



**UNITED STATES MARINE CORPS**  
MARINE CORPS EMBASSY SECURITY GROUP  
27277 BROWNING ROAD  
QUANTICO VIRGINIA 22134-5028

1752  
CO  
15 Nov 2024

MARINE CORPS EMBASSY SECURITY GROUP ORDER 1752

From: Commanding Officer, Marine Corps Embassy Security Group  
To: Distribution List

Subj: MARINE CORPS EMBASSY SECURITY GROUP STANDARD OPERATING  
PROCEDURES FOR SEXUAL ASSAULT PREVENTION AND RESPONSE

Ref: (a) DOD Directive 6495.01  
(b) DOD Instruction 6495.02 Vol 1-3  
(c) NAVMC 1752.5  
(d) MCO 1752.5C  
(e) MCO 3504.2C  
(f) MARADMIN 047/22  
(g) MARADMIN 655/23  
(h) MARADMIN 265/23  
(i) MARADMIN 629/22  
(j) MCINCR-MCBQ 1752.3A  
(k) SECNAV Memo Safe to Report Policy for Service Member Victims of Sexual  
Assault  
(l) SECNAV Memo No Wrong Door Policy  
(m) SECNAV Memo Clarification of Convalescent Leave Policy for Service Members  
Recovering from Sexual Assault  
(n) Marine Corps Embassy Security Group Sexual Assault and Response Policy  
Statement

Encl: (1) MCESG Standard Operating Procedures for Sexual Assault Prevention and Response

1. Situation. This order provides policies and procedures to implement and manage the Marine Corps Embassy Security Group (MCESG) Sexual Assault Prevention and Response (SAPR) Program, specifically regarding response, reporting, advocacy, command requirements, and training methods to comply with the current orders and directives annotated as references (a) – (n). The Department of Defense (DOD) and USMC SAPR Programs are currently being modernized. This Order formally establishes current policies and procedures for MCESG but is subject to future modernization to stay aligned with DOD and USMC changes.

2. Mission. The impact of a sexual assault undermines the safety and wellbeing of every MCESG Marine, Sailor, and civilian who dutifully serve. Our mission is to utilize a comprehensive approach through specialized personnel, education, and resources, in order to prevent sexual assault and respond to the victim's benefit if cases do occur. MCESG's command will not tolerate sexual assault within its ranks.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. Sexual assault is a criminal act that erodes unit cohesion and contradicts Marine Corps values. Every Marine and Sailor shall be aware of what constitutes a sexual assault and the consequences of such behaviors through a culture of prevention and positive command climate.

(b) Endstate. Marine Security Guard readiness and operational excellence are objectives for Marine, Sailor, and civilian in this command. Sexual assault is incompatible with those objectives. MCESG will establish a strong, cohesive, and zero-tolerance environment to execute actions that reinforce that message. To meet our objective, every leader will create a culture of prevention by encouraging an uncompromising moral command climate that will treat every member of our organization with dignity and respect. This Command prioritizes prevention efforts and victim care.

(2) Concept of Operations

(a) See Enclosure (1) for the MCESG SAPR program SOP.

(b) Sexual Assault is defined as intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent.

(c) For the SAPR program, Commanders are defined as Commandant of the Marine Corps approved, screened, and slated O-5 and above Commanding Officers (COs).

(d) For the SAPR program, Command Teams are composed of Commanding Officers, Executive Officers, and Senior Enlisted Advisors. MCESG, Regions 1-9, the Marine Security Guard School, Marine Security Augmentation Unit (MSAU), and Headquarters Company have Command Teams.

(e) Per the references, the term SAPR Victim Advocate (VA) is used to describe personnel who fulfill possess confidentiality protections and support victims.

(f) The SAPR program applies to the following:

1. All (DOD) Active-duty and Reservists. Including those who were sexually assaulted before their enlistment or commissioning, regardless of when or where the incident occurred, and the age of the victim at the time of the incident.

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

3. Limited medical and SAPR services are available to DOD civilian employees and their family members and United States citizen contract personnel authorized to accompany the Armed Forces in a contingency operation OCONUS.

4. Limited SAPR services are offered to non-SAPR eligible victims. For resources and referrals, refer non-eligible SAPR victims to the Installation Sexual Assault Response Coordinator (SARC) aboard Marine Corps Base Quantico (MCB-Q).

(g) Reporting Options

1. Restricted Reporting. The restricted reporting option allows sexual assault victims to confidently disclose the assault to specified individuals who can receive a restricted report such as the SARC or SAPR VAs. Victims have access to medical treatment (including emergency care), counseling, and SARC or SAPR VA assignment without triggering an official investigation. The victim's report provided to healthcare personnel (including information acquired from a Sexual Assault Forensic Exam (SAFE) kit), SARCs, or SAPR VAs will not be reported to law enforcement or the command unless the victim consents, the MCESG SARC establishes an exception following reference (a), or when required by the state's law. This reporting option is designed to provide the victim resources with no members of the Command team or unit being aware.

a. Exception Applicability. The MCESG SARC will determine whether an exception may apply and confer with the MCESG Staff Judge Advocate (SJA) to decide before applying an exception. If the command uses a serious or imminent danger exception, the High-Risk Response Team (HRRT) will convene to address the issue.

b. Expanded Eligibility to file a Restricted Report.

(1) Victims, covered by reference (b), are eligible to file a Restricted Report, providing they did not personally report the sexual assault incident to law enforcement [including Military Criminal Investigation Office's (MCIOs)]; and they did not previously elect to make an Unrestricted Report with a SARC or SAPR VA by signing a DD Form 2910 on the same sexual assault incident.

(2) Victims, covered by reference (b) are eligible to file a Restricted Report even if:

(a) They disclosed the sexual assault incident to the CO, Executive Officer (XO), Sergeant Major (SgtMaj) or to personnel in the chain of command.

(b) There is an ongoing MCIO investigation into the sexual assault incident initiated by a third party and not due to the victim's disclosure to law enforcement; or

(c) The MCIO investigation into the sexual assault incident has been closed.

(3) Per reference (b), a CO who receives a report of a sex-related offense involving a Service member within his or her chain of command will immediately refer the report to the MCIO. The MCIO retains their duty to initiate a criminal investigation in response to allegations of adult sexual assault IAW.

(4) COs and personnel in the chain of command will encourage individuals who report experiencing a sexual assault to meet with a SARC or SAPR VA.

(5) The CO and other appropriate personnel in the chain of command will inform the victim disclosing the sexual assault of their respective reporting requirements, including notifying the SARC, and- that the disclosure has no impact on his or her choice to file a Restricted or Unrestricted report.

2. Unrestricted Reporting. When the victim chooses an unrestricted report, the SAPR VA will notify the MCESG SARC and the SARC will initiate contact with the MCESG Commander. It is MCESG's responsibility to notify the military Provost Marshal's Office (PMO), Military Criminal Investigation Organization (MCIO) such as the Naval Criminal Investigative Service (NCIS), local law

enforcement and Office of Special Trial Counsel. This reporting option provides the greatest quantity of services and support to the victim.

(h) Confidential Communications. SAPR VA's will not have possession of case files or confidential communications and will pass all Personally Identifiable Information (PII) concerning a sexual assault incident or victim to the MCESG SARC who will store them according to reference (c).

(i) Disclosure Limits

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

2. If a non-victim, non-witness communicates knowledge of, or requests information regarding a sexual assault to SAPR personnel, it is not considered disclosure and does not require Command notification.

3. If a third party identifies cases of sexual assault to the Command or SAPR personnel, the SAPR VA will contact the MCESG SARC for further guidance, and the SARC will attempt to make contact with the victim. The CO shall complete their reporting requirements IAW reference (b) through (d).

4. Unless the individual reporting the sexual assault is the offender, or the SARC/SAPR VA witnessed the crime, SAPR personnel cannot be third party reporters.

5. In establishing the restricted reporting option, DoD recognizes that a victim may tell someone (e.g. roommate, friend, family member) that a sexual assault has occurred before considering whether to file a Restricted or Unrestricted Report.

6. A victim's communication with another person does not, in and itself, prevent the victim from later electing to make a Restricted Report. If the person to whom the victim confided the information is NOT in the victims direct reporting chain of command/supervisor nor in law enforcement, there is no legal obligation for that individual to report to the command or law enforcement.

7. If the person to whom the victim confided the information is in the victim's chain of command or a law enforcement officer, the information shall be reported to the command and the appropriate MCIO. The victim is still eligible for a Restricted Report under the Expansion of Restricted Reporting, as long as the victim has not spoken to law enforcement or hasn't previously filed an unrestricted report.

8. Marines are mandated to report incidents of sexual assault that come under their observation (e.g. witness a sexual assault). Marines outside of the Chain of Command are not mandated report incidents they did not witness personally.

(j) Improper Disclosure. If the SARC, SAPR VA, or healthcare provider makes an unauthorized disclosure of confidential communication; disciplinary action under the Uniform Code of Military Justice (UCMJ), administrative action, or suspension or revocation of Defense Sexual Assault Advocate Certification Program (D-SAACP) certification may occur. Unauthorized disclosure does not impact the status of a restricted report. Enclosure (1) covers the D-SAACP suspension/revocation protocol, contingency plan requirement, and revocation template.

(k) Disclosure of Collateral Misconduct. When disclosed by the victim to the SARC or SAPR VA, collateral misconduct related the sexual assault is considered confidential communication and not reported unless confidentiality exceptions apply. Collateral misconduct confidentiality does not apply to offenses committed unrelated to the sexual assault.

(l) Independent Investigations. The victim cannot conduct an independent investigation; however, they have the right to go to the PMO/local law enforcement or MCIO to make a complaint to initiate an investigation. If a Commander is informed of an alleged sexual assault via a third-party report, from the victim, or in a restricted or unrestricted report conversation, that Commander will report the matter to the PMO/local law enforcement or MCIO for an independent official investigation based on acquired information per the references.

(m) Extension of SAPR Services to Sexual Harassment Claimants

1. When requested by a sexual harassment claimant, the Equal Opportunity Coordinator (EOC) or Advisor (EOA) may refer the individual to the SARC for support services.

2. Service members who are claimants of sexual harassment may discuss their situation with the SARC, instead of the EOA, without a referral from the military equal opportunity specialist.

3. The SARC may assist sexual harassment claimants to address any immediate safety needs, understand sexual assault reporting options (as applicable), participation in CATCH a Serial Offender program, and identify any behavioral health or other services that may be helpful per. Safety issues, after consultation with the Staff Judge Advocate (SJA), will be provided back to the command for action per .

4. Service members who did not consult with the EOA prior to reporting to SAPR personnel in connection with a complaint of sexual harassment, SAPR personnel may refer the Service member, with their permission, to the EOA for submission of a confidential sexual harassment report per.

5. Service members who disclose sexual assault to the EOA, are still eligible for a restricted report of sexual assault, and the EOA is authorized to maintain confidentiality.

6. Sexual harassment case tracking and management will follow the procedures.

(n) Safe-To-Report Policy

1. No member of the Department of Navy (DON) may discipline a Service member victim of an alleged sexual assault for minor collateral misconduct, i.e. underage drinking, unprofessional relationship with the accused, violation of lawful orders, etc., per reference (k).

2. If after considering the circumstances of the alleged collateral misconduct, including the mitigating and aggravating circumstances set forth above, the CO in consultation with the SJA determines that the alleged collateral misconduct is non-minor, the victim may be disciplined. The CO retains discretion as to whether to discipline the victim for non-minor alleged collateral misconduct.

(o) No Wrong Door Policy

1. A victim who discloses sexual assault, sexual harassment, or domestic abuse to DON personnel responsible for victim care and support for sexual assault, sexual harassment or domestic abuse

shall fully receive care and support from that person as practicable. They shall not be denied or inappropriately delayed in getting care and support per reference (l).

2. If the victim cannot receive care and support from that organization because of programmatic eligibility criteria or other reasons, the person the victim contacts shall, with the victim's permission, ensure the victim receives a warm hand-off with the appropriate service provider per reference (l).

3. DON personnel responsible for the care and support of victims of sexual assault, sexual harassment or domestic abuse include, but is not limited to, those helping professionals assigned or detailed to SAPR, FAP, Military Equal Opportunity (MEO) programs; Victim Witness Assistance Program (VWAC), medical professionals, Warfighter and Family Services (non-medical counseling providers), Victims' Legal Counsel (VLC), or chaplains per reference (l).

(p) Convalescent Leave for Service members recovering from sexual assault

1. Commanders and Military Treatment Facility (MTF) directors may grant convalescent leave (non-chargeable) to Service members based on a recommendation of a medical or mental healthcare provider or sexual assault medical forensic examiner.

2. Such leave may be approved to start immediately following the release from a medical facility, the completion of a Sexual Assault Forensic Exam (SAFE), or the completion of an appointment with a healthcare provider after a sexual assault incident is reported.

3. Convalescent leave approved by the commander or the MTF director may range from 1-30 days. Convalescent leave exceeding 30 days is controlled at the level designated by policy. There is no cumulative limit to the number of days of convalescent leave that may be granted.

4. Under existing policy, and procedures, commanders should allow Service members to attend in a normal duty status during normal duty hours, any scheduled medical or non-medical appointments, services, or counseling related to their sexual assault incidents, to support their recovery. These activities are the Service members appointed place of duty.

5. Service members on convalescent leave or liberty may attend these activities while on such time off. There is no cumulative limit to the number of days that Service members may take to attend such activities in a normal duty status per reference (m).

(q) CATCH

1. CATCH program allows an eligible adult victim of sexual assault to submit an anonymous entry into the CATCH system to discover if the suspect in the victim's report may be a suspect in another sexual assault (i.e. "match" in the CATCH website). Eligible adult sexual assault victims include those:

a. Who file, or have already filed, a Restricted report with a DD Form 2910. If notified of a potential match, the Restricted reporting victim can decide whether to convert to Unrestricted and participate in the investigation. The Restricted report will not be converted based on the information provided to the CATCH program without the victim's written permission on a revised DD Form 2910 per reference (b).

b. Who file, or have already filed, an Unrestricted report with a DD Form 2910 and the identity of their suspect was not disclosed by the victim or uncovered by law enforcement to include MCIOs (e.g., third-party report with no suspect identification). If notified a potential match, the Unrestricted reporting victim can decide whether they now want to participate in the investigation per reference (b).

c. Who, have decided not to make a report to military law enforcement, a SARC, or SAPR VA.

2. Participation in the CATCH program is anonymous and voluntary. Participants may decline to participate at any point in the process, even after being notified that there was a potential match. Participants can provide any information when making an entry, however, the most helpful information is suspect's name, suspect's phone number, suspect's social media username(s) and platforms, suspects rank, and date and location of offense.

(r) MCIO and Office of Special Trial Counsel (OSTC) CO Notification

1. Immediately notify the MCIO and OSTC after receiving a report of a sexual assault filed by the victim through a DD 2910, DD 2910-8, or received by law enforcement from a third-party report by emailing the appropriate OSTC office.

2. Notify the MCIO and OSTC immediately after a report of retaliation filed in the SAPR program through a DD 2910-2. All DD 2910-2 forms must be associated with an Unrestricted report filed with a DD 2910.

3. OSTC notifications can be made by emailing the appropriate regional OSTC office.

4. Unit commander shall not conduct, internal, command-directed investigations on sexual assault allegations (i.e., no referrals to appointed command investigators or inquiry officers) and shall NOT delay immediately contacting the MCIO and OSTC while attempting to assess the credibility of the report.

c. Tasks

(1) MCESG Commanding Officer

(a) Attend a SAPR Resource Brief from an authorized SARC within 30 days of assuming the Command.

(b) Publish a SAPR Policy for the Command within 90 days of assuming the Command.

(c) Appoint a SARC to manage SAPR documentation, monitor status of D-SAACP certifications to ensure compliance for VA appointments and training, and to coordinate inspection of the program compliance through assist visits with higher headquarters. Fill and utilize SAPR Civil Service billets to the maximum extent possible.

(d) Appoint at least 1 SAPR VAs to provide a 24/7 response capability to the Headquarters and Schoolhouse. Fill and utilize SAPR Civil Service billets to the maximum extent possible.

(e) Publish a Standard Operating Procedure (SOP) for the effective management of the SAPR program that is, at a minimum, comprised of protocols for the response, reporting, advocacy, training, and guidance for the command's area of responsibility including protocol for exercises and deployments.

(f) Release Operation Report Report-3/Serious Incident Reports (OPREP-3/SIR) per reference (e) and notify both the Regimental SAPR VA and the MCESG SARC of the date and time of release per reference (d) and (e).

(g) Submit an 8-Day Incident report per reference (d) which an appointed Commanding Officer (CO) cannot delegate. Coordinate with the MCESG SARC for support in obtaining Gear Locker access to submit 8-Day Incident reports to Headquarters Marine Corps (HQMC) SAPR Branch.

(h) Attend the Installation Case Management Group (CMG) for all cases of sexual assault involving victims within their command. Per the references, Commanders shall not delegate attendance beyond the CO. An alternate attending on behalf of the CO must have an acting letter.

(i) Establish a protocol for the approval and disapproval of Expedited Transfers (ET) for active-duty members and dependents over 18. Follow procedures outlined in the references.

(j) Establish a protocol for the approval and disapproval of Military Protection Orders (MPOs) for active-duty members and dependents over 18. Follow procedures outlined in the references.

(k) Address all victim safety concerns and stand up a High-Risk Response Team (HRRT) within 24 hours of an assessment of a high-risk victim. Coordinate with the Regimental SAPR VA, MCESG SARC, and required stakeholders per reference (b) through (d).

(2) Region and MSAU Commanders:

(a) For O5 Commanders only, attend a SAPR Resource Brief from an authorized SARC within 30 days of assuming the Command.

(b) Create a command climate empowering the prevention of and response to sexual assaults.

(c) Appoint at least 1 SAPR VA to support victims within your influence.

(d) Region/MSAU Commanders or VAs should complete voice reports of unrestricted cases or allegations of sexual assault immediately to the MCESG SARC.

(e) Report to the MCESG CO any concerns of victim safety, retaliation towards the victim or SAPR personal, or victim access to services.

(f) After monthly Case Management Group (CMG) meetings, complete 72-hour notifications to victims of open CMG-briefed unrestricted cases. Notify the MCESG Commander and SARC of any changes to victim safety, retaliation, or access to services.

(3) MCESG/Region/MSAU SAPR VA:

(a) Perform New Join Briefs with SAPR personnel contact information and locations for all MCESG personnel and students within your influence.



(b) Coordinate with the MCESG HQ SARC and MCESG S-3 Operations to support and facilitate all HQMC SAPR approved annual training. Maintain all attendance sheets and provide copies to the HQ SARC. Run completion records in the Marine Corps Training Information Management System (MCTIMS).

(c) Post current information including appointed and credentialed SAPR personnel, SAPR reporting options, local resources, the MCB-Q 24/7 Sexual Assault Support Line phone number, the Headquarters (HQ) SARC contact information, and the Department of Defense (DOD) Safe Helpline contact information throughout high traffic and common areas. Other DOD sponsored assets may be posted along with SAPR materials including resources for reporting retaliation, ostracism, maltreatment, and reprisal, sexual harassment, suicide helpline, domestic violence helpline, etc.

(d) Immediately self-report to MCESG/Region CO any arrest, accusation of a violation, named in a complaint, or a named subject of an investigation.

(e) For Quantico VAs only, stand post in the MCB-Q SAPR Duty/Hotline program.

(4) MCESG SARC.

(a) Follow all SARC administrative procedures in accordance with the DOD, Navy, and Marine Corps policy.

(b) Provide support for all MCESG cases to include the Headquarters, Regions 1-9, all Marine Security Guard (MSG) detachments, MSAU, and the School. Ensure on-time reporting to HQMC through OPREP-3 SIR, 8-Day Reports, and the Defense Sexual Assault Incident Database (DSAID).

(c) The MCESG HQ SARC will have direct and unimpeded access to all levels of leadership within this command, all detachments, and with the given installation commander.

(d) Create and maintain collaborative relationships with fellow Marine Corps SARCs and sister-service SARCs across the area of responsibility. Promote timely and effective communication and customer service at all times. This includes in-person, email correspondence, and telephonic communications.

(e) Attend monthly Case Management Group (CMG) meetings. Coordinate with appropriate Marine Corps installation and sister-service SARCs to attend meetings either in-person or telephonically.

(f) Conduct monthly audits of program materials to include and not limited to command website, local resources, SAPR VA posters, command policy statements, continuing education hours, annual training percentages, data tasks, SAPR VA response procedures, communication procedures, etc.

(g) Maintain current copies of SARC and VA appointment letter, documentation of D-SAACP certification, and required training certificates.

(h) Obtain MCESG CO signature on 8-Day Reports and submit to HQMC SharePoint within 8 calendar days of the report date or date Command was informed.

(i) Post current information including appointed and credentialed SAPR personnel, SAPR reporting options, local resources, the MCB-Q 24/7 Sexual Assault Support Line phone number, the Headquarters (HQ) SARC contact information, and the Department of Defense (DOD) Safe Helpline contact information throughout high traffic and common areas. Other DOD sponsored assets may be

posted along with SAPR materials including resources for reporting retaliation, ostracism, maltreatment, and reprisal, sexual harassment, suicide helpline, domestic violence helpline, etc.

(j) Stand post in the MCB-Q SAPR Duty/Hotline program.

(k) Provide SAPR program updates to VAs.

(l) Immediately self-report to CO, MCESG any arrest, an accusation of a violation, named in a complaint, or a named subject of an investigation.

(5) MCESG Adjutant

(a) Complete SAPR related OPREP-3 SIR reporting within the required timelines identified in reference (e).

(b) Support all SAPR administrative related functions to include and not limited to: completing and suspension/revocation documentation, supporting command responsible Expedited Transfer documentation, etc.

(c) Ensure MCESG SARC and HQ SAPR VAs are listed on the check-in/ check-out sheet and are participating in the new-join brief.

(6) MCESG S-3

(a) Coordinate with the MCESG HQ SARC and MCESG SAPR VAs to ensure all HQMC SAPR approved annual training are captured on the unit's training plan/schedule and are recorded by MCESG, Region, MSAU, or Detachment personal in MCTIMS.

(b) Provide copies of SAPR course attendance rosters to the SARC. Rosters should include instructor's name and date.

(7) MCESG Chaplain. Provide support to victims as needed. Ensure victims of sexual assault are aware of their option to meet with a SAPR VA or SARC.

(8) MCESG Equal Opportunity Coordinator. In the event a victim's circumstances may be greater than sexual harassment and more appropriately defined as sexual assault, ensure victims are aware of their option to meet with a SAPR VA or SARC.

(9) MCESG Staff Judge Advocate

(a) Advise the Commander of potential administrative command actions to include Expedited Transfers and Military Protection Orders.

(b) Lead MCESG communications with military law enforcement agencies to include the Naval Criminal Investigative Service (NCIS).

(10) All Marines/Sailors/Civilians

(a) Understand the different reporting options (restricted, and unrestricted) available to victims.

(b) Know which SAPR personnel are assigned to support their particular unit. SARC and SAPR VA information is posted throughout all HQ/MSAU/Schools/Regions/Detachment workplaces.

(c) Promote zero tolerance for retaliation, reprisal, ostracism, coercion, sexual harassment, or maltreatment. Reference (d) outlines the methods to report retaliation and the resolution process.

(d) Treat all victims of sexual assault with sensitivity, dignity, and respect.

(e) Complete required SAPR training, per the references.

(f) Use active bystander intervention techniques to intervene when an individual is targeted for a sexual assault.

(g) Be familiar with the SAPR program, available resources, and response capability when on Temporary Assignment of Duty (TAD) or assigned to the Fleet Assistance Program (FAP).

(h) Be aware of contact information for SAPR VAs, SARCs, and the MCB-Q Installation 24/7 Sexual Assault Support Line.

d. Coordinating Instructions

(1) For situations not covered in this order or references, consult with the MCESG SARC or SAPR VA.

(2) Forward recommendations concerning this order's content to the MCESG Commanding Officer via MCESG SARC.

5. Administration and Logistics. MCESG shall maintain the SAPR program per this order and the Inspectors General Functional Area Checklist 1752.

6. Command and Signal

a. Command. This Order is applicable for all personnel assigned to MCESG.

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

  
C. S. MAGEE



---

# MCESG

## SOP FOR SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR)

---

**TABLE OF CONTENTS**

GOVERNING POLICIES .....	iv
CHAPTER 1 : MCESG MARINES AND CIVILIANS WITH SAPR RESPONSIBILITY .....	1-1
1001. COMMANDING OFFICERS .....	1-1
1002. COMMAND TEAMS .....	1-1
1003. SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) SPECIALIZED PERSONNEL.....	1-1
1004. MCESG's NON-SAPR SUPPORT .....	1-4
CHAPTER 2 : PREVENTION .....	2-5
2001. COMMAND CLIMATE AND POLICY .....	2-5
2002. EDUCATION AND TRAINING REQUIREMENTS FOR MCESG PERSONEL.....	2-5
CHAPTER 3 : RESPONSE .....	3-7
3001. CHECK-IN PROCEDURES .....	3-7
3002. SAPR POSTERS.....	3-7
3003. MCESG WEBSITES.....	3-7
3004. SAPR RESOURCE FAMILIRIZATION.....	3-7
3005. INITIAL REPORTING REQUIREMENTS .....	3-8
3006. DD 2910 TRANSMISSION AND STORAGE.....	3-10
3007. RETALIATION .....	3-10
3008. CATCH PROGRAM.....	3-10
3009. SAFE TO REPORT .....	3-10
3010. EXEDITED TRANSFER (ET) .....	3-10
3011. HIGH RISK RESPONSE TEAM (HRRT) .....	3-11
3012. MILITARY PROTECTION ORDER (MPO).....	3-11
3013. CIVILIAN RESTRAINING ORDER .....	3-11
3014. MEDICAL EVACUATION (MEDEVAC) .....	3-12
3015. CGRI PREPARATION .....	3-12
3015. CASE MANAGEMENT RESPONSIBILITIES .....	3-12
3016. ADDITIONAL SUPPORT FOR VICTIMS AND SEPR PERSONEL .....	3-13
3017. RELEVANT FORMS .....	3-14

## GOVERNING POLICIES

### DOD

- DoDD 6495.01 Sexual Assault Prevention and Response (SAPR) Program dated 20120123
- DoDI 6495.02 Vol1 Sexual Assault Prevention and Response Program Policies Change 7 dated 20220906
- DoDI 6495.02 Vol2 Sexual Assault Prevention and Response Education and Training dated 20210409
- DoDI 6495.02 Vol3 Sexual Assault Prevention and Response Retaliation Response for Adult Sexual Assault Cases dated 20220624
- SECDEF Memo Actions to Address and Prevent Sexual Assault and Sexual Harassment in the Military dated 20240426
- SECDEF Memo Clarification of Convalescent Leave Policy for Service Members Recovering from Sexual Assault dated 20221020
- SECDEF Memo Ensuring Access to Essential Women's Health Care Services dated 20220628

### USMC

- NAVMC 1752.5 Sexual Assault Prevention and Response (SAPR) Procedures dated 20190605
- MCO 1752.5C Sexual Assault Prevention and response (SAPR) Program dated 20190603
- MCO 3504.2A Operations Event/Incident Report (OPREP-3) Reporting dated 20230807
- MARADMIN 047/22 Announcement of Forthcoming Changes to sexual Assault Prevention and Response Policy dated 20220214

### MFC

- Sexual Assault Prevention and Response Program Policy Statement - LtGen Shea

### MCB-Q

- MCINCR-MCBQ 1752.3A Standard Operating Procedures for Sexual Assault Prevention and Response (SAPR) Program dated 20240129

### MCESG

- GRUO 5370.5D - ROMANTIC RELATIONSHIPS
- Marine Corps Embassy Security Group Sexual assault and Response Policy Statement – Col Magee

## **CHAPTER 1: MCESG MARINES AND CIVILIANS WITH SAPR RESPONSIBILITY**

### **1001. COMMANDING OFFICERS**

The following O6 and O5 Commanding Officers are responsible for prevention and response of sexual assault within their influences.

- MCESG
- Regions 1-9

### **1002. COMMAND TEAMS**

For SAPR, members of the “Command” are generally interpreted as the Commanding Officer, Executive Officer, and Senior Enlisted Advisor. Examples for MCESG are below. Members of Command Teams cannot be appointed as SAPR personnel. Members of the Command are mandated reporters of Sexual assault if they are disclosed of situations through unrestricted reports, third party notifications, or directly witnessing the crime.

- Group: Commanding Officer (O6), Executive Officer (O5), Senior Enlisted Advisor (SEA) ((E9).
- Region: Commanding Officer (O5), Executive Officer (O3-O4), Senior Enlisted Advisor (SEA) ((E8).
- MSAU: Commanding Officer (O4), Executive Officer (O2-O3 Senior Enlisted Advisor (SEA) ((E8).
- Schools: Officer in Charge (OIC) (O4), Senior Enlisted Advisor (SEA) ((E8).
- Headquarters Company: Commanding Officer (O3-O4), Executive Officer (O1-O2) Senior Enlisted Advisor (SEA) (E8).

### **1003. SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) SPECIALIZED PERSONNEL**

The following are civilian/military positions for Sexual Assault Prevention and Response (SAPR)

- Victim Advocate (VA)
- Sexual Assault Response Coordinator (SARC)

#### **Appointments**

Commanding Officers are responsible for appointing specialized SAPR personal to support their Command’s populations. Appointed SARCs are responsible for the facilitation of the below onboarding requirements prior to the appointment of additional SARCs or VAs. A commander may provide written appointment after it validates the following have occurred. The HQMC SAPR program has a recommended written template for appointment. New Commanders are not required to re-appoint SAPR personnel appointed by previous commanders.

HQ, Regions, MSAU, and Schools must validate the following before appointing its Victim Advocates.

- Full-time Civil Service VA position, or collateral-duty military E5+.
- Not one of the following: Commanding Officer, Executive Officer, Sergeant Major, First Sergeants, Senior Enlisted Advisors (SEA), Staff Judge Advocate, Equal Opportunity Coordinator Advisor (EOC), Substance Abuse Control Officer (SACO), Deployment Readiness Coordinator (DRC), VWAC, Chaplain, Religions Program Specialists, or Suicide Prevention Officers.
- Authorized 40 Hour SAPR Victim Advocate Course Certificate.
- Background records check via MCB-Q PMO Security Battalion Records Department or other military police department, which provides the Command confidence in ability to perform SAPR duties.
- Member is not on the national sex offender registry.
  - <https://www.nsopw.gov/search-public-sex-offender-registries>
- Obtain a verification letter from the MCESG Security Manager's Office verifying the current clearance level.
- Member has applied and has been Certified by the Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) via DD Form 2950 for new applications or via DD Form 2950-1 for renewal.

Sexual Response Assault Coordinator (SARC). In addition to the above VA requirements, SARCs are required to complete these requirements prior to Commander written appointment:

- Full-time Civil Service SARC position, or collateral-duty military O3+ or CWO3+
- Authorized Command SARC Course.
- Authorized Train the Trainer Course.
- MARINET Introduction to DSAID Course "USMCDSAID1".
- MARINET SARC 101 "SARCoor101".
- MARINET Annual Privacy Training Course "DODPII010A".
- JKO DSAID Basic Online Training Course "SAPRO-US1244".
- JKO DSAID Online Training for SARCs Course "SAPRO-US1245".
- JKO CATCH a Serial Offender (CATCH) Program Introduction Training Course "SAPRO-CATCH01".

The following Commands are required to appoint SAPR personal at these minimum quantities. Commands are encouraged to appoint additional personnel. Available MCESG SAPR Civil Service positions should be utilized to the maximum extent.

- MCESG HQ: (1) SARC, (1) VA
- MSAU: (1) VA
- Region 1 – 9: (1) VA each

The above commands will maintain electronic or physical copies of all SARC and VA documentation, to include training certificates, D-SAACP applications and certifications, and command authorization letters.

All SAPR VAs attached to MCESG including all detachments will eliminate conflicts of interest that interfere with, or give the appearance of interfering with, victim care and command relationships. SAPR



VAs who are instructors will not be assigned as SAPR VA to a student within his/her class as this places the Marine in the concurrent and conflicting roles of advocate and disciplinarian. The SAPR VA must contact another unit SAPR VA to who is not that Marine's instructor. This applies to Restricted and Unrestricted Reports.

If a Marine is a SAPR VA and stands duty as a command staff duty officer (SDO) or officer of the day (OOD), that Marine must only function in the capacity of the CDO/ OOD for the duration of duty. These procedures ensure 24/7 SAPR VA support remains continuous.

### **Gaps and Contingency Plans**

In the event a command will not have a minimally required quantity of SAPR personnel for a period of 30 days or more, the command should coordinate with the MCESG SARC and HQ for temporary coverage and to coordinate future appointments. Gaps may arise from annual leave, onboarding, training, certification, recertification, appointment, or suspension.

24/7 victim advocacy support will remain available to the unit to minimize risk and disruption of SAPR services during special circumstances including and not limited to: MCESG HQ SARC vacancy, SAPR personnel suspensions/ revocations, inclement weather, natural disasters, government shutdown, etc.

In such situations, the Marine Corps Base Quantico (MCBQ) 24/7 Sexual Assault Support Line phone number and the Department of Defense (DoD) Safe Helpline contact information will serve as 24/7 victim advocacy support. The MCB-Q SAPR Phone line is manned 24/7 in support of Quantico and its tenant Commands, including MCESG's units outside the National Capital Region.

### **Suspensions, Revocations, and Reinstalment**

SAPR personnel receive background and security clearance checks prior to initial appointment. In the event a historical circumstance is overlooked, or new circumstances are in violation of D-SAACP certification standards, there are obligations for the command to respond with suspensions/revocations and report the circumstances to applicable entities. These circumstances include sexual or non-sexual instances where certified and appointed SAPR VA has been arrested, accused of a violation, named in a complaint, or is the subject of an investigation.

Commander's suspensions and revocations must be documented in writing. The MCESG SARC will need informed of the circumstances to notify MCB-Q, MFC, and HQMC. HQMC's Sharedpoint has templates for SAPR suspensions and revocation letters, and the MCESG can obtain upon request.

### **Continued Education**

Every attempt will be made to ensure opportunities are made available for all SAPR VAs to attain continuing education requirements. Opportunities may include and are not limited to: in-person training offered by sister-service programs, HQMC SAPR, or MCESG HQ SARC; online and web-based trainings; training offered via HQMC SAPR SharePoint; and Marine Corps installation sponsored trainings.

The USMC requires 16 hours of continued education every year, and the DOD and D-SAACP require 32 total hours over two years for Certification renewal. DOD and USMC have guidance's posted to direct SAPR personnel to appropriate and inappropriate course subject material for continued education credit.

### **DSAID Profile Maintenance**

MCESG SARC is responsible for maintaining DSAID with all certified SARCs and VA profiles to include continued education.

### **1004. MCESG's NON-SAPR SUPPORT**

The Chaplain is a confidential resource to victims. While not a SARC or VA, they are trained to support victims through direct support and advisement of other resources.

MCESG's Equal Opportunity Coordinator (EOC) can be contacted for instances of Sexual Harassment, where a situation falls short of the definition for sexual assault.

The Substance Abuse Control Officer (SACO) can support victims who have concerns with drug and alcohol use.

### **Warm Handoffs to Non-SAPR Specialists**

SAPR personal should complete warm handoffs to the following specialists if appropriate. Situations with the below circumstances may not be applicable to the SAPR program and case management.

Family Advocacy Program (FAP) for cases of sexual assault of children and intimate partners, including spouses.

Equal Opportunity Coordinators (EOC) and Advisors (EOA) for cases of sexual harassment.

## **CHAPTER 2: PREVENTION**

### **2001. COMMAND CLIMATE AND POLICY**

Each MCESG CO publishes SAPR guidance at the beginning of their tenure. This document will establish the overall intentions and expectations of this standard operating procedure. The current policy has been listed as a reference. Post copies of this policy statement throughout high traffic and common areas.

Regions, MSAU, and Schools are encouraged to develop their own SAPR Policy. Best practices are below:

- Support SAPR program objectives.
- Emphasize sexual assault is a crime and not compatible with Marine Corps core values, such as decency, respect, and teamwork.
- Stress importance of cultivating climates and prevention focused leadership.
- Highlight reporting options.
- Includes SARC or installation SAPR resource information.
- Has a positive tone regarding the SAPR program.
- Does not mention or imply mandatory reporting for non-mandated reporters.
- Does not make reference to alcohol as a causal factor of sexual assaults.
- Does not discuss collateral misconduct during reporting.

The Group is required to publish an SOP to communicate how the SAPR Program will be conducted within MCESG. MCESG's unique structure and geographical dispersion necessitate the communication of prevention and response.

### **2002. EDUCATION AND TRAINING REQUIREMENTS FOR MCESG PERSONEL**

#### **Command Team Brief**

MCESG O6 and O5 Commanders, are required to attend a SAPR Command Resource Brief within 30 days of assuming command. The MFC SARC is the default presenter, but MCB-Q and MCESG SARC may provide the course if expressed in writing from MFC. O5 Executive Officers and E8-E9 Senior Enlisted Advisors are encouraged to also attend.

#### **Initial SAPR Personnel Training**

SARCs and VAs are required to complete initial training prior to certification and appointment. SAPR Personal are also required to complete continuing education. These are explained further in Chapter 1 of this document.

**All Other MCESG Personnel**

All HQMC SAPR approved annual training will be captured on the unit's training plan/ schedule. All service members will attend training specific to their rank. Only credentialed and appointed SAPR VAs are authorized to facilitate this training. Direct command involvement in preparation and throughout delivery is encouraged.

Recognize and address negative trends that adversely affect command climate. Coordinate with the MCESG HQ SARC and SAPR VAs to generate interactive education and skill building opportunities. Examples include and are not limited to: command special events, safety meets, professional military education (PME), workshops, small group discussions, Sexual Assault Awareness and Prevention Month events, and Transformation Enhancement Program (TEP) initiatives. Collaboration is encouraged with the Marine Corps and sister-service installations.

## **CHAPTER 3: RESPONSE**

### **3001. CHECK-IN PROCEDURES**

MCESG, Schools, MSAU, and Regions should have admin check-in procedures for new Marines that orient them on who their SAPR personal are and how to contact them. Check-In sheets and Welcome Aboard Briefs are the recommended approach.

### **3002. SAPR POSTERS**

MCESG HQ, Schools, MSAU, Regions, and Detachments/Posts should have current SARC and SAPR VA posters posted in plain view.

### **3003. MCESG WEBSITES**

MCESG SARC will ensure the MCESG Website MCEITS and the MCESG's public website are maintained with the following information at a minimum: DOD Safe Helpline, MCB-Q 24/7 SAPR Duty Line, and SARC/VA contact information.

- <https://eis-op.usmc.mil/sites/mcesg/sapr/default.aspx>
- <https://www.mcesg.marines.mil/Resources/SAPR/>

### **3004. SAPR RESOURCE FAMILIRIZATION**

SAPR personal must proactively become familiar with victim resources facilitated by the SAPR program. Many of the below resources may require local research for accessibility. Sister services may have accessible resources as well. MCESG Regions and Detachments are required to identify localized resources. These resources include:

- General:
  - 911
  - DOD Safe Helpline
  - MCB-Q SAPR Phone Duty Line
  - Other national, military, or local hotlines or organizations
- Legal
  - Victims Legal Counsel (VLC)
  - Naval Criminal Investigative Service (NCIS)
  - PMO
  - local law enforcement
  - Civilian Restraining Orders
- Administrative
  - Command Teams (CO/XO/SgtMaj)
  - Military Protection Orders (MPOs)
  - Expedited Transfers

- Medical
  - Medical/Forensic partners
- Behavioral
  - Mental health partners
  - Marine Family Life Counselors (MFLCs)
  - Chaplain and religious leaders
  - Suicide Prevention specialists
  - Substance Abuse specialists

### **3005. INITIAL REPORTING REQUIREMENTS**

When the command receives a report or incident of an actual, suspected, or alleged sexual assault, complete all SAPR reporting requirements outlined below.

Protect victim and situation information through hand delivery, verbal communication, email encryption, and limiting correspondence to those with the need to know. MCESG's geographical dispersion and operations across two different government internet servers (USMC and DoS) require more deliberate efforts to contain sensitive victim information.

Reporting may occur as a result of: A victim report, a third-party notification, or a Command driven report.

The MCESG Commander must be informed of any concerns regarding SAPR personal or victim safety, retaliation, or access to services.

#### **MCESG Regions, MSAU, and Schools:**

With cases of sexual assault, Commanders of Regions, MSAU, and Schools will report to the MCECG CO/XO/SARC:

- Within 30 minutes, notify MCESG CO, XO, and/or SARC via telephone.
- Follow-up with an encrypted email 5 Ws and additional details.
  - Communicate to the MCESG CO/XO/SARC:
    - If the Victim is SAFE
    - If the victim has experienced retaliation
    - If there are any concerns about access to victim services
- Coordinate emergency services if necessary.

Victim Advocates will coordinate directly with the MCESG SARC so that sensitive victim, suspect, and situation information is accurately recorded in the secure Defense Sexual Assault Incident Database (DSAID).

Protect the privacy of victims and alleged offenders to the maximum extent possible. Ensure privacy is maintained by limiting access to information to only those with an official need-to-know.

Commanders will not conduct independent command inquiries or investigations of alleged sexual assaults. Contact the MCESG HQ SJA for questions.

**MCESG Headquarters:**

The following actions are to be taken by MCESG personnel after being informed of a unrestricted sexual assault case from Region, MSAU, Schools, or the HQ victim advocate.

1) OPREP-3 SIR: Submit a draft Operations Event/ Incident Report (OPREP-3) Serious Incident Report (SIR), in accordance with reference MCO 3504.2A to MCESG CO and XO. This applies to all Unrestricted Reports and allegations of sexual assault, including prior—to—service incidents, incidents involving civilian victims and Marine offenders, and reports converted from Restricted to Unrestricted. Upon acknowledgement and approval from MCESG CO, immediate-release the SIR. For tracking purposes, notify the MCESG HQ SARC of the date and time submitted.

2) 8-Day Incident Report: Submit a draft SAPR 8-Day Incident Report to MCESG CO and XO. The report may be located on the HQMC SAPR Gear Locker in accordance with reference (b) Upon acknowledgement and approval, immediate-release the SAPR 8-Day Incident Report. There are two triggers for the SAPR 8-Day Incident Report:

- a) Victims of sexual assault who are Active Duty Service members and/or reserve members who file an Unrestricted Report (i.e. signed DD 2910).
- b) Cases where an independent investigation has been initiated by a Marine Corps Investigation Officer (MC 10) (e.g., NCIS) that involves either a service member victim or a service member subject.

The SAPR 8-Day Incident Report will be automatically delivered to the MCESG O6 Commander and Commander Marine Forces Command via HQMC SAPR Gear Locker. Ensure all email addresses are correct. Due to this automated process, the SAPR 8-Day Incident Report will only be shared with personnel authorized with an official need-to-know.

When completing the SAPR 8-Day Incident Report, commanders will not conduct internal investigations, interview victims or SAPR VAS, or delegate others to obtain the required information. Contact the MCESG SARC for questions.

3) Law Enforcement Notification: MCESG HQ will lead efforts to coordinate with Naval Criminal Investigation Service (NCIS) or other supporting military law enforcement agency per reference. This includes assaults disclosed directly by a victim or by a third party.

4) Installation Notification: MCESG will ensure the Installation Commander is notified within 24 hours.

### **3006. DD 2910 TRANSMISSION AND STORAGE**

DD Form 2910 Victim Reporting Preference Statement (VRPS) are CUI applicable to Privacy Act considerations when completed by SAPR Personal and victims. Victims should receive a physical copy.

Ideally, Victim Advocates hand carry them to the MCESG SARC within 48 hours, but due to MCESG's geographical dispersion, encrypted emails can be used for transfer. No electronic records of DD 2910s should be retained by SAPR personnel, so files saved to computers and sent emails should be deleted. No physical DD 2910s should be retained by VAs or the MCESG SARC

The MCESG SARC uploads the DD 2910 into the DSAID system. The SARC may store DD2910s behind double lock and key for up to 10 days before physical transfer to the MCB-Q SARC, who will store the physical copy until for 50 years.

### **3007. RETALIATION**

Victims and SAPR personnel may be subject to retaliation. Retaliation may appear as actions or threats of actions against reporters of crimes and sexual assault.

In the event of retaliation, victims and SAPR personnel will report the situation via DD 2910-2. MCESG SARC and S1, as well as Quantico's VLC are among the most appropriate resources to response to instances of retaliation.

### **3008. CATCH PROGRAM**

SAPR Personnel will familiarize themselves with the CATCH program, designed to have victims of unrestricted, restricted, and no reports document offenders into a database for association with other related incidents.

### **3009. SAFE TO REPORT**

SAPR Personnel will familiarize themselves with the Safe to Report policy, designed to encourage victims to make unrestricted reports and receive services and be granted leniency for minor offenses.

### **3010. EXEDITED TRANSFER (ET)**

Expedited transfer (ETs) offers victims who file an unrestricted report of sexual assault the opportunity to request reassignment when he or she feels uncomfortable at the current duty station. ETs may be temporary or permanent from within their currently assigned command, or to a different command and installation. ETs are eligible to Dependents over 18 and dual military families. Immediately notify the MCESG SARC at any time a victim requests an expedited transfer. ETs may be appropriate if there is



concern with safety, retaliation, or access to services. ETs are also appropriate where victims feel safe, but do feel uncomfortable.

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

If MCESG O5/O6 Commanders deny a victim’s ET request, MCESG personnel can request for the first GO/FO.

### **3011. HIGH RISK RESPONSE TEAM (HRRT)**

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

### **3012. MILITARY PROTECTION ORDER (MPO)**

In the event a victim or Commander is considering using a Military Protection Order to ensure the safety of a victim, the Commanders (O5-O6), SAPR Personnel (SARC & VA) will consult the MCESG SJA and MCB-Q Victims Legal Counsel.

Ensure victims and alleged offenders do not remain in the same work and/or living area as appropriate. Victims and alleged offenders who remain in the same work and/or living area will be routinely monitored for safety concerns. Issue a Military Protective Order (MPO), DD 2873, to the alleged offender (s) if requested by the victim, and after consultation with the MCESG HQ SJA. Victims will receive a signed copy of the MPO for their records. If exigent circumstances require the issuance of a verbal MPO, it will be immediately followed with a written MPO as soon as practicable.

If circumstances warrant protection, and only after consultation with the MCESG HQ SJA, an MPO may be issued without the victim's request.

### **3013. CIVILIAN RESTRAINING ORDER**

Local law enforcement may be contacted to issue restraining orders against suspects. Victims Legal Counsel (VLC) may provide additional information for obtaining a restraining order, and its benefits.

### **3014. MEDICAL EVACUATION (MEDEVAC)**

In the event victim may need evacuated from an overseas post for physical or mental health concerns, the following teams are available to support the process: DOS Medical personnel at post; DOS Medical HQ via National capital region, TRICARE's International (SOS), MCESG Medical/Psychologist, MCESG's Nurse Case Manager, and MCESG Comptroller. The situation's urgency and the risk to the life of the victim or others will be a consideration.

Travel procurement funding for the victim and a physical escort may be through International SOS, DOS (E2), or the USMC (DTS) in that order of preference.

### **3015. CGRI PREPARATION**

MCESG SARC is required to coordinate CGRI preparation and inspection from MFC or other inspecting agency. The SARC will use the Inspector General of the Marine Corps' (IGMC) Functional Area Checklists (FACs) for Sexual Assault Prevention and Response 1752.5 located at the below website.

<https://www.igmc.marines.mil/Divisions/Inspections-Division/Functional-Area-Checklists-FACs/smdpage83223/5/>

### **3015. CASE MANAGEMENT RESPONSIBILITIES**

#### **DSOID Case Management**

The MCESG SARC will maintain all open cases in DSOID.

#### **Monthly Check Ins with Victims regarding Services**

Victim Advocates or make contact with victims of open restricted and unrestricted cases at least monthly to ensure the victim has access to the services they desire at that point in time.

Updates should be shared with the SARC for entry into DSOID.

#### **Case Management Group (CMG) Obligations**

The MCESG Commanding Officer is required to attend Monthly CMGs hosted by MCB-Q. Cases briefed are Open and Unrestricted involving military victims. Prior to the CMG, MCB-Q and MCESG SARCs will clarify which cases meet the criteria to be briefed on the CMG. MCESG SARC is the Commander's lead team member to consolidate information for the presentation. Other participants may include Region Commanders, Executive officers, need-to-know SAPR personal, the chaplain, SJA, and medical personnel.

MCESG SARC will maintain history of attendance and minutes, to include applicable records in DSOID.

Within 72 hours of the completion of a MCB-Q CMG, the Command is required to contact each briefed victim to complete a 72-hour Notification.

If the Victim has previously communicated a disinterest in speaking with the Command or SAPR personal regarding this case, the notification attempt is not recommended. Some CMG-briefed cases are Unrestricted and Open, but reported by third parties where the victim is not interested in Command or SAPR program interactions.

For initial Command contact with the victim, consider asking a Victim Advocate who has built trust and report with the victim to facilitate an introduction.

Recommended Command Representatives to Complete a 72 Hour Post-CMG Notifications, in order of precedence:

- MCESG HQ/MSAU/Schools Victim
  1. MCESG XO
  2. MCESG SARC
  3. MCESG CO
- Region Victim
  1. Region CO
  2. MCESG SARC
  3. MCESG XO
  4. MCESG CO

The following subjects should be communicated with the victim.

- The Command is still following the open case and cares for the wellbeing of the victim.
- The Command has/does not have updates pertaining to the case to provide to the victim. Update may be legal, administrative, medical, or behavioral in nature. Common Command updates pertain to MPOs, legal proceeding, and expedited transfers.
- Provide the opportunity for the victim to share updates, to include satisfaction in their Victim Advocate and resources offered/received.
- Validating there are no concerns with safety, retaliation, or access to desired services/resources.

The MCESG SARC will contact MCB-Q Commander to inform about the completion of the 72 Hour Notifications, and any updates/details that may have transpired since the CMG.

### **3016. ADDITIONAL SUPPORT FOR VICTIMS AND SEPR PERSONEL**

Ensure SAPR services, along with emergency care are offered to eligible victims of sexual assault in a timely manner. Emergency care consists of medical and psychological treatment as well as the offer of a Sexual Assault Forensic Exam (SAFE) Eligible victims will be informed that if a SAFE is declined, other services and treatments remain available.

All leaders must protect the integrity of all SAPR related procedures. This includes protecting victims' confidentiality, encouraging victims to receive full support services, and understanding the duties and limitations of SAPR personnel. The command climate will protect all victims, SARCs, SAPR VAs, family members, reporters, and witnesses of sexual assault. These groups will be protected from coercion, retaliation, restriction, reprisal, ostracism, and maltreatment.

Ensure victims are notified upon adjudication of military justice proceedings.

### 3017. RELEVANT FORMS

- DD Form 1752-05 Sexual Assault Incident Report (SAPR 8-Day Incident Report)
- DD Form 2701 Initial Information for Victims and Witnesses of Crime
- DD Form 2710 Prisoner Background Summary
- DD Form 2873 Military Protective Order (MPO)
- DD Form 2910 Victim Reporting Preference Statement (VRPS)
- DD Form 2910-1 Replacement of Lost DD Form 2910, Victim Reporting Preference Statement
- DD Form 2910-2 Retaliation Reporting Statement for Unrestricted Sexual Assault Cases
- DD Form 2910-3 Return of Victim's Personal Property in Restricted Reporting Sexual Assault Cases Collected During a Sexual Assault Forensic Examination (SAFE)
- DD Form 2910-4 Catch a Serial Offender (CATCH) Program Explanation and Notification Form
- DD Form 2910-5 Monthly Case Management Group (CMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program
- DD Form 2910-6 Quarterly Case Management Group (CMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program
- DD Form 2910-7 High-Risk Response Team (HRRT) Meeting Notes for the SAPR Program
- DD Form 2910-8 Reporting Preference Statement for DoD Civ Employees to Report Adult Sexual Assault within the SAPR Program
- DD Form 2911 DoD Sexual Assault Medical Forensic Examination Report
- DD Form 2950 Department of Defense (DoD) Sexual Assault Advocate Certificate Program (D-SAACP) Application Packet for New Applicants
- DD Form 2950-1 Department of Defense (DoD) Sexual Assault Advocate Certificate Program (D-SAACP) Renewal Application Packet
- DD Form 2965 Defense Sexual Assault Incident Database (DSAID) Data Form
- NAVMC 1752-3 USMC Sexual Assault Prevention and Response Request for Expedited Transfer
- Safety Plan Safety Plan