



UNITED STATES MARINE CORPS
FLEET MARINE FORCE, ATLANTIC
MARINE FORCES COMMAND
MARINE FORCES NORTHERN COMMAND
1775 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-2400

IN REPLY REFER TO
MARFORCOMO 1752.2
SAPR

APR 21 2025

MARINE FORCES COMMAND ORDER 1752.2

From: Commander

To: Distribution List

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

Ref: (a) DODD 6495.01
(b) DODI 6495.02
(c) SECNAVINST 1752.4C
(d) MCO 1752.5C
(e) MCO 3504.2A
(f) NAVMC 1752.5

Encl: (1) SAPR Program Standard Operating Procedures (SOP)
(2) FMFLANT and MARFORCOM SAPR Resources

1. Situation. This Order provides policies and procedures to implement and manage the Fleet Marine Force, Atlantic (FMFLANT); U.S. Marine Forces Command (MARFORCOM); Marine Forces Northern Command (MARFOR NORTHCOM) Sexual Assault Prevention and Response (SAPR) Program for response, reporting, advocacy, command requirements, and training procedures within all areas, during exercises and while forward deployed. Every Marine, Sailor and civilian within FMFLANT; MARFORCOM; MARFOR NORTHCOM will become familiar with this document and be prepared to execute as required. They must be aware of what actions constitute sexual assault, the consequences of such behavior, and possess the tools to act appropriately when witnessing situations or behaviors to prevent such criminal acts from occurring.

2. Cancellation. MARFORCOMO 1752.1

3. Mission. The safety and well-being of all FMFLANT; MARFORCOM; MARFOR NORTHCOM personnel is fundamental to our mission. Any attack or assault, especially a sexual assault, strikes our very core and impacts everyone. We must aggressively seek to prevent such assaults, both on the field in combat and in garrison. We must be ready to respond to the needs of the victim, seek out the right individuals for SAPR billets and to execute the requirements within the required timelines. Situations not covered in this Order are detailed within references (a) through (h).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Sexual assault is a crime prejudicial to good order and discipline. Any behavior or actions that support, encourage or influence such acts will not be tolerated within FMFLANT and MARFORCOM; MARFOR NORTHCOM. Strong leadership is key to sexual assault prevention and

small unit leaders must conduct, support and encourage open dialogue about risk and protective factors associated with sexual assault. All commanders, Senior Enlisted and Staff Non-Commissioned Officers (SNCO) will establish a strong and cohesive command climate that reinforces zero tolerance for sexual assault and encourages Marines to know and utilize their resources. Victims of sexual assault will be treated with sensitivity, decency and respect. Victims will be offered and supported in receiving appropriate medical, emotional, spiritual and psychological care. Victim safety is paramount, and all opportunities will be taken to screen and address safety concerns and potential situations that can contribute to any forms of retaliation, coercion, ostracism, discrimination or reprisal. All SAPR personnel, witnesses, responders, bystanders and any other parties to the crime shall be protected from such retaliation.

(2) Concept of Operations

(a) For the purpose of the SAPR program, Commanders are defined as all Commandant of the Marine Corps-approved Command screened and slated O-5 and above commands.

(b) The term SAPR Victim Advocate (VA) will be used to describe the role of all personnel who fulfill the role as a victim advocate in accordance with reference (b).

(c) SAPR program applies to all:

1. Active duty and reserve Service members, to include those who were sexually assaulted prior to enlistment or commissioning. Support shall be provided to Service members regardless of when or where the incident occurred.

2. Military dependents 18 years of age or older who are eligible for treatment in the military healthcare system, at installations in the continental United States (CONUS) or outside of the continental United States (OCONUS), and who were victims of sexual assault perpetrated by someone other than a spouse or intimate partner.

(d) Department of Defense (DoD) civilian employees and their family members; and U.S. citizen DoD contractor personnel who are authorized to accompany the Armed Forces in a contingency operation OCONUS shall be provided limited medical and SAPR services. Limited SAPR services will be offered to non-SAPR-eligible victims in accordance with reference (c). Non-eligible SAPR victims will be referred to the Installation SARC for resource and referrals.

(e) Reporting Options

1. Restricted Reporting. Reporting option allows a sexual assault victim to confidentially disclose the assault to specified individuals (i.e. SAPR Coordinator, SAPR VA, and (healthcare personnel (Not applicable to California and facilities outside of military installations)), and receive medical treatment including emergency care, counseling, and assignment of a SARC and SAPR VA, without triggering an official investigation. The victim's report provided to healthcare personnel (including the information acquired from a Sexual Assault Forensic Exam (SAFE) kit), SARCs, or SAPR VAs will NOT be reported to law enforcement or to the command to initiate the official investigation process unless the victim consents or an established EXCEPTION is exercised in accordance with reference (a). Only a SARC or SAPR VA may receive a Restricted Report.

2. Exception Applicability. The SARC shall evaluate the information provided and determine whether an exception may apply. The SARC shall consult with the MARFORCOM Staff Judge Advocate (SJA), using non- Personally Identifiable Information (PII), to make the appropriate

determination before applying an exception, unless immediate danger is assessed. If an exception is applied for serious or imminent danger, the High-Risk Response Team (HRRT) must convene to address the issue.

3. Unrestricted Reporting. An Unrestricted Report is made by the victim's election to file via the DD 2910. This reporting option allows a victim of sexual assault to receive command support, medical treatment, counseling, advocacy, VLC, the option to request an expedited transfer, and an official investigation initiated on their behalf. A Restricted Report is not an option if an Military Criminal Investigative Organization (MCIO) has initiated an investigation and created a case number, there is no Restricted Report on file, and the SARC is notified in accordance with reference a. Additionally, an official report may also be initiated by an MCIO when an adult sexual assault investigation has been opened.

(f) Sexual Assault. Intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority, or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific Uniform Conduct of Military Justice (UCMJ) offenses: rape, sexual assault, aggravated sexual contact, sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses.

(g) Consent. Freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance does not constitute consent. Submission resulting from the use of force, threat of force, or placing another person in fear also does not constitute consent. A current or previous dating or social or sexual relationship by itself or the current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent. A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent if the subject makes a fraudulent representation that the sexual act serves a professional purpose or induces a belief that the subject is another person. All the surrounding circumstances are considered when determining whether a person gave consent. A person's previous sexual acts, experiences, and/or history does not constitute consent.

(h) Confidential Communications. Oral, written, or electronic communications of PII concerning a sexual assault victim and the sexual assault incident provided by the victim to the SARC, SAPR VA, or healthcare personnel in a Restricted Report. This confidential communication includes the victim's SAFE kit and its information.

(i) Disclosure Limits

1. Disclosure of confidential information, including those made under the authority of the exceptions to confidentiality, shall be limited to information necessary to satisfy the purpose of the exception. Unless the victim authorizes the disclosure in writing, no further disclosure shall be made.

2. If a non-victim, non-witness goes to the SARC or SAPR VA for advice and discloses that a victim has come to them, this is not considered a disclosure and does not require a report to the command. If a third party reports to the SARC or SAPR VA, the SARC will attempt to contact the victim, and the SAPR VA will contact the SARC for further guidance. A SARC or SAPR VA cannot be a third-party reporter, unless the person reporting is the offender or the SARC or SAPR VA has witnessed the crime.

(j) Improper Disclosure. If the SARC, SAPR VA, or healthcare provider makes an unauthorized disclosure of a confidential communication, disciplinary action under the Uniformed Code of Military Justice (UCMJ), administrative action, and/or suspension or revocation of Defense Sexual Assault Advocate Certification Program (D-SAACP) certification may occur. No additional confidential communications may be disclosed unless the victim authorizes that disclosure in writing, or another exception herein applies. Unauthorized disclosure has no impact on the status of a Restricted Report. Refer to enclosure (1) Appendix D, for D-SAACP suspension/revocation protocol and the requirement for a contingency plan.

(k) Disclosure of Collateral Misconduct. When disclosed by the victim, to the SARC and/or SAPR VA, collateral misconduct related to the sexual assault committed by the victim is considered confidential communication and shall not be disclosed unless confidentiality exceptions apply. This does not include offenses committed at an earlier or later time unrelated to the sexual assault incident.

(l) Independent Investigations. Independent investigations are not initiated by the victim. If information about a sexual assault comes to a commander's attention, from a source other than the SARC, a victim who has elected Restricted Reporting or where no election has been made by the victim, that commander shall report the matter to the Naval Criminal Investigative Service (NCIS), and an official (independent) investigation may be initiated based on the independently acquired information in accordance with reference (d).

(m) FMFLANT and MARFORCOM; MARFOR NORTHCOM

1. Appoint a MARFORCOM; MARFOR NORTHCOM SARC, per selection criteria outlined in reference (d). At minimum, one command SARC, who is the civilian rank of NAF-05; or an Active-duty service member that is the rank of Major (Maj), Chief Warrant Officer (CWO) Three or above when the civilian SARC billet is vacant. The SARC shall be a Special Staff Officer supervised by the Office of Chief of Staff (OCOS).

2. Establish and sign a command order/SOP for all SAPR functions that will be reviewed annually and updated as needed. The SOP will incorporate items including but not limited to: defining the "who," "what," "where," and "how" pertaining to SAPR responsibilities within the Area of Responsibility (AOR) encompassing all subordinate training units and detachments, identifying any applicable Memorandum of Agreement (MOA), specific unit-based 24/7 SAPR VA response protocols, transportation protocols, 24/7 SAPR VA communication protocols, reducing conflicts of interests for SAPR VAs, and education requirements. If the higher headquarters (HHQ) order/SOP executes all identified areas within the local commuting area, then adoption of the HHQ SOP is sufficient. If adopted, generate a 1-page policy letter to officially complete this process. If a unit is geographically separated from the HHQ, generate a 1-page policy letter and include localized protocols with resources specific to the given location. All 1-page policy letters will be reviewed annually and updated as needed. TRNGCMD SARC and TECOM SARC may be consulted to review drafts and updates to SAPR SOPs.

3. Evaluate SARC performance of SAPR procedures and program implementation IN ACCORDANCE WITH HQMC SAPR guidance. Commander, at minimum, shall be the reviewer on all performance evaluations. The SARC will serve as the command Subject Matter Expert (SME), trainer, and program coordinator in accordance with reference (d).

4. Publish and post a command policy statement within 90 days of assuming command, in accordance with reference (d).

5. Maintain the required SAPR personnel certificate, training and “Supervisor and Commander Statement of Understanding”, documentation in accordance with reference (d).

6. Provide adequate staffing and logistical support, (e.g. office space with a locking door, computer access, telephones for domestic and international calls, cell phone), as well as the reimbursement of incidental expenses (e.g. mileage and parking fees).

7. Notify MF SAPR within 24 hours of having knowledge of a situation where a certified SARC or SAPR VA has been accused of a violation, named in a complaint or is subject of an investigation in accordance with reference (d). Ensure the command has a contingency plan when a SARC or SAPR VA is investigated; revocation, suspended or reinstated.

(m) All units will have a minimum of two SAPR VA who are ranked Sergeant (Sgt) or higher to always provide a 24/7 response capability.

(n) A contingency plan for response shall be established prior to a SARCs and/or SAPR VA taking leave, deploying or going on exercise. The command SARC must be notified whenever there is a change in a SAPR VAs availability or when they will support an exercise or be deployed.

(o) Prevention must be a priority. All efforts will be made to complete annual training IN ACCORDANCE WITH reference (d) and conduct on-going mentorship and training as it relates to mitigating risk and promoting protective factors associated with sexual assault.

b. Subordinate Element Missions

(1) FMFLANT and MARFORCOM; MARFOR NORTHCOM subordinate units will ensure compliance with this order and all policies and directives governing the SAPR program. Requirements for program execution are specifically outlined in enclosure (1). Resources can be referenced in Enclosure (2) and obtained through their unit command SARC or supporting Installation SARC.

(2) Headquarters Service Battalion, FMFLANT and MARFORCOM; MARFOR NORTHCOM

(a) Commanding Officer (CO) shall complete all commander requirements in accordance with reference (d) on behalf of the Commander of FMFLANT and MARFORCOM; and provide a sexual assault prevention and response capability that includes the FMFLANT and MARFORCOM Command Element (CE).

(b) Appoint two SAPR VAs within HQSVCBN, FMFLANT and MARFORCOM; MARFOR NORTHCOM and two SAPR VAs who are assigned to the FMFLANT and MARFORCOM CE.

1. Monitor the status of their D-SAACP certification to ensure full compliance during their appointment.

2. Ensure SAPR VA and SARC posters are posted throughout all common areas.

(c) Ensure personnel assigned to the FMFLANT and MARFORCOM CE meet face-to-face with a SAPR VA as part of the check-in/check-out process; and are involved in all scheduled unit new-join briefs.

(d) Publish a training plan for all required annual SAPR training for HQSVCBN, FMFLANT and MARFORCOM; MARFOR NORTHCOM that includes the FMFLANT and MARFORCOM CE.

Ensure the training plan captures all SAPR annual training curriculums, pre- and post-deployment training; and is conducted by a D-SAACP certified and appointed SARC or SAPR VA in accordance with reference (d) with a maximum capacity of 30 personnel per training session.

(e) Release Operation Report-3/Serious Incident Reports (OPREP-3/SIR) in accordance with reference (e) and notify the FMFLANT and MARFORCOM SARC of the date and time of release in accordance with reference (d).

(f) Submit an 8-Day Incident report in accordance with reference (d) for FMFLANT and MARFORCOM CE and HQSVCBN, FMFLANT and MARFORCOM; MARFOR NORTHCOM. Submission of 8-Day Incident reports shall not be delegated beyond the Commanding Officer (CO). Coordinate with the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC for support with obtaining Gear Locker access for submitting 8-Day Incident reports to Marine and Family (MF), SAPR Branch, Use the FMFLANT and MARFORCOM 8-Day brief for the in-person command brief in Appendix F.

(g) Maintain all required SAPR documentation, to include appointment letters, D-SAACP certificates, SAPR VA training certificates, SAPR annual training rosters in accordance with reference (d).

(h) Attend the Installation Case Management Group (CMG) for all cases of sexual assault involving victims that belong to HQSVCBN, FMFLANT and MARFORCOM; MARFOR NORTHCOM and FMFLANT and MARFORCOM CE. Attendance shall not be delegated beyond CO in accordance with reference (a) and (d). An acting letter will be required for an alternate who is attending on behalf of the CO.

(i) Address all victim safety concerns. Be prepared to stand up a HRRT within 24 hours of a victim being assessed as high risk. Coordinate with the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC and required key stakeholders in accordance with reference (b) and (d). Follow procedures outlined in Chapter 1 and reference (f).

(j) Take all precautions to protect the victim's privacy by limiting access to information to only those with an official need-to-know, in accordance with reference (d).

(k) Protect all victims, SARCs, SAPR VAs, bystanders and witnesses of sexual assault from coercion and retaliation (restriction, reprisal, ostracism, and maltreatment).

(l) Process all Expedited Transfers for Active-Duty members and Dependents over the age of 18. Follow procedures outlined in reference (f).

(3) Sexual Assault Response Coordinator (SARC) and SAPR VA. All SAPR personnel shall uphold their responsibilities outlined within enclosure (1), Chapter 2.

(4) Staff Judge Advocate (SJA)

(a) Support and advise Commanders and the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC on the implementation of SAPR policies to ensure compliance with all orders, regulations, and laws.

(b) Provide guidance and support to the FMFLANT; MARFORCOM; MARFOR NORTHCOM SARC regarding exceptions to restricted reports, retaliation, and any other circumstances related to sexual assault reports and/or policy.

(c) Provide sexual assault case updates and disposition results to the SARC.

(d) Participate in the HRRT for victims who have been identified as high risk in order to provide guidance to the chairing Commander.

(e) Obtain Defense Sexual Assault Incident Database (DSAID) case control numbers from the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC.

(5) Deployment Readiness Coordinator (DRC)

(a) Ensure SAPR program information and points of contact included on Unit, Personal, and Family Readiness Program (UPFRP) websites, publications or newsletters are up to date.

(b) Ensure all Active Duty and civilians who approach the DRC for services are informed of the confidentiality limitations. Disclosure about a sexual assault may result in a third-party report or the DRC being considered a witness.

(6) Chaplain. Ensure victims of sexual assault are aware of their option to meet with a SAPR VA or SARC.

(7) AC/S G-1. Maintain the required SAPR documentation within official correspondence files (i.e. appointment letters).

(8) AC/S G-3/5 and G7. Provide FMFLANT; MARFORCOM; MARFOR NORTHCOM SARC with POCs for coordinating response during deployments and exercises.

(9) AC/S G-6. Provide the SARC with an independent printer/copy machine and a cellular phone that is linked to the SARC's usmc.mil account. Ensure the SARC has mobile tether capability to allow the SARC to operate after-hours and access the required SAPR websites.

(10) All Marines/Sailors/Civilians

(a) Ensure all victims of sexual assault are treated with dignity, sensitivity, and respect.

(b) Complete all required SAPR annual training in accordance with references (b) and (d).

(c) Use active bystander intervention techniques to help someone who may be targeted for a sexual assault or to help someone who may not be thinking clearly from becoming an offender.

(d) Be familiar with the SAPR program and available resources in accordance with reference (d).

(e) Know how to contact a SAPR VA, SARC, and/or the Installation 24/7 Sexual Assault Support Line. If deploying or in receipt of Temporary Additional Duty (TAD) orders, become familiar with the resources and response capability at your intended destination.

c. Coordinating Instructions. Recommendations concerning the content of this Order are invited and should be forwarded by endorsement to the Commander, FMFLANT; MARFORCOM; MARFOR NORTHCOM via FMFLANT; MARFORCOM; MARFOR NORTHCOM SARC.

5. Administration and Logistics. The SAPR program shall be maintained per this Order and the Inspector General Functional Area Checklist (FAC) 1752.

6. Command and Signal

a. Command. This Order is applicable to all personnel assigned or attached to FMFLANT; MARFORCOM; MARFOR NORTHCOM and all subordinate units.

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



R. L. SHEA

DISTRIBUTION: A

ENCLOSURE 1
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Chapter 1

Commander's Requirements1. All Commanders

a. Publish a command-specific SOP to outline the implementation of the SAPR program per reference (d).

(1) The SOP shall include protocols for response, reporting, advocacy, training, and guidance for the command's area of responsibility. The SOP shall specifically address the following: collection of initial contact information and management of the VRPS; local response and reporting protocols for all supporting SAPR VAs, particularly if not co-located with the command; response protocol and reporting capabilities during exercises and deployments per reference (g), outline the protocol for providing the safety screening tool to the SARC; protocol for maintaining a roster of certified SAPR VAs that effectively tracks continuing education and proactively alerts the command of potential gaps in personnel; protocol to track annual SAPR training requirements per reference (d).

(2) Subordinate units may adopt the Higher Headquarters (HHQ) Order/SOP, as long as the command is located in the geographical area and is supported by the same resources. The CO must formally acknowledge the adoption of the HHQ Order/SOP in writing and address any nuances (See Chapter 4 for deployments/exercises) specific to the unit.

b. Immediately report all Unrestricted Reports and allegations of sexual assault to NCIS or the supporting MCIO per reference (a). Follow the protocol outlined in Enclosure (1), Chapter 3.

c. Become familiar with SAPR policy as it relates to reporting options, confidentiality, disclosure limits, improper disclosures, disclosures of collateral misconduct, independent investigations, victims' disclosure to another person and mandatory reporting of incidents of sexual assault per reference (d).

d. Attend the monthly CMG meeting in-person or via telephone for all unrestricted reports of sexual assault.

(1) Provide the victim with case update within 72 hours, per reference (d).

(2) When operational commitments or other exigent circumstances prevent the commander from participating at the monthly CMG, provide the designated acting commander with an acting letter and inform the SARC of their attendance in lieu of the commander.

(3) Senior Enlisted Advisors are encouraged to attend the CMG with the CO, however, are not authorized to attend in lieu of the CO.

e. Stand up a multi-disciplinary HRRT when a victim of sexual assault is assessed to be in a high-risk situation per reference (b) and (d).

(1) The HRRT shall be chaired by the victim's immediate commander and include the alleged offender's immediate commander, the victim's SARC and SAPR VA, NCIS, the SJA, the Victim and Witness Assistance Coordinator (VWAC) assigned to the case, victim's healthcare provider or mental health/counseling provider, and the personnel who conducted the safety assessment.

(2) The first assessment shall be reported to the Installation Commander, CMG chair, and CMG Co-chair within 24 hours of being activated. Weekly meetings shall occur until the victim's safety concern has been mitigated. Meeting minutes shall be maintained and provided to the Installation SARC per reference (f).

f. Establish unit protocol for completing Expedited Transfers for all Active Duty and SAPR-eligible dependents over the age of 18. Refer to Appendix E.

g. Establish a command climate that confronts inaccurate beliefs and values that cause, condone or reinforce any appearance of tolerance for sexual assault; establish clear standards for personal behavior, and hold offenders accountable under the UCMJ.

h. Continuously educate Marines, Sailors, and civilians on how to prevent incidents of sexual assault, while also encouraging victims and witnesses to report these crimes when they occur.

i. Promote zero tolerance for retaliation, reprisal, ostracism, coercion, sexual harassment and/or maltreatment. Protect the victim(s), SARC, SAPR VA, bystanders and witnesses of sexual assault from all forms of retaliation, as outlined above.

j. Establish command Staff Duty Officer (SDO) response protocol for sexual assault using Appendix C.

k. Protect the privacy of victims to the maximum extent possible. Ensure victim privacy is maintained by limiting access to information (e.g. incident reports, Military Protective Orders (MPO) to only those who have an official need-to-know, per reference (d). Scrub all OPREP-3/SIRs of any PII or information that could potentially identify a victim within the unit.

l. Empower members to intervene when the indication and environment for potential sexual assault exists. Encourage leaders at all levels to be aware that personnel who are sexually assaulted may be physically, mentally, and emotionally traumatized and wounded.

m. Publish a command policy statement, within 90 days of assuming command per reference (d).

n. Appoint at least 2 SAPR VAs per Battalion, using the selection criteria in reference (d).

(1) Assess the need for additional SAPR VAs based off command operational tempo.

(2) Ensure there are always two SAPR VAs available within the command. Establish a contingency plan when a SAPR VA will be deployed, TAD, etc.

(3) Notify the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC of any SAPR VA billet changes (PCS, EAS, Suspension, etc.) and when a SAPR VA deploys.

(4) Notify MARFORCOM; MARFOR NORTHCOM SAPR within 24 hours when a SAPR VA has been accused of a violation, named in a complaint or is the subject of an investigation per reference (f).

(5) Establish command protocol for SARC/SAPR VA violations and/or complaints; investigations, revocations, suspensions and reinstatements per reference (d) and (f). Refer to Appendix D.

o. Ensure the SARC/SAPR VA follow procedures outlined in reference (f) for the management of all Victim Reporting Preference Statements (VRPS) DD 2910.

p. Ensure all records (appointment letters, training rosters, DD 2910, etc) related to SAPR are maintained in accordance with reference (b) through (d) and (f).

q. Notify the FMFLANT and MARFORCOM SARC when the unit has composited with a II MEF ADHOC unit, Marine Expeditionary Unit (MEU) or when the unit attaches to another FMFLANT and MARFORCOM Regiment, etc.

r. Provide the FMFLANT and MARFORCOM SARC with the commands response protocol during exercises and deployments per Chapter 4.

s. Register for an eHQMC SharePoint account, within 30 days of assuming command, at: www.thegearlocker.org

t. Ensure SAPR VA posters are posted in all common areas and command websites display the Installation 24/7 Sexual Assault Support Line phone number, FMFLANT and MARFORCOM SARC or local supporting SARC information; and DoD Safe Helpline contact information.

u. Ensure SAPR VAs are included on the check-in/check-out sheet, notated with proper documentation, and are participating in the unit's new-join brief.

v. Adhere to all annual training requirements per reference (d).

(1) All SAPR annual training shall be conducted by a credentialed and appointed SAPR VA and/or SARC.

(2) SAPR training shall be facilitated in small groups, with the intent of promoting discussion and reducing stigma about sexual assault.

(3) All Marines and civilians shall participate in the SAPR annual training designated for their specific rank and grade.

(a) "Step-Up" Bystander Intervention training, for junior Marines E-1 – E-3.

(b) "Take a Stand" training, for Non-Commissioned Officers (NCO), E-4 – E-5.

(c) Annual training not specified above is required for all Marines E-6 and above.

(d) "One Team, One Fight" for all civilian personnel per reference (c).

(4) Pre-Deployment SAPR training shall be conducted for all deploying Marines per reference (d). Pre-Deployment will not satisfy annual training requirements per reference (d).

(5) All SAPR training, annual and specialized, shall be entered into MCTIMS using the correct codes.

(a) Annual Training: AT

(b) "Step Up" Bystander Intervention Training: SE

(c) "Take a Stand" NCO Training: SB

w. Release an OPREP-3/SIR for all reports of sexual assault per reference (e). An OPREP-3/SIR sample message is provided in Appendix B.

x. Submit an 8-Day Incident Report into the gear locker for all unrestricted reports of adult sexual assault. All subordinate commands that report to the Commander of FMFLANT; MARFORCOM; MARFOR NORTHCOM shall schedule an 8-Day Incident brief with the FMFLANT; MARFORCOM; MARFOR NORTHCOM OCOS and use Appendix F.

Chapter 2

SAPR Personnel Requirements1. FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC

- a. Shall be appointed in writing upon completion of all authorized, prerequisite training and D-SAACP certification. SARC shall have a completed background investigation with favorable results per reference (d).
- b. Shall complete 16 hours of Continuing Education (CE) training annually to obtain the required 32 CE hours for biennial D-SAACP certification. When scheduled, attend the HQMC Annual SARC training to complete continuing education requirements.
- c. Monitor day to day operations and reporting requirements within FMFLANT and MARFORCOM; MARFOR NORTHCOM, ensuring all facets of case management are conducted accurately and timely, to include DSAID entry within required timelines and the completion of all quality assurance reports per reference (g).
- d. Conduct ongoing assessment to ensure consistency and effectiveness of the SAPR program. Identify trends, systemic issues and best practices; develop appropriate action, as needed.
- e. Utilize the Marine Corps SARC structure instituted by MF SAPR to ensure consistent command support, timely flow of information and obtain non-supervisory oversight and mentorship by the Higher Headquarters SARCs per reference (d).
- f. Establish a turn-over binder with desktop procedures, develop protocols for accountability.
- g. Provide direct supervision of all SAPR VAs who are assigned to a sexual assault case.
- h. Provide the commander with requested data and analysis of SAPR related trends.
- i. Provide SARC support to all FMFLANT and MARFORCOM; MARFOR NORTHCOM units, to include site assist visits, assistance with the development of SOPs, annual training, etc.
- j. Collaborate with subordinate command SARCs and Installation SARCs to coordinate prevention efforts and activities.
- k. Maintain and provide a copy of the following documentation to the G-1: Appointment Letter, D-SAACP Credentialing Certificate, 40-hour Sexual Assault Victim Advocacy Training Certificate, SARC Training Certificate, DSAID Training Certificate, DD 2950/2950-1 Page 10, "Supervisor and Commander Statement of Understanding".
- l. Maintain a roster of certified SAPR VAs and actively track continuing education credits for all SAPR personnel by using a locally generated roster.
- m. Notify FMFLANT and MARFORCOM; MARFOR NORTHCOM subordinate commanders of their requirement to attend CMG each month when they have a Service member victim.
- n. Attend the monthly CMG meeting for all FMFLANT and MARFORCOM; MARFOR NORTHCOM cases.

- o. Conduct SAPR Resource Briefs for incoming Commanders. Coordinate with the units and Installation SARCs to ensure Commanders and command team personnel receive the SAPR Resource Brief within 30 days of the Commander assuming command.
- p. Inform all SAPR VAs on how to coordinate with the SARC to provide the DD 2910 during office/after hours and on exercise or deployment. Address double lock and key requirements, use of CUI and encryption in all emails with PII, etc.
- q. Obtain access to DON TRACKER and complete all taskers according to the task instructions.
- r. Assist SAPR VAs with the completion of their D-SAACP applications. Establish protocol for vetting SAPR VAs prior to training attendance and reviewing D-SAACP applications, etc.
- s. Inform unit CO/XO when SAPR VAs are not maintaining CEU compliance, billet responsibilities or ethical obligations.
- t. In the event of a sexual assault, refer to Chapter 3.
- u. Utilize the MF SAPR SARC Workspace for obtaining the most current templates for appointment letters, ET requests, Revocation/Suspension/Reinstatements, etc.
- v. Assist all units with deployment requirements outlined in Chapter 4.
- w. Ensure the appropriate data collection by using DD Form 2965 to collect victim information. Destroy the form upon entering data into DSAID per reference (d) and (f).
- x. Support the Command Inspector General (CIG) by conducting unit SAPR inspections IAW reference (c) using FAC 1752.

2. SAPR Victim Advocate (VA)

- a. Be the rank of E-5 or higher and have been selected using the SAPR VA selection guidance in reference (d).
- b. Complete all background investigations with favorable results and meet with the FMFLANT and MARFORCOM SARC prior to attending SAPR VA training.
- c. Complete the mandated training, receive D-SAACP certification and be appointed by the commander after D-SAACP approval.
- d. Complete 16 hours of CE annually. All training records shall be maintained by the SAPR VA and provided to the lead SAPR VA.
- e. Provide comprehensive assistance and support to victims of sexual assault that includes non-clinical crisis intervention and ongoing support; options, resources and referrals until the victim no longer requests support.
- f. Maintain ethical standards established within DD 2950/DD 2950-1.
- g. Obtain access to MF SAPR VA Workspace IAW reference (d).

h. Follow-up with the SARC to have most up to date information on policy, local procedures, and available resources. Maintain a SAPR binder with all SAPR forms and resource information available, to ensure prompt and immediate response capability while in garrison or forward deployed.

i. Adhere to the confidentiality and privilege policies established within the references and Military Rule of Evidence (MRE) 514.

j. Protect the confidentiality of a victim disclosure or official report. Understand that a SAPR VA is not at liberty to disclose details about a victim. All inquiries shall be referred to the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC or supporting SARC during exercise or deployment.

k. SAPR VAs who serve in other roles (NCO, SNCO, OIC) within the command and attend the Force Preservation Council, are strictly prohibited from disclosing any information about a victim's sexual assault during this forum. Inquiries shall be referred to the SARC.

l. Inquire with the victim on the level of support they are receiving from their supervisors and if they feel they have received any forms of retaliation. Confirm that the victim understands that they are not required to provide details about their sexual assault to anyone within the leadership, unless it is something they feel comfortable doing. Reports of inappropriate inquiry and retaliation shall be forwarded to the SARC.

m. Ensure victims understand the policy on restricted reporting, privileged communication, and mandatory reporting.

n. Coordinate directly with the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC or supporting Installation SARC for all sexual assault cases, to include the facilitation of all warm handoffs between SAPR VAs. At no time, shall a SAPR VA conduct a warm handoff with another SAPR VA without coordination provided by the SARC. SAPR VAs who violate the policy shall be considered for revocation due to improper disclosure of confidential information per reference (d).

o. Provide immediate notifications to the FMFLANT and MARFORCOM SARC for all reports of sexual assault.

p. Facilitate all SAPR related unit training per reference (d). Ensure appropriate steps have been taken to prepare and to be familiar with all training content and materials.

(1) Annual training should be facilitated in a manner that affords group discussions and opportunities for questions and answer.

(2) Be prepared to provide additional information on:

- (a) Ways to reduce the risk of sexual violence perpetration;
- (b) Types of sexual violence;
- (c) Effects and Aftermath of sexual assault;
- (d) Recovery and available resources;
- (e) Examples of Bystander Intervention;
- (f) Mandatory reporting and restricted reporting;
- (g) Third party reporting;

(h) All forms of retaliation;

(i) Unit response procedures, SDO response protocol, etc.

(3) Pre-Deployment Training shall be completed per Chapter 1 and Chapter 4.

q. Coordinate with the S-3 to obtain training dates, locations and times. Attend all confirmation briefs/dry runs coordinated by the training section. Ensure each SAPR training curriculum is identified on the command's TEEP/training plan. Maintain a copy of the training plan in the command SAPR binder.

r. Coordinate with the S-3 to ensure SAPR training is entered into Marine Corps Total Force System (MCTFS) using the appropriate training codes for each SAPR curriculum. SAPR training rosters shall be maintained in accordance with reference (d).

s. Attend the monthly sexual assault CMG to provide victim updates and represent the needs of the victim when assigned to a victim's case. SAPR VAs who cannot attend the CMG, shall inform the commander and SARC.

t. Coordinate with Communications Strategy (COMMSTRAT) office to ensure the commands external website has the 24/7 Sexual Assault Support Line and the DoD Safe Helpline (1-877-995-5247) and website (safehelpline.org) is listed. Ensure unit SharePoint site is updated with SAPR resource information.

u. Ensure the SARC, SAPR VA and reporting options posters are posted throughout the command in high trafficked areas. Document the location of all SAPR marketing and conduct quality assurance checks.

v. Ensure all unit duty binders have the SAPR VA contact information, 24/7 Sexual Assault Support Line number and have instructions using Appendix C.

w. Assist the SARC with SAAPM and public awareness campaigns and activities throughout the year.

x. Notify the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC and commander of any pending/future personal leave, PCS, PCA, EAS, TAD, and/or deployments. Establish a contingency plan with the commander and SARC to ensure appropriate SAPR VA coverage is in place during absence or transition.

y. SAPR VAs who are TAD CONUS/OCONUS or forward deployed will maintain their appointment as a SAPR VA and shall be prepared to act and respond accordingly. Prior to departure, contact the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC to obtain gaining unit/SARC information. Provide the gaining SARC with a copy of D-SAACP certificate, 40-hour training certificate, Supervisor Statement of Understanding, page 10 and appointment letter.

z. Conduct a check-in/check-out brief with all command personnel on the unit SAPR program that includes:

(1) Restricted and Unrestricted Reporting

(2) Who to call to make a report of sexual assault, (i.e. 24/7 Sexual Assault Support Line, DoD Safe Helpline, SAPR VA, and/or SARC)

(3) Available resources for SAPR-eligible and non-eligible victims

- (4) Bystander Intervention techniques
- (5) Risks and red flags for sexual violence perpetration
- (6) Reporting a sexual assault to the Duty Officer

Chapter 3

IN THE EVENT OF A SEXUAL ASSAULT

1. Commanders, SAPR personnel and supporting parties shall become familiar with the requirements outlined for initial sexual assault response, follow-on care and recovery. Chapter 3 outlines the basic responsibilities for the victim's commander, alleged subjects' commander, SARC and SAPR VA.

2. Victim's Commander

a. Immediately notify the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC or supporting command SARC or Installation SARC of all sexual assault reports and offer the victim a SAPR VA.

b. Ensure the physical and emotional security of the victim. Determine if the alleged offender is nearby and if the victim needs protection.

c. Ensure medical care is offered if necessary and/or requested by the victim.

d. Notify NCIS as soon as the victim's immediate safety is addressed, and medical treatment procedures are in motion. Strictly limit knowledge of the facts or details regarding the incident to those personnel who have a legitimate need-to-know per reference (d).

e. Determine if the victim desires/needs a "no contact" order or a Military Protective Order (MPO) (DD Form 2873) to be issued. Consult with NCIS prior to initiating the MPO.

f. Ensure necessary action to safeguard the victim from any formal (official) or informal investigative interviews or inquiries, except those conducted by law enforcement. This includes inquiries by supervisors when a Marine receives an ET.

g. Ensure the MPO is entered into the installation law enforcement agency in National Crime Information Center (NCIC), for the duration of the order. Notify the appropriate civilian and military authorities of any changes in or termination of the MPO. Confirm changes have been updated by the installation law enforcement on the NCIC entry.

h. Submit an OPREP-3/SIR report for all Unrestricted Reports or allegations, actual or suspected, of sexual assault, per reference (d) and (e) using Appendix B.

i. Complete the SAPR 8-Day Incident Report for all Unrestricted Reports or when NCIS/Law Enforcement initiated an adult sexual assault investigation per reference (b) and (d). Obtain the required information from the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC or supporting command SARC or Installation SARC; and NCIS Agent only.

j. Do not ask detailed questions and/or pressure the victim or SAPR VA for responses or information about the incident to complete the OPREP-3/SIR or 8-Day Incident Report.

k. Ensure the victim is advised of the need to preserve evidence (by not bathing, showering, washing garments, etc.) while waiting for NCIS.

l. Ensure assistance with or provide immediate transportation for the victim to the hospital. Encourage evidence collection, as there is a small window of opportunity to collect it.

- m. Ensure the victim is asked if a specific support person (friend or family member) is desired. Advise the victim that this person could later be called to testify as a witness if the case goes to trial.
- n. Ensure the victim understands the availability of all referral organizations (Victims Legal Counsel (VLC), Victim Witness Assistance Coordinator (VWAC), Medical) who can advise of the victim's support rights.
- o. Ensure the victim is advised of the Expedited Transfer (ET) process and facilitate the ET when requested by the victim. Determine the need for temporary reassignment to another unit, duty location, or living quarters on the installation of the victim or the alleged offender being investigated. Work with the alleged offender's commander, if different than the victim's commander, until there is a final legal disposition of the sexual assault allegation, and/or the victim is no longer in danger.
- p. Attend the monthly CMG meeting until the case involving command personnel is closed, non-delegable.
- q. Provide the victim with the monthly CMG update within 72 hours, each month until final disposition.
- r. Collateral Misconduct. Consider deferring action on alleged collateral misconduct by the sexual assault victim until final disposition of the sexual assault case. Consult with the SJA as needed, to determine best practice for adjudicating the victim's alleged collateral misconduct.
- s. Withhold initial disposition authority to the Sexual Assault Incident Disposition Authority (SA-IDA) for all other alleged offenses (underage drinking, traveling out-of-bounds or to off-limits establishments, fraternization, or adultery) arising from or relating to a reported sexual assault, whether committed by the alleged offender or the victim. The SA-IDA is encouraged to defer a victim's disciplinary proceeding until final disposition of the more serious sexual assault case per reference (a) through (d).
- t. Avoid automatic suspension or revocation of a security clearance and/or Personnel Reliability Program (PRP) access, understanding the victim may be satisfactorily treated for related trauma without compromising the victim's security clearance or PRP status. Final determination should be based on established national security standards per reference (d).
- u. Listen and support the victim. Be available following the sexual assault and assure the victim of the commander's support.
- v. Ensure that all supervisors in a victim's chain of command, officer, enlisted or civilian, protect the victim from retaliation, reprisal, coercion, ostracism, and maltreatment in Unrestricted Reports per reference (b) and (d).

3. Alleged Offender Commander

- a. Notify NCIS as soon as possible after receiving a report of a sexual assault incident.
- b. Safeguard the alleged offender's rights and preserve the integrity of a full and complete investigation.
- c. Restrict information pertinent to an investigation to those who have an official need-to-know.

- d. Ensure procedures are in place to inform the alleged offender, as appropriate, about investigative and legal processes.
- e. Ensure procedures are in place to inform the alleged offender about available counseling support.
- f. Determine the need of the issuance of an MPO, DD Form 2873.
- g. Monitor the well-being of the alleged offender, particularly for indications of suicidal ideation, and ensure appropriate intervention occurs if indicated.
- h. Submit an OPREP-3/SIR, for all reports of sexual assault when the victim is a civilian, and the alleged offender is a Marine or other Service member assigned to a Marine Corps unit per reference (d) and (e). Notify the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC that the OPREP-3/SIR has been released.
- i. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or NCIS/Law Enforcement has initiated an adult sexual assault investigation involving a command Service member and a civilian victim per reference (a) and (d). Contact the FMFLANT and MARFORCOM; MARFOR NORTHCOM SARC or supporting command SARC or Installation SARC; and NCIS for required information to complete the report.
- j. Do not ask detailed questions and/or pressure the victim and or accused, for responses or information about the incident in order to complete the OPREP-3/SIR or 8-Day Incident Report.

4. FMFLANT; MARFORCOM; MARFOR NORTHCOM SARC or Supporting Command SARC

- a. When a sexual assault is reported, determine the victim's eligibility for SAPR services.
- b. Assign a SAPR VA to the case.
- c. Confirm the victim's reporting election, the completion of the safety screening and all appropriate services were offered. Identify the need for an HRRT.
- d. Coordinate with the commander for all unrestricted reports. Ensure the victim's commander is notified within 24 hours of receiving the report.
- e. Provide the commander with the required information for the 8-Day Incident Report.
- f. Coordinate with NCIS, VLC, medical and other service providers, as needed.
- g. Open a DSAID case (upload the VRPS, DD 2910 or enter the NCIS case control number) within 48 hours of receiving the report; or within 96 hours when the unit is deployed.
- h. Assist the SAPR VA and monitor the case.
- i. Prepare for CMG.

5. SAPR VA

- a. Screen for safety using the Safety Screening Tool; to include imminent danger of life-threatening or physical self-harm to the victim (suicidal) by another (homicidal), or to another (homicidal) and seek appropriate emergency care if deemed necessary. Should the victim be identified as high-risk,

immediately contact the SARC. SAPR VAs that are not co-located with their SARC, shall contact the closest MARFOR or Installation SARC.

- b. Ensure the victim understands that speaking with the SAPR VA is voluntary.
- c. Ascertain the victim's immediate needs.
- d. Encourage the victim to seek medical consultation. Inform the victim of the option for a SAFE, if available.
- e. Ensure the victim is aware of actions available to promote safety, e.g. MPO, civilian temporary or permanent restraining order.
- f. Review the DD Form 2910, "Victim Reporting Preference Statement" (VRPS) with the victim. Provide a copy to the victim and give the original to the SARC.
- g. Inform the victim of the resources to report retaliation, ostracism, reprisal and/or maltreatment related to the sexual assault.
- h. Offer information, as appropriate, regarding local civilian and military resources.
- i. Provide the victim with a copy of DD Form 2701, "Victims of Crime Rights" and "Correction of Military Records for Victims of Sexual Assault and Sexual Harassment".
- j. Complete the DD 2965 Form, DSAID Data Form with the information provided over the course of the initial response. Avoid asking the victim direct questions in order to complete the form.
- k. Store the completed documents in a safe place in order to protect the victims PII.
- l. Consult with the SARC within 24 hours of the initial report to provide update and coordinate time to deliver completed documents.
- m. Direct all inquiries related to the victim or the sexual assault report to the SARC.
- n. Attend the monthly CMG and provide updates on the victims' recovery.
- o. Follow-up with the victim, at a minimum of every thirty days, unless the victim requested to end the services. Review the Safety Screening Tool, check for issues related to retaliation. Inform the SARC of the follow-up and any concerns, issues or resources offered or requested.
- p. Support the victim in decision-making by providing relevant information and discussing available options.
- q. Assist with prioritizing actions and establishing short-term and long-term goals related to recovery.

Chapter 4

Deployment and Exercises1. Newly Activated Units

a. Commander

(1) Establish an MOU with the Higher Headquarters command to provide interim SAPR VA support while the unit is in initial stand-up phase.

(2) Within 30 days, identify 2-3 individuals for SAPR VA billet using selection criteria within reference (d).

(3) Coordinate with the SARC to interview newly identified personnel prior to sending them to the 40-hour Victim Advocacy training. Upon SARC approval, training details and information on the Defense Sexual Assault Advocate Certification Program (D-SAACP) process will be provided.

(4) Establish fully operational SAPR program per reference (d) and follow instructions in Chapter 2 and Chapter 3 of Enclosure (1).

2. Units compositing with Marine Expeditionary Unit (MEU)

a. Commanders

(1) Coordinate with the SARC to verify that all deploying SAPR VAs are trained, appointed and D-SAACP certified.

(2) Complete all pre-deployment and annual SAPR training per Chapter 2 in Enclosure (1), prior to deployment.

(3) Contact the gaining MEU SARC to obtain MEU SAPR SOP and further instructions for SAPR response during deployment, to include HRRT, available medical services, and SAPR VA suspension and revocation process, 8-Day Incident Reports, etc.

(4) Obtain MF SAPR Gear Locker access prior to deployment and maintain access by logging on every 30 days per reference (d).

(5) Establish SAPR VA contingency plan (MOU), in the event all SAPR VAs deploy and there is not any SAPR VA support for those remaining with the parent command.

(6) Cases opened during deployment under the MEU will be transferred to the parent command SARC within the first 30 days of de-compositing or reintegration.

3. O-5/O-6 Deploying Units

a. Commanders

(1) Coordinate with the SARC to verify that all deploying SAPR VAs are trained, appointed and D-SAACP certified.

(2) Complete all pre-deployment and annual SAPR training per Chapter 2 in Enclosure (1), prior to deployment.

(3) Coordinate with the SARC to identify gaining command SAPR assets, i.e. SARC, resources, etc.

(4) Coordinate with the SARC to establish standard operating procedures for sexual assault response, completion of 8-Day Incident Reports, the execution of Expedited Transfers and High-Risk Response Team; and a contingency plan for SAPR VA revocations and suspensions during deployment, management of SAPR related PII. Address how the command will respond when the unit does not have a SAPR VA on site to respond to a victim of sexual assault.

(5) Include sexual assault prevention in all liberty briefs, e.g. how to mitigate risk of sexual assault, bystander intervention, SAPR resources, etc.

4. Detachments

a. Commanders

(1) Coordinate with the SARC to verify that all deploying SAPR VAs are trained, appointed and D-SAACP certified.

(2) Complete all pre-deployment and annual SAPR training per Chapter 2 in Enclosure (1), prior to deployment.

(3) Coordinate with the SARC to identify gaining command SAPR assets, i.e. SARC, resources, etc.

(4) Coordinate with the SARC to establish standard operating procedures for sexual assault response, completion of 8-Day Incident Reports, the execution of Expedited Transfers and High-Risk Response Team; and a contingency plan for SAPR VA revocations and suspensions during deployment, management of SAPR related PII. Address how the command will respond when the unit does not have a SAPR VA on site to respond to a victim of sexual assault.

(5) Include sexual assault prevention in all liberty briefs, e.g. how to mitigate risk of sexual assault, bystander intervention, SAPR resources, etc.

Appendix A

SAPR Websites and Forms

1. Websites. Access SAPR resources via the MF SAPR website at:

<http://www.usmc-mccs.org/index.cfm/services/support/sexual-assault-prevention/>

SAPR Gear Locker Site (Home): <http://thegearlocker.org>

SAPR Leadership Toolkit:

<https://hqmcpportal.hqi.usmc.mil/sites/family/mfb/SAPR/SitePages/Launch.aspx>

SAPR Gear Locker Workspaces:

<https://hqmcpportal.hqi.usmc.mil/sites/family/mfb/SAPR/SitePages/Launch.aspx>

2. Forms. Obtain the most current forms on the DoD Forms Program and/or Naval Forms Online websites at:

<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

- a. DD 2910, Victim Reporting Preference Statement (VRPS)
- b. DD 2701, Initial Information for Victims and Witnesses of Crime
- c. DD 2873, Military Protective Order (MPO)
- d. DD 2911, DoD Sexual Assault Forensic Examinations (SAFE) Report
- e. NAVPERS 1751/2, USMC Sexual Assault Disposition Report (SADR)

Appendix B

OPREP-3/SIR Template

TO: CMC WASHINGTON DC PPO

CC:

SUBJECT: OPREP-3SIR/M12001/122

MSGID/GENADMIN/CMC WASHINGTON DC PPO POC//

SUBJ/OPREP-3SIR/M12001/122 //

REF/A/DOC/CMC/MCO 3504.2A//

REF/B/TEL/CDO FMFLANT and MARFORCOM/131930ZAUG2012//

MCO 3504.2A

07/AUG/2013

NARR/REF A IS MCO ON OPREP-3SIR: SERIOUS INCIDENT REPORTS. REF B IS

VOICE REPORT SUBMITTED TO THE MCOC.//

POC/I. M. MARINE/GYSGT/I MEF ADJUTANT CHIEF/-/TEL: 910-451-5678

/EMAIL: IMMARINE@2DMARDIV.USMC.MIL//

GENTEXT/REMARKS/1. AN INCIDENT OF SEXUAL ASSAULT WAS REPORTED TO HAVE OCCURRED IN BARRACKS Q, 2400-0600. (NO DETAILS ABOUT THE INCIDENT SHALL BE PROVIDED).

2. 131245L AUG 12 (131845Z AUG 12)

3. PERSONNEL INVOLVED:

A. VICTIM

1. PFC (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY)

2. XXXX (DO NOT INCLUDE LAST NAME IN SEXUAL ASSAULT REPORTS)

3. XXXX (DO NOT INCLUDE SSN IN SEXUAL ASSAULT REPORTS)

4. 2D BN, 10TH MARINES, CAMP LEJEUNE, NC

5. CAUCASIAN/MALE (IF PROVIDING THE RACE/Sex WILL COMPROMISE THE CONFIDENTIALITY OF THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY.

6. NAVAL HOSPITAL MCB CAMP LEJEUNE, NC

B. SUSPECT

1. SGT (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF THE SUSPECT, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY)

2. XXXX (DO NOT INCLUDE LAST NAME IN SEXUAL ASSAULT REPORTS)

3. XXXX (DO NOT INCLUDE SSN IN SEXUAL ASSAULT REPORTS)

4. 2D BN, 10TH MARINES, CAMP PENDLETON, CA

5. CAUCASIAN/MALE

6. BASE PMO

7. NCIS MCB CAMP LEJEUNE IS CONDUCTING AN INVESTIGATION. POC J. GIBBS, NCIS, 910-451-1234.

8. NO MEDIA INTEREST IS EXPECTED AT THIS TIME. MCB CAMP LEJEUNE COMSTRAT HAS NONETHELESS BEEN NOTIFIED.

9. THE LOCAL INTELLIGENCE OFFICER AT FMFLANT and MARFORCOM G-2 HAS BEEN NOTIFIED. (IN SEXUAL ASSAULT CASES, THE INTELLIGENCE OFFICER WILL BE NOTIFIED IF A MEMBER OF THE COMMAND IS ACCUSED OF COMMITTING A SEXUAL ASSAULT.)

10. THE FMFLANT and MARFORCOM SARC AND/OR SAPR VA AT 10TH MARINES HAS BEEN NOTIFIED OF THE INCIDENT.///

Appendix C

Unit Duty Instructions for Sexual Assault Response1. How to Respond to a Sexual Assault Call while on Duty.

a. If you are Duty Officer and are contacted about a sexual assault or someone requesting a SAPR VA, immediately read the following script:

“Are you Safe?” (Call 911 if there is an immediate concern for safety) **“Before you disclose any information to me, I ask that you write down the number to the (Installation/Command) Sexual Assault Support line. I can also contact a local SAPR VA to return your call. Both the (Installation/Command) Support line and SAPR VA are able to accept Confidential and Restricted Reports of Sexual Assault. I must inform you that I am a mandatory reporter. If you disclose information concerning a sexual assault to me, I must report. Are you ready to write down the number? “XXX-XXX-XXXX is the number to the (Installation/Command) Sexual Assault Support line”**

“May I have a return call number to relay to the SAPR VA?” (Only obtain phone number and provide to the SAPR VA).

b. Additional Instructions

(1) If the caller wants to report a sexual assault to you, take the information (name and number).

(2) Contact law enforcement and the local SAPR VA. Again, ask if they are safe. Call 911 if there is an immediate safety concern.

(3) Notify the SAPR VA of all calls concerning sexual assault. Pass all relevant information gathered on the matter, including the location of the victim and any safety concerns.

(4) Duty Logbook. Only record that a call was referred to the SAPR VA on duty. **ANY PERSONALLY IDENTIFIABLE INFORMATION SPECIFIC TO THE INCIDENT SHALL NOT BE RECORDED.**

(5) **Confidentiality** and the **Restricted Reporting** option are of the utmost importance in sexual assault cases. Do **NOT** ask the caller to disclose information to you concerning the assault.

(a) Encourage the caller to call the **(Installation/Command) 24/7 Sexual Assault Support line** and/or allow you to contact the SAPR VA. **(Installation/Command) 24/7 Sexual Assault Helpline XXX-XXX-XXXX.**

(b) Do **NOT** discuss, disclose or pass any information regarding to the call to anyone other than those who have an official need to know.

Appendix D

D-SAACP Credentialing, Suspension, and Revocation Processes1. Purpose.

a. SAPR personnel are required to undergo the appropriate background investigations, with a favorable adjudication; prior to submitting a Defense Sexual Assault Advocate Certificate Program (D-SAACP) application.

b. Offenses that are in violation of D-SAACP certification standards, including open complaints that are not sexual assault allegations (e.g., criminal, inspector general investigation, Equal Opportunity/Equal Employment Opportunity) are listed in reference (a) and (c).

c. Reporting requirements for all violations, complaints (alleged or actual), and investigations, including, but not limited to, those listed in reference (d) .

2. Procedures

a. Commander

(1) Establish a contingency plan if the SARC or SAPR VA is unavailable (e.g. TAD, suspension, revocation, extended leave, attrition, gapped billets) to fulfill day-to-day SAPR operations.

(2) In the event SAPR personnel have been accused of a violation, named in a complaint, or is the subject of an investigation, execute the following actions within 24 hours:

(a) Initiate a timely and comprehensive investigation or inquiry into the violation and/or complaint (alleged or actual), in conjunction with the SJA, SARC and Human Resources Office (HRO).

(b) Report all allegations of sexual assault against a SARC or SAPR VA to NCIS, complete a Commander's Critical Information Requirements (CCIR) report and reporting requirements per reference (d).

(c) Notify named SAPR personnel in writing that an allegation has been received, an investigation or inquiry is initiated and that their authority to perform SAPR duties has been suspended pending the outcome of the investigation.

(d) Notify MF SAPR via email to the designated points of contact listed on the SAPR Gear Locker, with the subject line "FOUO Suspension/Revocation."

(e) Inform the chain of command using the SARC as the POC. The SARC will oversee the implementation of the contingency plan, in conjunction with command leadership per reference (c).

(f) A copy of the suspension/revocation letter is maintained by the parent command in the S1/G1.

(g) Collect the SARC/SAPR VA D-SAACP certification and wallet identification card and maintain in a secured location until the SARC/SAPR VA is reinstated or certification expires.

(h) The suspended/revoked SARC/SAPR VA will not be utilized in any capacity to support the SAPR mission. The SARC/SAPR VA will use the "out of office" feature for official email, remove SARC/SAPR VA designation and redirect all SAPR related emailed to credentialed SAPR personnel identified in the command contingency plan.

(i) Remove the suspended/revoked SAPR VA/SARC contact information from all command internal, external, and public facing media and replace with the credentialed SAPR personnel identified in the command contingency plan.

(j) Direct the suspended/revoked individual to turn-in SAPR program command issued cell phone and update all voicemails to direct callers to credentialed SAPR personnel identified in the command contingency plan.

(k) Notify HQMC SAPR of the contingency plan and the designated, credentialed SAPR personnel identified. Contingency plan shall include protocols for turnover between the investigated personnel and the credentialed SARC/SAPR VA to ensure continuity of care for victims receiving services.

(l) Within 72 hours of receiving the results of the investigation or inquiry, notify the suspended/revoked individual in writing of the outcome of the investigation. Include the commands recommendation for reinstatement, maintain current suspension or revoke D-SAACP certification and HQMC SAPR credentials.

(m) Notify the designated HQMC SAPR POCs via email if the commander elects to reinstate, revoke or maintain current suspension of the SARC/SAPR VA.

(1) For reinstatements, use enclosure (2) within reference (f) and send an email with the subject line "Recommendation for Reinstatement."

(2) To maintain suspension, retain all D-SAACP certification and wallet identification cards.

(3) For revocation, use the template in enclosure (1) of reference (f) and send an email to the HQMC SAPR POCs.

(4) Notify the command Security Manager to notify DoD Central Adjudication Facility of the individual's revoked D-SAACP certification.

(5) Reinstatement of a suspended/revoked individual will not occur until HQMC SAPR notifies the commander in writing, using enclosure (3) of reference (f).

(n) Return the D-SAACP certification and wallet identification card. Inform the individual they can return to their SAPR duties and resume normal activity.

(o) Sign a new appointment letter using the template on the Gear Locker.

Appendix E

Expedited Transfers

1. Purpose. Provide Commanding Officers (CO) with the process for completing an Expedited Transfer (ET) for Active Duty and SAPR Eligible Dependents.

2. Active Duty Expedited Transfers

a. Commanding Officer (CO) coordinate directly with the SARC for all ET requests. The SARC will be the command POC and Subject Matter Expert (SME) for the completion of all ETs.

b. In coordination with the SARC, the sexual assault victim will complete an ET request using the template in Enclosure (1) of reference (f).

c. Upon receipt, the CO shall document the ET request.

d. Prior to approval/disapproval, the CO shall refer to reference (f), for CO considerations prior to deciding to approve or disapprove.

e. Per reference (b) and (d), a presumption is established in favor of approving an ET request following a credible report of sexual assault.

f. For the purpose of ET process, a credible report of sexual assault is defined as a report having reasonable grounds to believe that an offense constituting sexual assault has occurred, per reference (d).

g. The CO makes a credible report determination at the time the request is made after considering the advice of the SJA or other legal advisor, per reference (a).

h. In coordination with the SARC, the CO shall notify the individual of approval or disapproval in writing within 72 hours using Enclosure (2) of Chapter 1 for Active-Duty sexual assault victims.

i. If the CO approves the request, the CO shall counsel the Marine to ensure they are fully informed of reasonably foreseeable career impacts; the potential impact of the transfer or reassignment on the investigation and case disposition; and other possible consequences of granting the request.

j. The SARC and CO shall forward the approved request to HQMC SAPR via encrypted email without any additional endorsements. HQMC SAPR will coordinate directly with MM Branch and/or Reserve Affairs Management Branch; and provide a response directly to the CO and SARC.

k. If the Marine requesting the ET is married to an Active-Duty Service member, the military spouse is also eligible to transfer. Refer to reference (f) for instructions and the required templates found in Chapter 1, Enclosure (3) and (4).

l. Notify HQMC SAPR immediately if the victim elects to rescind the ET request. The request must be in writing with the command's written endorsement, prior to orders being assigned. Once orders are assigned, the option to rescind is no longer available and the Marine must execute orders per reference (f).

m. After the ET is approved and there is an open case and/or continuation of services, the losing CO must notify the gaining CO, providing limited information to assist with the victim's access to supportive services per reference (a).

n. ET requests for Sailors attached to Marine Corps units are coordinated with Navy Personnel Command, 901-874-2927.

o. The SARC shall adhere to the instructions outlined in reference (f).

p. ET requests that are denied must be processed according to reference (f). The victim shall be informed and given the option to request the first General Officer (GO) to review and approval or disapprove the ET request.

q. If the first GO approves, the ET request package shall be endorsed and forwarded to HQMC SAPR for appropriate action.

r. If the first GO disapproves, the ET request package shall include the reasons for disapproval and forward to HQMC SAPR.

s. Service members who elect to not request the first GO to review the disapproved ET request, shall state it in writing. The CO shall forward the package with reason(s) for disapproval to HQMC SAPR.

3. SAPR Eligible Dependent Expedited Transfers

a. CO coordinate directly with the SARC. The SARC will be the command POC and SME for the completion of all ETs.

b. A SAPR-eligible dependent who files an unrestricted report of sexual assault will be informed of their right to an ET. The ET request must be initiated by the dependents sponsor who will submit the request to the sponsor's command using Enclosure (2) in chapter 2 of reference (f).

c. The SAPR-eligible dependent will submit a separate request for an ET to the sponsor's command using Enclosure (1), in chapter 2 of reference (f).

d. The CO shall document the ET request and approve or disapprove the request for transfer within 72 hours.

e. A presumption is established in favor of approving an ET request following a credible report of sexual assault.

f. For the purpose of ET process, a credible report of sexual assault is defined as a report having reasonable grounds to believe than a offense constituting sexual assault has occurred, per reference (c).

g. The CO makes a credible report determination at the time the request is made after considering the advice of the SJA or other legal advisor, per reference (a).

h. The CO will coordinate with the SARC to notify the sponsor in writing of the approval or disapproval of the transfer request.

i. The SARC will forward the documentation to HQMC SAPR via encrypted email. No additional endorsements are required.

j. For disapproved ET requests, the sponsor will be given the opportunity to request a review by the first GO.

- k. If requested, the CO will forward the sponsors request to the first GO for further review.
- l. If the first GO approves the ET request, the package will be endorsed and forwarded to HQMC SAPR via encrypted email.
- m. If the first GO disapproves the ET request, the package with disapprovals is forwarded to HQMC SAPR for documentation purposes.
- n. Service members who do not want their request further reviewed by the first GO, shall state it in writing. The CO shall forward the package, with reason(s) for disapproval, to HQMC SAPR.
- o. HQMC SAPR will coordinate with MM Branch for all ET approvals with MM Branch for Active-Duty Marines and Reserve Affairs Management Branch for Active Reserve Marines to initiate the transfer.
- p. ET requests for sailors attached to a Marine Corps unit will be coordinated by the unit with Navy Personnel Command, Personnel Security Branch, 901-874-2927.

APPENDIX F

SAPR 8-Day Incident Brief Template**SAPR 8-Day Incident Brief**

<u>Incident Report Overview</u>	<u>Victim</u>
<ul style="list-style-type: none"> • <u>What</u>: (Type of Sexual Assault) • <u>When</u>: (Incident Date/Time)/(Report Date) • <u>Where</u>: (Incident occurred on/off base; location) • <u>Alcohol Involved</u>: Y/N • <u>Drugs Involved</u>: Y/N • <u>Weapons</u>: Y/N 	<ul style="list-style-type: none"> • <u>Civilian/Rank/MOS/Age/Gender</u>: • <u>AFABD</u>: (Date) <u>DCTB</u>: (Date) • <u>Last SAPR Training</u>: (Date) • <u>SAPR Safety Screening</u>: (Date) • <u>Referrals</u>: (What was offered and accepted)
<u>Safety</u>	<u>Alleged Subject</u>
<ul style="list-style-type: none"> • <u>Need for High Risk Response Team (HRRT)</u>: Y/N • <u>Expedited Transfer Requested</u>: Y/N • <u>MPO(s) Issued</u>: (Date) • <u>Copy to Victim</u>: Y/N • <u>Copy to PMO</u>: Y/N • <u>Subject transferred/removed from assigned billet as a result of sexual assault?</u> Y/N 	<ul style="list-style-type: none"> • <u>Rank/MOS/Age/Gender</u>: • <u>AFABD</u>: (Date) <u>DCTB</u>: (Date) • <u>Last SAPR Training</u>: (Date) • <u>Force Preservation Concerns</u>: Y/N • <u>Referrals</u>: (What was offered and accepted)

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**SAPR 8-Day Incident Brief**

<u>Commander Requirements</u>	<u>SAPR Requirements</u>
<ul style="list-style-type: none"> • <u>OPREP-3-SIR</u>: Voice Report: (Date) /AMHS: (Date) • <u>NCIS Notification</u>: (Date) • <u>MPO(s) Issued</u>: (Date) • <u>Copy to Victim</u>: Y/N <u>Copy to PMO</u>: Y/N • <u>Case Management Group</u>: (Date) • <u>Installation and Command SARC notified</u>: (Date) • <u>HQMC 8-Day Incident Report Submitted</u>: (Date) 	<ul style="list-style-type: none"> • <u>SAPR VA notified</u>: (Date) • <u>SAPR VA contacted Command SARC</u>: (Date) • <u>DD 2910 (VRPS) completed</u>: (Date) • <u>DD 2701/Corrections of Records provided</u>: (Date) • <u>DSOID CCN</u>: (Obtain from SARC) • <u>DSOID Case Opened</u>: (Date)
<u>Command Lessons Learned/Action Taken/Upcoming Events</u>	<u>SAPR CCIR</u>
<ul style="list-style-type: none"> • Example: Issue with Lighting in Barracks Area • Example: SAPR VA billet gapped during deployment, no one to provide confidential victim advocacy. • Example: Future Ops, Leave, Field Exercise, Deployment, TAD, PTAD, PCA, PCS, EAS, etc 	<ul style="list-style-type: none"> • <u>SARC Completed</u>: Y/N • <u>CCIR Submitted</u>: (Date) <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><u>INFORMATION</u></p> <p>SARCs will provide HQMC SAPR with a SAPR CCIR Report when a sexual assault incident allegation involves:</p> <ul style="list-style-type: none"> • EB and above / CW/O3 through CW/O5 / O4 and above • SAPR staff member, SARC, SAPR Victim Advocate • Recruiter, DMI Instructor or • High media attention likely </div>

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FMFLANT and MARFORCOM SAPR Resources

Sexual Assault Response Coordinator		
FMFLANT and MARFORCOM SARC	Office: 757-836-2070	Cell: 757-995-3824
Law Enforcement		
NCIS	757-444-7327	
	www.ncis.navy.mil	
Healthcare		
Naval Medical Center Emergency Department	757-953-5000	
	www.med.navy.mil/sites/nmcp/SitePages/home.aspx	
Legal		
Marine Corps Base Quantico Victims Legal Counsel	703-784-4514/703-772-4883 (After Hours)	
FMFLANT and MARFORCOM SJA	757-836-1660	
Fleet and Family Support Center and Chaplain		
Fleet and Family Support Center (FFSC)	757-444-2102	
	www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program.html	
FMFLANT and MARFORCOM; MARFOR NORTHCOM Chaplain	757-836-2230	
Installation SARC POCs		
NSA Hampton Roads 757-402-2568	NWS Yorktown 757-887-4369	
JEB/LC/Fort Story 757-462-4421	NSF Indian Head 301-580-8212	
Helplines		
DOD Safe Helpline 877-995-5247	RAINN 800-656-4673	
Military One Source 800-342-9647	YWCA Norfolk 757-251-0144	
DSTRESS Line 877-476-7734	National Suicide Prevention Lifeline	
NSA Hampton Roads Sexual Assault Support Line 757-402-2569	800-273-8255	