



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
I MARINE EXPEDITIONARY FORCE
BOX 555325
CAMP PENDLETON, CA 92055-5325

IN REPLY REFER TO:
1752
SARC
21 Oct 14

GROUP ORDER 1752

From: Commanding Officer
To: Distribution List A

Subj: STANDARD OPERATING PROCEDURES FOR PROTECTING VICTIMS OF SEXUAL ASSAULT

Ref: (b) DoDI 6495.02
(a) MCO 1752.5B

Encl: (1) Local SAPR Resources

1. Situation. Sexual assault is a crime that is not restricted to any gender, race, or age. Sexual assault is defined as intentional sexual contact, characterized by the use of force, threat, intimidation, use or abuse of authority, or when the victim does not or cannot consent. The reference is the Marine Corps Order containing guidance for identifying, reporting, and addressing the issue of sexual assault.

2. Mission. Sexual assault is a complete and total contradiction to our Marine Corps' core values. Our Marines and family members deserve nothing less than our complete dedication to the cause of eliminating sexual assault and assisting those Marines and Service members affected by sexual assault.

3. Execution

a. Commander's Intent. Every Marine is responsible for treating victims of sexual assault with sensitivity, decency, and respect. I will not tolerate an atmosphere that enables gossip or attitudes that shift the blame to the victim. All Marines must uphold a high standard of professionalism and are responsible for stopping that behavior wherever they encounter it. We would not leave a Marine who was wounded on the battlefield; we will not leave victims of sexual assault to languish in silence.

b. Concept of Operations

(1) Reporting. All personnel are encouraged to make complete, unrestricted reports of sexual assault in order to achieve the objectives and goals of this Order. However, victims of sexual assault have two methods of reporting the assault: unrestricted and restricted reporting.

(a) Unrestricted reporting. Unrestricted reporting includes all suspected, alleged, or actual sexual assaults made known to command or law enforcement for formal investigation.

(b) Restricted reporting. Restricted reporting affords military victims of sexual assault the option to make a confidential report to specified individuals (Sexual Assault Response Coordinator (SARC), Victim Advocate (VA), Uniformed Victim Advocate (UVA), counselors, and healthcare providers).

1. Only the UVA, SARC, and healthcare personnel are designated as authorized to accept a Restricted Report. Healthcare personnel who receive a Restricted Report shall immediately notify the SARC to assure that a victim is offered SAPR services and so that a Victim Report of Sexual Assault (VRPS [DD Form 2910]) can be completed.

2. In the State of California, medical personnel are required to report cases of sexual assault to law enforcement personnel regardless of the reporting option, however, no Personally Identifiable Information (PII) will be provided for Restricted Reports.

(2) Disclosure of Confidential Communications. For purposes of this Order, confidentiality applies to all covered communications. Covered communications are oral, written, or electronic communications of PII made by a victim to a UVA, SARC, healthcare or mental health counselor related to their sexual assault. In cases where a victim elects Restricted Reporting, the UVA, SARC, healthcare, and mental health personnel may not disclose confidential communications or the Sexual Assault Forensic Exam (SAFE) and the accompanying Kit to DoD law enforcement or command authorities, either within or outside the DoD, except as may be provided in reference (a). Improper disclosure of confidential communications or improper release of medical information are prohibited and may result in disciplinary action pursuant to the UCMJ or other adverse personnel or administrative action.

(3) Victim Confiding in Another Person

(a) In establishing the Restricted Reporting option, DoD recognizes that a victim may tell someone (e.g., roommate, friend, family member) that a sexual assault has occurred before considering whether to file a Restricted or Unrestricted Report.

(b) A victim's communication with another person (e.g., roommate, friend, family member) does not, in and of itself, prevent the victim from later electing to make a Restricted Report. Restricted Reporting is confidential, not anonymous, reporting. However, if the person to whom the victim confided the information (e.g., roommate, friend, family member) is in the victim's officer or non-commissioned officer chain of command or DoD law enforcement, there can be no Restricted Report.

c. Tasks

(1) Commanding Officers, 1st Air Naval Gunfire Liaison Company (ANGLICO), 1st Law Enforcement Battalion, 1st Radio Battalion, 1st Intelligence Battalion, and 9th Communications Battalion:

(a) Comply with and inform all personnel within your command the provisions of this Order.

(b) Ensure your command has two UVAs certified by the Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Review Committee at all times.

(c) Immediately report all unrestricted reports of sexual assault to the Naval Criminal Investigative Service (NCIS) or the supporting Military Criminal Investigative Organization (MCIO) per reference (b). Do not conduct independent command inquiries or investigations of alleged sexual assaults. After a formal criminal investigation and consultation with the Staff Judge

Advocate (SJA), the Sexual Assault - Initial Disposition Authority (SA-IDA) (Special Courts Martial Convening Authority (SPCMA) in the grade of O-6 or higher) shall determine the disposition of the incident. Disposition information shall be provided to the SARC.

(d) Complete and submit an Operations Event/Incident Report (OPREP-3) Serious Incident Report (SIR), per reference (a), to report all unrestricted reports of sexual assault when the victim is a Marine or other Service member assigned to your unit. When both the victim and the alleged offender are Marines, the victim's commander shall submit the OPREP-3/SIR.

(e) Complete and submit an OPREP-3/SIR when victim is a civilian and the alleged offender is a Marine or other Service member assigned to your unit.

(f) Complete and submit the 8-Day SAPR Brief in accordance with reference (a) and provide the brief to the immediate O-6 and first General Officer in the chain of command within eight days of the initial report by the victim. In lieu of the first General Officer, brief the Chief of Staff given he/she has By Direction authority. The brief has been created with drop down features and is located at:

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

(g) If the victim desires/requires a "no contact" order, issue a Military Protective Order (MPO), DD Form 2873, particularly if the victim and the accused are assigned to the same command, unit, duty location, or living quarters.

(2) Command SARCs and UVAs

(a) Establish procedures and policies in order to aid victims of sexual assault and prevent further victimization. You are authorized to use any practical methods within the guidance of the reference to ensure that victims receive the proper treatment be it medical, emotional, psychological, and/or social services. Once you have been assigned to a victim, you are responsible to look after his/her well-being to remain in contact with him/her until you are properly relieved of your responsibilities.

(b) Assist the Commander and/or his/her designated representative in completing the OPREP-3/SIR and 8-Day SAPR Brief in accordance with reference (a).

(c) Attend the monthly Case Management Group (CMG) meeting as appropriate. If a leave of absence is necessary, the command SARC will coordinate with the I MEF and Installation SARC to provide input to the CMG or may call directly into the meeting.

(d) Conduct annual and pre-deployment training for the unit on the Sexual Assault Prevention and Response (SAPR) Program.

(3) Command Duty Officer (CDO)

(a) If, while acting as the CDO you become aware of or are informed of a sexual assault on a member of this unit, you are to notify the MHG SARC immediately. Ensure you pass on all information you have on the matter, including the location and physical condition of the victim. Once the SARC has been notified, call the Commanding Officer directly and inform him that a Marine

has been sexually assaulted. You are authorized to pass on all information you have at that time and inform the Commanding Officer that the SARC will be in contact with him in the near future.

(b) As the CDO, if you are informed of a sexual assault, it will be an unrestricted reporting scenario; regardless, you are not authorized to discuss the assault with any Marine except the Commanding Officer, the SARC, and/or the MCIO. If you feel the need to speak to someone about the sexual assault, contact the SARC.

(c) If, while acting as the CDO, you are informed that a member of this unit has been accused of sexually assaulting someone, contact that Marine's chain of command as appropriate to include the Sergeant Major, Executive Officer and/or the Commanding Officer.

(d) Privacy of the victim is paramount. Do not enter any information that will likely identify the victim of sexual assault into the logbook.

(e) If verified by the Commanding Officer and/or Executive Officer, submit the OPREP-3/SIR to HQMC within 24-hours; ensure that the I MEF SARC receives a courtesy copy.

(4) Marines and Service Members. Report all incidents of sexual assault which come under your direct observation to PMO/law enforcement and the chain of command.

d. Coordinating Instructions

(1) When a Marine requests to see a command SARC or UVA, without disclosing the purpose of their visit, the chain of command shall not report to higher or hinder the ability of the Marine to see the command SARC or UVA.

(2) When a Marine discloses to a member of his/her chain of command that they have been the victim of a sexual assault, the chain of command is obligated to report the incident.

4. Administration and Logistics

a. Administration

(1) Command SARCs and UVAs will be trained in accordance with reference (b).

(2) UVAs will not maintain any documentation or database in regards to sexual assault.

b. Logistics. A copy of this Order will be prominently displayed on command information boards.

5. Command and Signal

a. Command

(1) This Order is applicable to all personnel assigned to MHG.

(2) The UVA reports directly to the command SARC while acting in the official capacity as a victim advocate.

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



J. H. HERRERA



United States Marine Corps



Local SAPR Resources

Installation Sexual Assault Response Coordinator (SARC)

Marco Justiniano
Bldg 13150, Camp Pendleton, CA 92055
(760) 725-4460 / (760) 717-9605

Heather Guerrero
Bldg 13150, Camp Pendleton, CA 92055
(760) 725-4467 / (760) 717-8694

24/7 Sexual Assault Helpline

(760) 500-1707

Marine & Family Programs

Community Counseling Center
Bldg 130193T, A Street, Camp Pendleton
(760) 763-3222

Counseling Services North
Bldg 520512, Basilone Road, Camp Pendleton
(760) 763-6940

Military Medical Treatment Facility

Naval Hospital Camp Pendleton
200 Mercy Circle, Camp Pendleton, CA 92055
(760) 725-1288

PMO

Bldg 1523, Camp Pendleton, CA 92055
(760) 725-3888

NCIS

Bldg 120101 De Luz Road, Camp Pendleton, CA 92055
(760) 725-5150

Chaplain MCB Camp Pendleton / Command Chaplain

Bldg 1344, Camp Pendleton, CA 92055
(760) 725-4700 / after hours (760) 725-5061

Victim's Legal Counsel – WEST (VLC)

Bldg 22161, Room 204, Camp Pendleton, CA 92055
(760) 725-8521

DoD Safe Helpline (Confidential support for victims of sexual assault in the DoD community)

1-877-955-5247 or Text "Installation Name" to 55-247

www.safehelpline.org

Local Civilian Sexual Assault Crisis Center

Women's Resource Center
1963 Apple Street, Oceanside, CA 92054
(760) 757-3500

ENCLOSURE (1)

Riverside Area Rape Crisis Center

1845 Chicago Avenue, Suite A, Riverside, CA 92507
(951) 686-7273

Center for Community Solutions

240 S. Hickory St. Suite 110, Escondido, CA 92025
(760) 747-6282

Community Service Programs Inc.

1221 East Dyer Road, Suite 120, Santa Ana, CA 92705
(949) 831-9110

Civilian Treatment Facility Emergency Room

Tri-City Medical Center
4002 Vista Way, Oceanside, CA 92056
(760) 724-8411

Palomar Health Downtown Campus

555 E. Valley Parkway, Escondido, CA 92025
(760) 739-3000

Palomar Medical Center

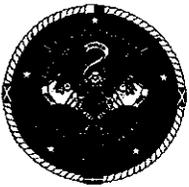
2185 Citracado Parkway, Escondido, CA 92029
(442) 281-5000

Pomerado Hospital

15615 Pomerado Road, Poway, CA 92064
(858) 613-4000

Scripps Memorial Hospital Encinitas

354 Santa Fe Drive, Encinitas, CA 92024
(760) 633-6501



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Tuesday, October 07, 2014

2. OPERATION CODE

- | | |
|------------------------|-----------------|
| X - ORIGINATOR | G - INFORMATION |
| A - APPROPRIATE ACTION | H - RETURN TO: |
| B - GUIDANCE | I - INITIAL |
| C - SIGNATURE | J - DISPOSITION |
| D - COMMENT | K - DECISION |
| E - RECOMMENDATION | L - RETENTION |
| F - CONCURRENCE | O - (OTHER) |

3. SUBJECT:

STANDARD OPERATING PROCEDURES FOR PROTECTING VICTIMS OF SEXUAL ASSAULT

ROUTING - Use numbers to show order of routing

4. RTG #	5. OP CODE	6. ADDRESSEES	7.		8. INITIALS	
			DATE IN	DATE OUT	CONCUR	NONCONCUR
4	A,C	Commanding Officer		10/21		
3		Executive Officer				
2	A	Sergeant Major		10/20		
		S-1 Officer				
1	X	S-1 Chief		10/17		
		Career Planner		10/21		
		Legal Chief				
		SACO				
		S-3 OpsO				
		S-3 Ops Chief				
		S-4 Logistics Officer				
		S-4 Logistics Chief				
		Fiscal Officer				
		Fiscal Chief				
		Supply Officer				
		Supply Chief				
		S-6 Chief				
		Chaplain				
		Group Surgeon				
		Family Readiness Officer				
		Navy Admin				
		Hq Co CO				
		Hq Co 1stSgt				
		CSS Co CO				
		CSS Co 1stSgt				
		Engineers Chief				
		Motor T Chief				
		Field Mess Chief				
BATTALIONS						
		1st ANGLICO CO				
		1st Intel Bn CO				
		1st LE Bn CO				
		1st Radio Bn CO				
		9th Comm Bn CO				
OTHER						

9. NATURE OF ACTION REQUIRED

1. **PURPOSE.** Respectfully requesting the CO's signature
2. **BACKGROUND.** (Provide all information that needs to be reviewed justifying the approval of a document for signature. This is so not everyone has to conduct a science project and helps speed up the process for signature)

10. REMARKS

corrections 10/7 TAS
 10/21 corrected.

3. **RECOMMENDATION.** (Provide comments from the Chain of Command.)

MHG SGTMAJ: APPROVE - DISAPPROVE
 Comments:

MHG XO: APPROVE - DISAPPROVE
 Comments:

11. ROUTE NUMBER

12. POC/ACTION OFFICER: (Grade, Name, Office, Telephone number)

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