United States Marine Corps

Sexual Assault Prevention & Response Program

8-Day Brief User Guide

V 2.0 2/11/2014

1. 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.

2. 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.

3. 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

4. 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.

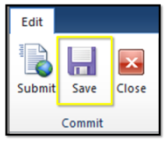

Figure 1

5. 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.

6. Click the 'Close' button to close the form. (Figure 2)

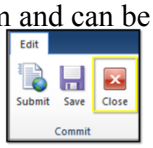

Figure 2

7. 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.

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

9. Click the 'SAPR 8-Day Brief Submissions' link. (Figure 3)
   Locate the correct 8-Day Brief and click to open.

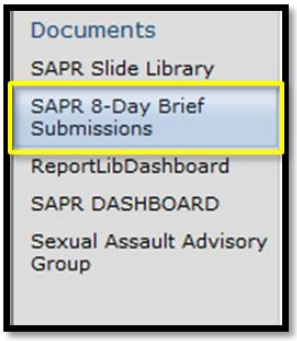

Figure 3

10. 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.

11. 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.

12. 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.

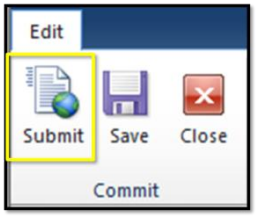

Figure 4

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.

8-Day Brief User Guide: FAQs

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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.

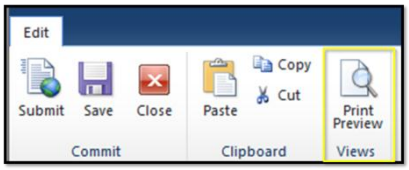
Please Note: If any edits to the "Unit Submitting" or the "DSAID Case Number" data fields are made on a brief that has already been submitted, a new brief will be created. If this occurs, you must contact Maj Koeneman (peter.koeneman@usmc.mil) or Ms. Evans (cynthia.evans@usmc.mil) to acknowledge the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