Major

When: Within 30 Days of assuming command per MCO 1752.5B

Instructor: MARFOR or Installation SARC

Documentation: Certificate

STEP UP / Junior Marine Bystander Intervention Training (SE)

Who: Junior Marines (E1-E3)

When: Annual / Fiscal Year

Instructor: Credentialed Uniformed Victim Advocate

Documentation: Sign in rosters and corresponding training code

TAKE A STAND / NCO Bystander Intervention Training (SB)

Who: Non Commissioned Officers (E4-E5)

When: Once in grade, Annual / Fiscal Year

Instructor: Uniformed Victim Advocate

Documentation: Sign in rosters and corresponding training code

SAPR Annual Training (AT)

Who: All Marines and Sailors not attending Step Up or Take a Stand

When: Annual / Fiscal Year

Instructor: Uniformed Victim Advocate or SARC

Documentation: Sign in rosters and corresponding training code

SAPR Pre-Deployment Training (AT)

Who: All members (All SMCR and AD personnel) deploying for greater than 30 days (>30)

When: Pre-Deployment Workup

Instructor: Uniformed Victim Advocate or SARC

Documentation: Sign in rosters and corresponding training code

Uniformed Victim Advocate Training (UV and SC)

Who: Sergeants and above screened by their Commander

When: MARFORRES SAPR sponsors quarterly trainings

Instructor: Installation SARC and Command SARCs

Documentation: Sign in rosters and corresponding training codes

