



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1752.5A
SAPR

SEP 03 2020

AIR STATION ORDER 1752.5A

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

Subj: MARINE CORPS AIR STATION BEAUFORT SEXUAL ASSAULT PREVENTION AND
RESPONSE PROGRAM STANDARD OPERATING PROCEDURES

Ref: (a) MCO 1752.5C
(b) DoDI 6495.02
(c) DoDI 6495.03
(d) MCO 3504.2A
(e) SECNAVINST 1752.4C
(f) Manual for Courts-Martial (2019)
(g) MCIEAST-MCB CAMLEJO 1752.5A
(h) NAVMC 1752.5

Encl: (1) Case Management Group Roles and Responsibilities

1. Situation. To implement Department of Defense (DoD), Marine Corps, and Marine Corps Installations East policy and procedural guidance regarding the Sexual Assault Prevention and Response (SAPR) Program. This Order provides information, policies, and procedures as they relate to the Marine Corps Air Station (MCAS) Beaufort SAPR Program.

2. Cancellation. ASO 1752.5.

3. Mission

a. To establish policy and procedures for responding to sexual assault incidents involving personnel stationed aboard MCAS Beaufort. Situations not covered in this Order shall be addressed per the references.

b. Marines take care of their own, both on the battlefield and in garrison. Every Marine shall understand what constitutes sexual assault and understand its incompatibility with Marine Corps values. These crimes are punishable under the Uniform Code of Military Justice, as well as federal and state laws. Marines must demonstrate the strength and courage to step up and take action to protect their own. Together, we shall 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. Victims of sexual assault shall 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, and psychological) and social services, unless care is refused. Consideration 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

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SEP 03 2020

of an unrestricted report: the unit commander, the Provost Marshal's Office (PMO), or Naval Criminal Investigative Service (NCIS)). Victim safety is paramount at all times. Victims who choose to make a restricted report per the references will have their choice honored to the fullest extent. Victims who elect to report must feel confident their personal safety will be protected, and that they are protected from coercion, ostracism, reprisal, or discrimination.

(2) Concept of Operations. While victims have two methods of reporting sexual assault (restricted and unrestricted), they are encouraged to complete unrestricted reports to achieve the objectives in reference (a). Regardless of the method of reporting, all sexual assault victims will have access to a SAPR Victim Advocate (VA) and provided care, counseling, and advocacy under the guidance of the Sexual Assault Response Coordinator (SARC). The SARC shall be notified within 24 hours of all cases that occur on and off of the Installation by calling the 24/7 Sexual Assault Support Line at (843) 321-6009.

(a) Scheme of Maneuver. A SARC and SAPR VAs are assigned to this Installation and are on call 24/7 to assist victims of sexual assault. The Installation shall utilize healthcare personnel from Naval Hospital Beaufort (NHB) or, if the victim so desires, civilian medical facilities. SAPR VAs and the SARC are responsible for ensuring that eligible military members and non-military members who are victims of sexual assault gain access to needed resources. The SAPR team (SARC and SAPR VAs) shall man the 24/7 Sexual Assault Support Line. When sexual assault involves domestic violence or child abuse, the SARC or SAPR VA will provide support until a proper hand-off is conducted with a VA from the Family Advocacy Program (FAP) for further care and advocacy.

(b) Tasks. The Command shall treat all reported sexual assault incidents seriously by following proper guidelines per the references. The information and circumstances of allegations will only be disclosed on a need-to-know basis.

1. Commanding Officer, Headquarters and Headquarters

Squadron

a. Publish a command policy letter regarding SAPR and display it in high traffic areas throughout the Command.

b. Publish a command standard operating procedure to establish the appropriate response to sexual assault reports.

c. Maintain a minimum of two trained and appointed VAs. Notify the Installation SARC and Headquarters Marine Corps SAPR Office upon the revocation of a VA appointment.

d. Ensure VAs complete the required 16 hours of annual refresher training.

e. Receive a SAPR Command Resource Brief from the Installation SARC within 30 days of assuming command.

f. Reiterate a "zero-tolerance" policy on sexual assault and the potential consequences for those who violate the law.

g. Recognize changes in the organization's climate regarding inappropriate behavior and respond with proper action towards any negative trends that may emerge regarding sexual assault. Discourage service members from participating in "barracks gossip" or "grapevine speculation" about cases or investigations. Remind members that discussion of alleged sexual assault may compromise an ensuing investigation.

h. Ensure annual training on sexual assault awareness and prevention for all personnel attached to or serving with the unit, including civilian employees, is conducted. Additionally, information about SAPR services shall be provided by the SAPR VA during welcome aboard briefs and unit check-in/check-out.

i. Ensure all appropriate efforts are taken to keep victims safe, to include issuing or coordinating the issuance of a Military Protective Order (MPO) and separating the victim and offender.

j. Refer all actual, suspected, or alleged reports of sexual assault to the NCIS.

k. Safeguard the rights of the accused and preserve the integrity of a full and complete investigation, to include limitations on any formal or informal investigative interviews or inquiries by personnel other than those assigned to the Military Criminal Investigation Organization (MCIO) conducting the investigation.

l. Notify the MCAS Beaufort SARC of all alleged reports of sexual assault within 24 hours.

m. Collect only necessary information, such as the victim's unit, location/time of the incident, and unit and/or description of the suspect. Do not ask detailed questions or pressure the victim or SAPR VA for responses or information about the incident. Information necessary for all reports can be obtained from law enforcement and/or the MCAS Beaufort SARC.

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

o. For allegations of sexual assault, do not automatically suspend or recommend revocation of the victim's security clearance access, understanding that the victim may be satisfactorily treated for their related trauma without compromising their security clearance.

p. Attend the monthly Case Management Group (CMG) meetings when there is an open, unrestricted report of sexual assault. Per reference (c), this responsibility cannot be delegated.

q. Provide the victim with updated information from the CMG meeting within 72 hours. Per reference (c), this responsibility cannot be delegated.

r. For all allegations of a sexual assault reported to the Command that will generate media interest, immediately notify the MCAS Beaufort Communication Strategy and Operations office to establish proper protocols in dealing with the media.

s. In the event a sexual assault victim is assessed high risk, ensure compliance with reference (c) by initiating a High Risk Response Team (HRRT) meeting. The responsibility of the members to attend and actively participate in the HRRT meetings shall not be delegated.

t. Ensure an OPREP-3/Serious Incident Report is completed on all reports of sexual assault in accordance with references (b) and (d).

u. Commanders are required to submit an 8-Day Incident Brief within eight calendar days for all unrestricted reports of sexual assault per references (g) and (h). The brief is initiated by a signed Victim Reporting Preference Statement or an investigation by a MCIO (i.e., NCIS), and assignment of a case control number.

v. Ensure the victim is advised of the expedited transfer process to include expedited transfers for SAPR-eligible dependents and facilitate the expedited transfer when requested by the victim via the SARC.

2. Installation Sexual Assault Response Coordinator

a. Obtain an appointment letter from the Installation Commander upon assumption of command.

b. Maintain copies of all appointment letters, to include credentialing for all assigned SAPR VAs.

c. Inform the Installation Commander of all reports of sexual assault, including restricted reports, within 24 hours.

d. Notify the victim's commander within 24 hours of a new unrestricted report.

e. Obtain initial contact information about the victim from the SAPR VA for input in the Defense Sexual Assault Incident Database (DSAID) within 48 hours, or as soon as practicable, of a filed report of sexual assault.

f. Enter initial case information in DSAID within 24 hours of initial victim contact.

g. Co-facilitate the monthly CMG meeting to review all open, unrestricted reports of sexual assault. The cases are reviewed to facilitate monthly victim updates, quality assurance of services provided, and systematic coordination. Schedule CMG monthly meetings and maintain meeting minutes.

(1) Maintain current procedures for the monthly CMG per references (a) and (c).

(2) Ensure CMG members are informed of all procedures and processes pertaining to the CMG meeting.

h. In the event a HRRT is needed, notify the Installation Commander immediately.

(1) HRRT reports shall be maintained separately in a HRRT binder.

(2) At the monthly CMG, provide both an aggregate total of newly initiated HRRT and address the status of ongoing courses of action as cases are reviewed.

i. Chair the quarterly Sexual Assault Response Team meeting to address process improvements, prevention efforts, systematic issues, and local Memorandums of Understanding. This meeting consists of CMG members, local community partners, and law enforcement entities. Maintain meeting minutes, agendas, and provide regular updates to the Installation Commander.

j. Develop comprehensive Sexual Assault Awareness Prevention campaigns for Sexual Assault Awareness and Prevention Month and other planned activities.

k. Maintain monthly liaison with NHB, ensuring proper medical support for sexual assault victims.

l. Coordinate with the S-6 to ensure the Command's SAPR webpage is current, support information is accurate, and the Installation 24/7 Support Line and DoD Safe Helpline phone numbers are accurately displayed.

m. Coordinate with Marine Corps Community Services South Carolina to ensure its webpage displays current and accurate SAPR support information, the Installation 24/7 Sexual Assault Support Line number, and DoD Safe Helpline number.

n. Coordinate with the FAP when a sexual assault occurs as a result of domestic abuse, domestic violence, or involves child abuse.

o. Ensure a Command team SAPR resource brief is provided to the Commanding Officer (CO), Executive Officer, Sergeant Major, and Chaplain within 30 days of the CO assuming command.

p. Maintain and review this Order annually to ensure it is aligned with established policies.

(d) Coordinating Instructions. Refer to all references and the enclosure.

5. Administration and Logistics. Questions pertaining the contents of this Order shall be directed to the Installation SARC, MCAS Beaufort.

6. Command and Signal

(a) Command. This Order is applicable to MCAS Beaufort, its subordinate commands, and applicable tenant commands.

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



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Case Management Group Roles and Responsibilities

1. A request for information will be sent to each CMG member of cases to be discussed to enable prior review of services provided, ongoing needs, areas of improvement, command climate, and other related issues under their cognizance one week prior to the scheduled CMG.
2. CMG members, to include Command SARCs, will return updates to the Installation SARC (Installation SARC) by the Monday before the scheduled CMG.
3. Prior to the CMG, the Installation SARC will complete a CMG Case Review slide for every open unrestricted case. This information can be gathered from DSAID and from all other individuals providing support services to the victim. Cases are reviewed until the victim is no longer receiving military support services and the legal case has been adjudicated.
 - a. Command SARCs will submit their slides to be reviewed by the Installation SARC.
 - b. Presentation slides are due by noon the Monday prior to the CMG using the MCAS Beaufort presentation slide template.
 - c. The Installation SARC will proof and compile all slides into one comprehensive PowerPoint and forward the final copy to 2d Marine Aircraft Wing SARCs no later than the Tuesday prior to CMG.
 - d. The Installation SARC will notify the CO and SAPR VA (if applicable) of the date and time of the CMG via email.
 - e. The Installation SARC will prepare a draft agenda for all cases to be presented on the Monday prior to CMG. Cases will be scheduled in five-minute intervals.
 - f. The Installation SARC will send the agenda to the CMG chair no later than the Tuesday prior to the CMG.
 - g. The Installation SARC emails invitations to regular members of the CMG to include Command SARCs, SAPR VAs, Staff Judge Advocate, Chaplain, NCIS, PMO, Criminal Investigation Division, healthcare personnel and mental health counseling (if applicable).
4. It is the responsibility of Command SARCs to invite the CO and the SAPR VA (if applicable) of the Marine or Sailor who was assaulted.
5. All open, unrestricted cases will be reviewed utilizing the case review form. The Installation SARC will lead the discussion opening the presentation with case number and last name. Briefs will be conducted in the following order:
 - a. Command SARC.
 - b. NCIS.
 - c. Highly Qualified Expert (SARC may brief in absence).
 - d. Victim Legal Counsel (VLC).

- e. Medical (if applicable).
- f. SAPR VA.

6. CMG Protocol

a. All members are required to report 15 minutes prior to the start of the meeting.

b. Opening

- (1) Attendance will be taken.
- (2) A confidentiality statement will be read.

c. The CMG Chair will ask the CMG members if the victim, victim's family members, witnesses, bystanders (who intervened), SARCs and SAPR VAs, responders, or other parties to the incident have experienced any incidents of retaliation, reprisal, ostracism, or maltreatment. If any allegations are reported, the CMG Chair will forward the information to the proper authority or authorities (e.g., MCIO, Inspector General, and Military Equal Opportunity). Discretion may be exercised in disclosing allegations or retaliation, reprisal, ostracism or maltreatment when such allegation involve parties of the CMG. Retaliation, reprisal, ostracism or maltreatment allegations involving the victim, SARCs, and SAPR VAs will remain on the CMG agenda for status updates, until the victim's case is closed or until the allegation has been appropriately addressed.

d. The CO and assigned SAPR VA must attend the CMG for all active cases. The victim's immediate commander is required to serve as a member of the CMG. The responsibility for CMG members to attend the CMG shall not be delegated.

e. The CO will provide the following information as applicable and needed:

- (1) Has an MPO been issued?
- (2) Status of investigation or legal proceedings if known.
- (3) If retaliation has been reported, what actions have been taken?
- (4) Is the CO updating the victim?

f. If the SARC is serving as the VA, he or she must attend the CMG.

g. SAPR VAs will provide the following updates:

- (1) Is the VA making regular contact?
- (2) Is the victim using VA services?
- (3) Does the victim have a VLC?
- (4) Are there any safety concerns?
- (5) Has the victim experienced retaliation?

h. Other pertinent information to be shared:

(1) Pending expiration of active service date or permanent change of station orders of victim or suspect.

(2) Change in SAPR VA.

(3) Upcoming deployment.

i. All members will come prepared to brief their cases.

j. Cases will be reviewed in the order that they are scheduled. All cases opened in unrestricted reports will be presented/opened, reviewed, transferred, and closed at the CMG and noted in the minutes. SARC's are to note on the slide "CLOSED."

7. The Installation SARC will complete the minutes from the CMG. The minutes will be stored in the Installation SARC's office.

a. The Installation SARC will forward the meeting minutes to the CMG Chair for review and approval, to include CO absences, within two business days.

b. The CMG Chair will contact any absent CO to determine if the absence is excused and will notify the Installation SARC.

8. The Installation SARC will compile statistics related to the CMG and SAPR Program.