

MCECSG SAPR SOP

Sexual Assault is a crime that erodes unit cohesion obstructs unit readiness, and contradicts Marine Corps core values. Everyone is in a critical position to combat sexual assault while generating competent, professional warfighters for the force.

All members of the Marine Corps Embassy Security Group will contribute to a command climate conducive for reporting sexual assault, encouraging victims to receive support and promoting education and skill-building opportunities. Efforts must be assessed regularly for process improvement.

The purpose of this mission is to establish MCECSG as professional command equipped to combat sexual assault through prevention, education, and response.

The intent is to foster a command climate characterized by dignity and mutual respect. Such a climate fundamentally affords competent care for victims of sexual assault, ensures accountability for offenders, provides education, offers skill-building opportunities, and eliminates toxic behaviors such as hazing, retaliation, ostracism, maltreatment, reprisal, offensive language, sexual harassment, etc.

Protocols have been established to support this SOP and may be located on the MCECSG Headquarters SharePoint and HQMC SAPR SharePoint.

SAPR Victim Advocate Requirements

Each MCECSG organization will maintain 1 credentialed and appointed SAPR VA. Therefore, each of the following will ensure at least one Sergeant or above obtains the required credentials. MCECSG Headquarters, MSAU, MSG School (Permanent Personnel), and each Region Headquarters.

All SAPR VAs attached to MCECSG, including at each Region Headquarters, will eliminate conflicts of interest that interfere with, or give the appearance of interfering with, victim care and command relationships. SAPR VAs who are instructors at MSG School will not be assigned as a SAPR VA to a student within his/her class as this places the Marine in the concurrent and conflicting role of advocate and disciplinarian. The SAPR VA must contact the MCECSG SARC in order to assign an alternate SAPR VA.

SAPR VA Contingency Plans

It is important that MCECSG maintains ready and available SAPR VA to provide prompt support to victims of sexual assault. Each SAPR VA will notify the MCECSG SARC of periods of unavailability to ensure an alternate SAPR VA is identified and is available to support during these times.

Suspension, revocation, and/or reinstatement

In accordance with MCO 1752.5C and NAVMC 1752.5 Chapter 3, the Region Commanding Officer, MSAU Commanding Officer, and/or Headquarters Company Commander will immediately notify the MCEG SARC within 24 hours of having knowledge of a situation where a certified and appointed SAPR VA has been arrested, accused of a violation, named in a complaint, or is the subject of an investigation. The MCEG SARC will follow the specific administrative procedures outlined in reference (x).

Sexual Assault Reporting Requirements. When the command receives a report or incident of an actual, suspected, or alleged sexual assault, complete all SAPR reporting requirements in accordance with reference (x). This includes the completion of a safety assessment, ensuring victim is physically safe and emotionally secure. Coordinate emergency services if necessary.

Victims will be referred to a SAPR VA, typically within their Region; however this does not prevent other MCEG SAPR VAs from receiving reports of sexual assault from victims. The SAPR VA receiving the report of sexual assault will immediately notify the MCEG SARC of the alleged sexual assault and the SAPR VA will coordinate with the victim to obtain the victim's reporting preference, if applicable, and offer all appropriate SAPR support services.

Unrestricted and third-party allegations of sexual assault are also reported to the Naval Criminal Investigation Service (NCIS) or the supporting military criminal investigative organization per reference (x).

Commanders will not conduct independent command inquiries or investigations of alleged sexual assaults. Furthermore, if allegations of sexual assault are discovered or made during a command investigation or inquiry, the investigating officer will immediately cease additional inquiries, refer the victim(s) to a supporting SAPR VA. Further pursuit of the command inquiry will only occur after consultation with the MCEG HQs Staff Judge Advocate.

High Risk Response Team (HRRT)

MCO 1752.5C and NAVMC 1752.5 outline specific requirements and members for the HRRT. For all Quantico-based MCEG SAPR eligible victims, the HRRT will follow the procedures outlined in the chapter 4 of NAVMC 1752.5. For Region commands, detachments, and forward-deployed MSAU detachments, the HRRT membership can be modified to fit best support the individual needs of the victim. At a minimum, the Region Commanding Officer, MCEG SARC, SAPR VA, MCIO, MCEG Legal Officer, and assigned VLC will make up the core HRRT. Additional members will be added as needed which include but not limited to the Detachment Commander, Regional Security Officer, and/or post medical officials. Delegation of HRRT membership and attendance will be delegated no lower than the Detachment Commander.

Expedited Transfers

Expedited transfer offers victims who file an unrestricted report of sexual assault the opportunity to request reassignment when he or she feels uncomfortable at the current duty station. Immediately notify the MCEG SARC at any time a victim requests an expedited transfer. The MCEG SARC, in consultation with the victim and assigned SAPR VA will determine the

nature of the request on the basis of a formal “off program” expedited transfer or if the victim requests/desires to be retained on the MSG Program. All formal expedited transfers will be submitted to the MCEG CO, endorsed by the immediate commanding officer of the victim within 48 hours. The CO, MCEG has 5 calendar days from the date of the victim’s request to provide an approval or disapproval.

Education and Training Requirements

Only the HQMC approved SAPR training curriculum will be used to provide the rank-based SAPR education to service members. Prior to the conduct of any SAPR training, the subordinate unit SAPR VAs will request any updated training materials from the MCEG SARC. This request is designed to eliminate the use of outdated training materials.

All MCEG units will list the annual SAPR training in their respective training plans published each year. All service members will attend training specific to their rank. Only credentialed and appointed SAPR VAs are authorized to facilitate this training. The requirement to have current, unexpired credentials and currently be appointed as a SAPR VA under MCEG is not waivable. Marines providing SAPR training represent the SAPR program and are presenting themselves as SAPR professionals. Therefore, course attendees may associate their SAPR instructor as a SAPR VA in order to make a report of sexual assault. Direct command involvement in the preparation of and delivery of the training is encouraged.

Tasks

Commanding Officers

1. Receive the SAPR Command Resource Brief within 30 days of assuming command from the Installation SARC or MCEG SARC. The Executive Officer, Sergeant Major/First Sergeant will also attend.
2. Publish a command policy statement within 90 days of assuming command. Content should include and not be limited to: SAPR program objectives, reporting options, support services, prevention initiatives, proper contact information, and stress the importance of a respectful command climate. Copies of this policy will be posted throughout high traffic and common areas, at each detachment, unit headquarters, and on each unit’s SharePoint site.
3. Maintain a minimum number of current credentialed and appointed SAPR VAs at all times to avoid gaps in SAPR personnel. This includes providing a quarterly report of SAPR VA CEU completion to the MCEG CO via the MCEG SARC, monitoring SAPR VA continuing education requirements and prioritizing CEUs to maintain SAPR VA credentials. Marines must complete a minimum of 16 CEUs per calendar year to maintain their credentials. Failure to complete the annual CEUs may result in suspension of their credentials.
4. Ensure the MCEG SARC is immediately notified of all allegations of sexual assault and provide applicable details to enable the required voice report, OPREP, and 8-day brief to be released.

5. Immediately notify NCIS or the supporting MCIO of all unrestricted reports or third-party reports of sexual assault.
 - a. SAPR eligible victim. Reporting requirements reside with victim's assigned organization.
 - b. Non-SAPR eligible victim. Reporting requirements reside with alleged offender's assigned organization.
6. Ensure the MCESG SARC is provided unimpeded access to the unit commanding officer.
7. Ensure the SARC and/or SAPR VA is listed on the unit check-in/out sheets as well as ensuring the SARC/SAPR VA participate in all new join briefs.
8. Ensure detachment post reports include available SAPR support service information and is reviewed/updated at least annually. At a minimum, each post report will maintain a section dedicated to SAPR Support Services listing medical services, on or off compound, American or foreign medical services, emergency medical services, SAFE kit capability, mental health services, chaplain services, etc. If a SAFE kit capability is not available, the post report will outline the nearest location in which these services are available, as well as the method in which Marines and SAPR eligible victims can receive transportation.

MCESG SARC

1. Follow all SARC administrative procedures in accordance with the references.
2. Provide the Command SAPR Resource brief to all new Region and MCESG Commanding Officers within 30 days of assumption of command and issue certificates of attendance.
3. Attend the monthly installation CMG meetings in accordance with the references and maintain the MCESG CMG attendance roster.
4. Conduct quarterly program audits including but not limited to; unit websites, resources, SAPR posters, policy statements, CEUs, annual training requirement completion rates, and complete all higher headquarter SAPR-related tasks.
5. Interview all SAPR VA applicants, review and submit completed applications to D-SAACP, and main all application files and SAPR training certificates for self and unit SAPR VAs.
6. Serve as the SAPR SME and functional area inspector on the MCESG Command Inspection Team.
7. Immediately report to the CO, MCESG any SAPR personnel who are arrested, accused of a violation, named in a compliant, or subject of an investigation.
8. Upon receipt of adequate information of unrestricted to third-party report of sexual assault make the required voice report to the Marine Corps Operations Center, draft the appropriate

OPREP-3 to be released, and prepare the 8-day brief. Exception to policy is required in the draft and releasing of the 8-day brief as commands utilizing the Department of State "OpenNet" do not have access to the Headquarters, Marine Corps SharePoint online sites to complete this requirement internally.

SAPR VA

1. During the conduct of SAPR duties, your role as a SAPR VA is your primary responsibility and will take precedence of any other task unless otherwise directed by the CO, MCEG.
2. Provide immediate support to all victims or suspected victims of sexual assault.
3. Conduct safety assessments during each encounter with a victim of sexual assault.
4. Report all allegations of sexual assault to the MCEG SARC once the victim is determined to be in a safe state. Strict adherence victim privacy and confidentiality is imperative as victim reporting preference must be given.
5. For SAPR eligible victims filing a report of sexual assault, the supporting SAPR VA will discuss all reporting options with the victim. SAPR VAs will go through the DD Form 2910 with each victim either in-person, telephonically, or via a video-conferencing solution such as Microsoft Teams, Adobe Connect, WhatsApp, Facetime, etc. While unrestricted reports of sexual assault are guaranteed to be investigated, SAPR VAs will not unduly influence or interfere with victim preference.
6. Provide pertinent details of all allegations of sexual assault to the MCEG SARC in order to make the required voice reports, OPREPs, and 8-day briefs. The MCEG SARC at the discretion of the MCEG CO, will determine what information will be provided in these reports.
7. Complete the minimum prescribed CEUs per year as outlined in the references and provide a quarterly update to the MCEG SARC.
8. Provide quarterly reports and training completion rosters to the MCEG SARC on all SAPR education and related activities. The SAPR course, SAPR VA name, credential number and expiration date must be listed on all training rosters to ensure only current SAPR VAs are providing SAPR education.

MCEG Adjutant. Support all SAPR administration related functions to include the sequential numbering and release of SAPR related OPREPs.

MCEG Operations. Coordinate with the MCEG SARC and MCEG SAPR VAs to ensure all HQMC SAPR approved annual training requirements are captured on MCEG and subordinate unit training plans/schedules.