



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:

1700

MFC-3

07 SEP 2011

From: Commandant of the Marine Corps
To: Distribution List

Subj: OPERATIONS EVENT/INCIDENT REPORT (OPREP-3) REQUIREMENTS FOR
INCIDENTS OF SEXUAL ASSAULT

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

1. Headquarters Marine Corps (HQMC), Sexual Assault Prevention and Response (SAPR) has identified a lack of consistency in completing the required OPREP-3 Serious Incident Report (SIR).
2. In accordance with the references, reporting a sexual assault using the OPREP-3 SIR is a Commander's responsibility. Per reference (a), Commanders are required to submit an OPREP-3 SIR in the event of an incident of actual, suspected, or alleged sexual assault. Reference (b), provides specific procedures for reporting a sexual assault using an OPREP-3.
3. Marine Corps units assigned or under the operational control of a combined, joint, or other service component Headquarters, will report in accordance with that Headquarters' requirements and include Commandant of the Marine Corps, Plans, Policies, and Operations (CMC WASHINGTON DC PPO) as an information addressee.
4. Point of contact for this letter is Ms. Melissa Cohen, HQMC SAPR Section Head, (703) 432-9357 or e-mail melissa.cohen@usmc.mil.

A handwritten signature in black ink, appearing to read "R. F. Heidelund", is positioned above the typed name and title.

R. F. HEDELUND
Director
Marine and Family
Programs Division

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Subj: CLARIFYING GUIDANCE FOR OPERATIONS EVENT/INCIDENT REPORT
(OPREP-3) REQUIREMENTS FOR INCIDENTS OF SEXUAL ASSAULT

CG MCRD/WRR
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CO Camp Allen
CO HQBN HH
CO MARBKS 8TH & I
CO MCAS Beaufort
CO MCAS Cherry Point
CO MCAS Iwakuni
CO MCAS Miramar
CO MCAS New River
CO MCAS Yuma
CO MCB Camp Lejeune
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