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MARINE CORPS ORDER 1752.5C

From: Commandant of the Marine Corps  
To: Distribution List

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM

Ref: (a) DoD Instruction 6495.02, "Sexual Assault Prevention and Response (SAPR) Program Procedures," March 28, 2013  
(b) DoD Directive 6495.01, "Sexual Assault Prevention and Response (SAPR) Program," January 23, 2012  
(c) MCO 5354.1E w/Admin CH  
(d) DoD Instruction 6400.06, "Domestic Abuse Involving DoD Military and Certain Affiliated Personnel," August 21, 2007  
(e) Manual for Courts-Martial 2016  
(f) MCO 5800.16  
(g) SECNAV M-5210.1  
(h) MCO 5210.11F  
(i) U.S. Navy Regulations 1990, Chapter 11, Article 1137  
(j) DoD Instruction 6495.03, "Defense Sexual Assault Advocate Certification Program (D-SAACP)," September 10, 2015  
(k) MCO 3504.2A  
(l) MCO 1300.8  
(m) Military Rules of Evidence (MRE) 513-514  
(n) NAVMED 6310-5  
(o) 5 U.S.C. 552a, Privacy Act  
(p) SECNAVINST 5211.5E  
(q) DoD Retaliation Prevention and Response Strategy Implementation Plan, January 2017  
(r) SECNAVINST 1752.5C  
(s) NAVMC 1752.5  
(t) Uniformed Code of Military Justice Articles 120 and 125 (sections 920 and 925)  
(u) SECNAVINST 5370.7D

Encl: (1) Sexual Assault Prevention and Response (SAPR) Program Guidance

Report Required: Sexual Assault Prevention and Responses (SAPR) 8-Day Incident Report (Report Control Symbol DD-1752-05) encl (1), chap. 3, par. 5.c.(3), encl. (1), chap. 4, par. 4.a.(4), encl. (1), chap. 4, 5.f., appendix (c) 3.g.

1. Situation. This Marine Corps Order (MCO) provides policy, assigns responsibilities, and outlines procedural and training guidance regarding the SAPR Program in accordance with references (a) through (u). The SAPR program shall be implemented in accordance with this Order and procedures contained in NAVMC 1752.5, reference (s).

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2. Cancellation. MCO 1752.5B

3. Mission. This Order establishes SAPR Program policy and procedures utilizing a comprehensive approach to preventing sexual assault within our ranks while providing comprehensive prevention and response services to those affected by this crime. The SAPR Program provides training and education to Marines, Sailors, dependents, and eligible civilians in an effort to foster an environment where sexual assault is not tolerated, provides guidance on how to respond and report, and works with key stakeholders to hold offenders accountable. All installation and operational commanders shall be in compliance with the policies and procedures contained in this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Sexual assault is a criminal act that erodes unit cohesion and contradicts Marine Corps core values. Every Marine shall be aware of what constitutes sexual assault and the consequences of such behavior. Marines shall possess the tools to safely intervene when witnessing high-risk behaviors that may result in a sexual assault. Through training and education, the SAPR Program provides comprehensive prevention and response services to individuals impacted by this crime and addresses behaviors that can lead to sexual assault.

(b) SAPR is a commander's program with non-delegable duties that require continuous oversight. This Order defines and assigns responsibilities for sexual assault prevention, response, and accountability.

(2) Concept of Operations

(a) The terms "Sexual Assault Response Coordinator (SARC)" and "SAPR Victim Advocate (VA)," as defined by and in accordance with reference (a), shall be used as standard terms throughout the DoD to facilitate communications and transparency regarding SAPR capacity. Additional definitions applicable to this Order are defined in Appendix A.

(b) For the purpose of this Order, commanders are defined as board-screened, board-slated, Commandant of the Marine Corps-approved O5s and above.

(c) Victims are defined by and in accordance with reference (a).

(d) All Marines shall treat a person who is a victim of sexual assault impartially, with dignity, and without prejudice. Marines shall ensure victims of sexual assault are treated in a manner that empowers the victims to determine their own support and resource needs.

(e) Victims have two methods of reporting sexual assaults: Restricted and Unrestricted, as detailed in Appendix A, Chapter 1.

(f) Unrestricted Reporting of sexual assaults allows for the provision of victim services and to pursue offender accountability, as appropriate.

(g) Victims may decline to participate in the SAPR Program and in a Military Criminal Investigative Organization (MCIO) investigation at any time.

b. Subordinate Element Missions

(1) The Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) shall:

(a) Establish a SAPR Program per reference (a).

(b) Ensure the SAPR Program is funded and resourced appropriately.

(c) Ensure that the Business and Support Services Division:

1. Serves as the focal point for coordinating all Human Resource functions for civilian SAPR personnel.

2. Provides appropriate training and support to commanders or other designated operational supervisors on Marine Corps Community Services (MCCS) human resources functions to include, but not limited to, hiring and annual evaluation protocols.

3. Establishes the formal Marine and Family Programs (MF) process to review actions of commanders, SAPR personnel, and supporting MCCS personnel alleged to be out of compliance with policy and standards, including incidents involving SAPR personnel.

(d) Facilitate coordination with the Marine Corps Religious Programs (REL) Office to ensure all chaplains assigned to Marine Corps units comply with the contents of this Order and receive annual SAPR training, as outlined in reference (a).

(e) Facilitate coordination with the MF Strategic Communications Team to ensure awareness of the efforts taken to prevent and respond to sexual assault.

(f) Assess and support the SAPR Program to ensure applicable requirements of quality assurance, inspections, managers' internal control program, and certification and credentialing are met.

(g) Review this Order annually to ensure it is necessary, current, and consistent with statutory authority.

(2) The Deputy Commandant for Plans, Policies, and Operations (DC PP&O) shall:

(a) Coordinate with MF SAPR and the Commanding General, Marine Corps Combat Development Command (CG MCCDC), to establish and maintain measures (e.g., Memoranda of Agreement [MOA] or Understanding [MOU]) to facilitate the timely exchange of information between the other Services and the Marine Corps on sexual assault cases involving Marines that occur on non-Department of the Navy (DON) installations.

(b) Ensure all law enforcement personnel comply with annual training standards in accordance with reference (a).

(3) The Deputy Commandant for Installations and Logistics (DC I&L)  
shall:

(a) Coordinate with MF SAPR and security representatives to improve security, lighting, and accessibility on Marine Corps installations where feasible. Particular emphasis shall be placed on street lighting; barracks, berthing, and housing safety; and base security.

(b) Participate in the Sexual Assault Advisory Group (SAAG), as required by MF SAPR.

(4) The Commanding General, Marine Corps Combat Development Command (CG MCCDC), in coordination with Marine and Family Programs Sexual Assault Prevention and Response (MF SAPR), shall:

(a) Update, as needed, the Marine Corps Common Skills Manual sexual assault curriculum to incorporate sexual assault awareness and prevention training.

(b) Ensure Training and Education Command (TECOM) provides all SAPR training standards and programs of instruction throughout the entry-level training and Professional Military Education (PME) schools. Training shall meet the requirements outlined in reference (a) and include bystander intervention techniques.

(c) Establish a pre-deployment curriculum as required per reference (a). Curriculum shall provide Marine units with knowledge on customs, norms, and religious practices of specific foreign countries and coalition partners, especially with regard to inter-gender relations.

(5) Staff Judge Advocate to the Commandant of the Marine Corps (SJA to CMC), in coordination with Marine and Family Programs Sexual Assault Prevention and Response (MF SAPR), shall:

(a) Develop and implement annual SAPR training requirements for Staff Judge Advocates (SJA), trial counsel, and defense counsel as directed in reference (a).

(b) Establish requirements for the reporting of each sexual assault case disposition by submitting a Navy Personnel (NAVPERS) 1751/2, United States Marine Corps (USMC) Sexual Assault Disposition Report (SADR), to Naval Criminal Investigative Service (NCIS) for inclusion in reports of investigation and to the Judge Advocate Division (JAD) for input into the Defense Sexual Assault Incident Database (DSIID).

(c) Ensure installation Victim and Witness Assistance Program (VWAP) representatives, Victim and Witness Liaison Officers (VWLO), and Victim and Witness Assistance Coordinators (VWAC) address special concerns and issues surrounding sexual assault victims.

(6) The Commander for Marine Corps Installations Command (MCICOM) and their respective installations shall:

(a) Ensure the installation SAPR Program comprises an integrated SAPR response that includes SARCs; SAPR VAs; and medical, legal, and investigative resources.

(b) Provide support and oversight of all hiring actions for installation SARCs, in coordination with the supporting MCCS Human Resources Office (HRO) and MF SAPR.

(c) Provide appropriate funding and resources to installation and tenant command SAPR Programs authorized to appoint civilian SARCs.

1. Civilian command SARCs are administratively sponsored by the host MCCS when located aboard Marine Corps installations.

2. The host MCCS shall coordinate with the tenant command budget Point of Contact (POC) to ensure adequate funding is available for approved spending plans, and to facilitate the execution of allocated MCCS funds when applicable.

(d) Provide SAPR support to operating forces and tenant commands on installations. Conduct appropriate coordination and communication between the installation SARC and supported commands on a regular basis.

(7) The Commander for Training and Education Command (TECOM), Marine Forces Reserve (MARFORRES), and Marine Corps Recruiting Command (MCRC) shall:

(a) Provide appropriate funding to the SAPR Program.

(b) Provide SAPR support to geographically remote units, locations, and schools.

1. MCRC shall ensure each region, district, and recruiting station appoints a minimum of one SAPR VA.

2. MARFORRES shall ensure each Inspector-Instructor or Site Support Staff on every MARFORRES site appoints a minimum of one SAPR VA.

3. TECOM shall ensure geographically remote schools and formal learning centers appoint a minimum of two SAPR VAs.

(c) Provide support and oversight of all hiring actions for SARCs in their area of responsibility (AOR) in coordination with the supporting MCCS HRO and MF SAPR.

(d) Ensure the installation SAPR Program comprises an integrated SAPR response that includes SARCs; SAPR VAs; and medical, legal, and investigative resources.

c. Coordinating Instructions. This Order is not intended to and does not create any entitlement, cause of action, or defense in favor of any person who fails to provide a victim the assistance outlined in this Order. No limitations are hereby placed on the lawful prerogatives of the Marine Corps or its' officials.

## 5. Administration and Logistics

### a. Administration

(1) Records Management. Records created based upon this Order shall be managed according to National Archives and Records Administration approved

dispositions per references (i) and (j) to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium.

(a) Per reference (a), all DD 2910s and DD 2911s shall be retained for 50 years, regardless of whether Service members filed Restricted or Unrestricted Reports.

(b) A checklist for Marine Corps records management protocols is located on the SAPR Workspaces site.

(2) Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its' statutory responsibilities shall be balanced against the individual's right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (o)) and implemented per reference (p).

b. Logistics. Logistical requirements in execution of local SAPR Programs are a command responsibility. Expenditures shall be assigned to Cost Account Code MABD in the Standard Accounting, Budget, and Reporting System for appropriated funds and to Cost Center 6105 in the Financial Management System for non-appropriated funds.

6. Command and Signal

a. Command. This Order applies to the Marine Corps Total Force.

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



M. A. ROCCO  
Deputy Commandant for  
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## Chapter 1

### Sexual Assault Reporting Options and Confidentiality Policy

1. Purpose. To define and establish procedures for Unrestricted and Restricted Reporting, confidentiality, and the exceptions. In accordance with reference (b), Service members and their dependents who are 18 years of age or older and have been sexually assaulted have two reporting options: Unrestricted or Restricted.

#### 2. Sexual Assault Reporting Options

a. An Unrestricted Report is made by the victim's election to file via the DD 2910, Victim Reporting Preference Statement (VRPS). When an Unrestricted Report is elected, the report cannot be converted to a Restricted Report. The DoD definition of Unrestricted Reporting is provided in Appendix A of this Order. An Unrestricted Reporting flowchart is located on the SAPR Leadership Toolkit and SAPR Workspace sites.

(1) An official report may also be initiated by an MCIO when an adult sexual assault investigation has been opened.

(2) A Restricted Report is not an option if an MCIO has initiated an investigation and created a case number, there is no Restricted Report on file, and the SARC is notified.

b. Restricted Reporting affords victims the option to make a confidential report to authorized individuals. A Restricted Report is only available if a victim elects the Restricted Report option, via the DD 2910, to a person granted confidentiality under this Order or by statute, to include SARCs and SAPR VAs. If there is an ongoing independent investigation, the sexual assault victim shall no longer have the option of Restricted Reporting when the MCIO informs the SARC of the notification and the victim has not already elected Restricted Reporting.

(1) Disclosure of a sexual assault incident to others, with the exception of chaplains, Victim's Legal Counsel (VLC), and healthcare personnel (to include licensed clinical counselors)\* MAY eliminate the Restricted Reporting option. *\*Note: Some state and local laws require healthcare personnel to disclose sexual assault incidents to law enforcement.*

(2) Only installation commands will be notified of Restricted Reports, without any PII, and only for the purpose of enhancing preventative measures, training, education, and trend analysis in accordance with reference (a).

(3) A victim may elect to convert his or her Restricted Report to an Unrestricted Report at any time. Both the victim and SARC or SAPR VA shall sign the DD 2910 to document the conversion to an Unrestricted Report.

(4) The DoD definition of Restricted Reporting is included in Appendix A, and a Restricted Reporting flowchart is located on the SAPR Leadership Toolkit and SAPR Workspace sites.

3. Confidentiality. This term refers to confidential communications for all Restricted and Unrestricted Reports of sexual assault. Confidential communications are verbal, written, or electronic communications, which

include PII, by a victim to a SARC, SAPR VA, or healthcare personnel, as defined in Appendix A. Only a SARC or SAPR VA may receive an Unrestricted or Restricted Report. Healthcare personnel shall assist the victim with contacting a SARC or SAPR VA to make the initial report.

a. In cases where a victim elects Restricted Reporting, the SARC, assigned SAPR VA, and/or healthcare personnel may not disclose confidential communications or Sexual Assault Forensic Exam (SAFE) Kit information to any law enforcement agency or command authority, EXCEPT as provided under confidentiality exceptions.

b. When an independent investigation has been initiated through disclosure of a sexual assault by a third party, the SARC, SAPR VA, and/or healthcare personnel may NOT disclose confidential communication.

c. If a victim approaches a SARC, SAPR VA, or healthcare provider and discloses that he or she has been sexually assaulted, but elects not to sign a DD 2910, no report is filed. The SARC, SAPR VA, or healthcare provider (with few state exceptions) is under no obligation or duty to inform investigators or commanders about this communication and shall not produce any forms or disclose any information surrounding the communication. Disclosures may only be made in accordance with exceptions to the Military Rule of Evidence 514 or 513 privilege (see reference (1)), as applicable.

d. A statement made by a victim to a chaplain is privileged and may not be disclosed by the chaplain except in limited cases recognized in federal and military law. This rule is not subject to the exceptions of Restricted Reporting or confidentiality stated in DoD and Marine Corps policy. The chaplain can facilitate access to the SAPR Program to assist a victim to elect a reporting option. However, a chaplain cannot accept a Restricted or Unrestricted Report.

e. In the course of otherwise protected communications with a VLC, a victim may indicate his or her wish to file a Restricted Report. The VLC, with the victim's consent, shall facilitate contact with a SARC or SAPR VA. A VLC cannot accept a Restricted or Unrestricted Report.

f. All communications to determine eligibility would be deemed covered communications. If non-eligibility is established, SAPR personnel shall immediately begin a warm hand-off, as defined in Appendix A, and referral to the applicable program.

4. Confidentiality Exceptions. There are established exceptions to the confidentiality policy. All parties involved in an incident of sexual assault shall maintain the integrity of the confidentiality policy, except in those instances described below. Victims shall be informed of these exceptions to confidentiality before the victim signs the DD 2910, or as soon as is practical. Under Restricted Reporting, a waiver of the prohibition on disclosing confidential communications applies in any of the following circumstances:

a. Disclosure is authorized by the victim in writing.

b. Disclosure to command officials or law enforcement is necessary to prevent or lessen a serious and imminent threat to the health or safety of the victim or another. In accordance with Chapter 6 of this Order, a High-

Risk Response Team (HRRT) shall stand-up if the victim is assessed to be in a high-risk situation.

c. Disclosure by healthcare personnel to Disability Retirement Boards and officials is required in support of fitness for duty or disability retirement determinations. The disclosure shall be limited to only that information necessary to process these determinations. Disclosure of a Restricted Report under these circumstances does not change the nature of the victim's Restricted Report, nor does it create an obligation for reporting to law enforcement or the command for investigation.

d. SARCs, SAPR VAs, and/or healthcare personnel may disclose specifically requested information to those individuals with an official need-to-know or as required, for the supervision of direct victim services. Official need-to-know, for the purpose of SAPR, would be the command team (e.g. Commanding Officer (CO), Executive Officer (XO), Sergeant Major (SgtMaj), and the SARC.) Additional need-to-know may be extended to other personnel as required. Consult with the SARC to assist in the determination of additional personnel.

e. Disclosure to military or civilian courts when ordered by an authorized military official (e.g., a duly authorized subpoena in a UCMJ case, federal or state judge, or as required by federal or state law).

f. Disclosure of suspected and alleged child abuse shall immediately be made to the installation Family Advocacy Program (FAP) and Child Protective Services (CPS).

g. Disclosure of a sexual assault perpetrated by an intimate partner is defined in reference (d) as a current or former spouse; a person with whom the abuser shares a child in common (not to include a current pregnancy); or a current or former intimate partner with whom the abuser shares or has shared a common domicile is considered sexual abuse and is immediately referred to FAP. Disclosure of sexual assault by an intimate partner shall be deemed a domestic violence case and shall be immediately referred to FAP.

5. Exception Applicability. The SARC shall evaluate the information provided and determine whether an exception may apply. The SARC shall consult with the supporting installation or command SJA, using non-PII, to make the appropriate determination before applying an exception, unless immediate danger is assessed. In accordance with Chapter 6 of this Order, if an exception is applied for serious or imminent threat, the HRRT is required.

6. Disclosure Limits. 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.

7. Improper Disclosure. If a SARC, SAPR VA, or healthcare provider makes an unauthorized disclosure of a confidential communication, disciplinary action under the 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.

8. 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 communications 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.

9. 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 a victim who has elected Restricted Reporting or where no election has been made by the victim, that commander shall report the matter to an MCIO, and an official (independent) investigation may be initiated based on that independently acquired information.

a. Neither the commander, nor law enforcement officials may initiate investigations based on information provided by the SARC in connection with a Restricted Report. The non-PII provided by the SARC, under the Restricted Reporting option, is intended to give the Installation Commander information pertaining to the number and types of sexual assaults occurring on or near the installation. The Installation Commander may use the information to enhance prevention measures, expand education and training, and evaluate unit climate and culture as contributing factors. The information shall not be used in a manner likely to disclose, reveal, or enable discovery of the individuals being protected.

b. If information about a sexual assault comes to a commander's attention from a source other than a SARC, the commander shall immediately report the matter to an MCIO, and an official investigation may be initiated based on that independently acquired information.

(1) If there is an ongoing independent investigation, the sexual assault victim shall no longer have the option of a Restricted Report if both of the following conditions apply:

(a) Law enforcement informs the SARC and/or commander of the official investigation, and the SARC and/or commander then informs the victim of the ongoing official investigation.

(b) The victim has not already signed a DD 2910, formally electing a Restricted Report.

(2) If an independent investigation is initiated because of a third-party report, the identified victim has the following options:

(a) If an independent investigation begins AFTER the victim has formally elected the Restricted Report, the victim may maintain the Restricted Report. The investigation shall have no impact on the victim's Restricted Report, and the victim's communications and SAFE Kit shall remain confidential to the extent authorized by law.

(b) If the victim has a Restricted Report prior to the start of an independent investigation, the victim may convert the report to Unrestricted.

(c) If the victim has no report at the onset of the independent investigation, the victim may only elect to file an Unrestricted Report.

(3) Although the victim has the option to not sign a DD 2910 and to not participate in the investigation, all communications between the victim and the SARC and/or SAPR VA shall remain confidential.

10. Victim Disclosure to Another Person. 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.

a. A victim's communication with another person (e.g., roommate, friend, family member) does not, in and of itself, prevent the victim from later electing to make a Restricted Report. Restricted Reporting is confidential, not anonymous, reporting. If the person to whom the victim confided the information is NOT in the victim's 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.

b. If the person to whom the victim confided the information (e.g., roommate, friend, family member) is in the victim's chain of command or a law enforcement officer, there can be no Restricted Report and the information shall be reported to the command and appropriate MCIO.

c. Communications between the victim and a person other than the SARC, SAPR VA, chaplain, VLC, and/or healthcare personnel are NOT confidential and do not receive the protections of Restricted Reporting.

d. Marines are mandated to report incidents of sexual assault that **come under their observation (e.g., witness a sexual assault)** in accordance with reference (i).

## Chapter 2

### Headquarters Marine Corps Marine and Family Programs Sexual Assault Prevention and Response (MF SAPR), Responsibilities

1. Purpose. To establish policy, guidance, and areas of responsibility for SAPR Program implementation.
2. Administrative Responsibilities. MF SAPR shall:
  - a. Maintain a master roster of all Marine Corps SARCs.
  - b. Establish and implement procedures for current SAPR VA rosters within DSAID.
3. Marine and Family Programs Sexual Assault Prevention and Response (MF SAPR), Organization. To ensure efficient implementation and support throughout the Fleet Marine Force (FMF), MF SAPR shall execute the following tasks that directly affect SAPR day-to-day operations:
  - a. Perform Inspector General (IG) inspections, training, and site visits, and provide policy guidance.
  - b. Provide follow-up action plans for programs deemed non-mission capable, and/or programs found to be out of compliance with policies and protocols, per MF guidance.
  - c. Provide data analysis, ensure proper utilization of DSAID, and create standard reports to track trend analysis data, in accordance with reference (a).
  - d. Coordinate and manage day-to-day operations and all recurring tasks within SAPR to include administrative operations, expedited transfers, and budget management.
  - e. Measure performance and effectiveness of the SAPR Program.
  - f. Provide strategic vision and advice on enhancing SAPR Program effectiveness, including victim care and bystander intervention.
  - g. Operationalize the HQMC SAPR practices and policies to accomplish SAPR Program objectives and goals with a focus on SAPR training, victim care, and quality assurance.
4. Liaison Responsibilities. MF SAPR shall:
  - a. Act as liaison and Marine Corps representative with internal and external agencies on sexual assault policy and training matters.
  - b. Coordinate with stakeholders to facilitate SAPR Programs and efforts.
  - c. Coordinate with Manpower Management (MM), Reserve Affairs Management (RAM), and/or other service equivalents to facilitate approved requests for the expedited transfer of victims of sexual assault.
  - d. Establish a SAPR Initiative Committee (SIC). SIC members provide feedback to MF SAPR from the FMF at both tenant and installation commands.

The SIC shall be held at a minimum annually to facilitate a consistent approach to advocacy, prevention, training, policy, and quality assurance; develop collaborative solutions; and share best practices. The results of the SIC will provide information to be shared during the Sexual Assault Advisory Group (SAAG).

e. Establish a multidisciplinary SAAG, composed of key stakeholders, to include NCIS, FAP, REL, PP&O, MPE, TECOM, the Navy Bureau of Medicine and Surgery, JAD, and Health Services. Meetings/ teleconferences shall be held at a minimum annually, and as required. The SAAG shall establish collaborative relationships facilitating a consistent Service approach to identify gaps and systemic issues; develop collaborative solutions; and share best practices.

(1) If HQMC designates its authorized SARC billet to be a member of the SIC, commands shall ensure that a representative knowledgeable on the execution of the SAPR Program, within the AOR, attends the SIC.

(2) Refer to the SAPR Leadership Toolkit or the SAPR Workspace for a roster of regular members and additional objectives of the SIC.

f. Facilitate fleet engagements and site visits to foster relationships with the FMF in order to ensure proper SAPR Program implementation.

5. Training and Education Responsibilities. MF SAPR shall:

a. Coordinate with the CG MCCDC to develop training standards on sexual assault awareness and prevention consistent with the requirements of this Order and reference (a), and to ensure development of training curricula to be incorporated into the Marine Corps Common Skills Manual.

b. Provide support to SARCs with annual training requirements, PME, command team training, and SARC and SAPR VA training.

6. Service Agreements. MF SAPR shall coordinate with DC PP&O to establish and maintain measures (MOAs or other inter-Service agreements) that facilitate the timely exchange of information between other Services and the Marine Corps regarding sexual assault cases involving Marines serving on non-Marine Corps installations.

7. 24/7 Sexual Assault Support Line. MF SAPR shall ensure proper on-call coverage of the installation 24/7 Sexual Assault Support Line by credentialed and appointed SARCs and SAPR VAs. The 24/7 Sexual Assault Support Line provides immediate victim support, a callback response within 15 minutes, and a two-hour in-person response time from the time of the initial phone call.

a. SARCs and SAPR VAs shall be used to meet this requirement. SARCs shall coordinate with commanders to ensure that on-call coverage shall not create conflicts or unintentionally neglect the victim's ability to obtain immediate advocacy services from the SARC or SAPR VA.

b. MF SAPR shall ensure official command and installation websites include the 24/7 Sexual Assault Support Line phone number and the DoD Safe Helpline contact information on their respective homepages, as well as a link to reporting and resources information within three clicks from those same homepages.

c. MF SAPR shall conduct audits of all installation 24/7 Sexual Assault Support Lines. Installations that fail audits shall be notified and required to provide written corrective actions within five days of notification date.

8. Resources. MF SAPR shall ensure SARCs distribute information about installation and community-based victim support resources throughout their command's AOR. The SAPR Workspace site contains victim-related resources.

9. Credentialing, Revocation, and Suspension. MF SAPR shall establish a formal protocol to require immediate notification of any certified SARC or SAPR VA who has been accused of a violation, named in a complaint, or is the subject of an investigation, in accordance with reference (j).

a. MF SAPR shall monitor the ensuing actions, and reserves the right to intervene to protect the integrity of the SAPR Program, after consultation with MF Legal Counsel and servicing HRO, as applicable.

b. Required credentialing procedures are located within reference (s).

### Chapter 3

#### Commander's Responsibilities within the SAPR Program

1. Purpose. To provide commander's with the guidance to execute the SAPR program at all levels. Leadership is the key to sexual assault awareness, prevention, and response. Commanders create an environment that discourages sexual assault, but encourages reporting of sexual assault incidents when they occur.

#### 2. General Officers/Flag Officers (GO/FO) and General Courts-Martial Convening Authorities (GCMCA) shall:

a. Utilizing the template provided on the SAPR Workspace, appoint in writing a Marine Forces (MARFOR), installation, and/or command SARC. Appointments shall occur after all SAPR-related training is complete and personnel are certified by D-SAACP. Chapter 4 of this Order details selection criteria and SARC responsibilities. Selection criteria are also located on the SAPR Leadership Toolkit and SAPR Workspace sites.

b. Notify MF SAPR of pending SAPR personnel changes in the appointed SARC billet via email at [SMB.Manpower.SAPR@usmc.mil](mailto:SMB.Manpower.SAPR@usmc.mil). Include the termination date in the notification and send a copy of the notification to the supporting MARFOR SARC, if applicable.

(1) For an authorized civilian SARC, this will initiate MF SAPR's oversight of the hiring action to replace the civilian SARC.

(2) For all others, this will alert MF SAPR of the pending change in personnel.

#### 3. Installation Commanders shall:

a. Utilizing the template provided on the SAPR Workspace, appoint in writing an installation SARC. Installation SARCs shall be full-time civilian employees (NAF-4 or above, using the appropriate Standardized Position Description (SPD) provided by HQMC HRO). Appointments shall ONLY occur after all SAPR-related training is complete and personnel are certified.

(1) Designate the installation SARC as a Special Staff Officer, and permit the SARC to have direct access to the Installation Commander per reference (a).

(2) Provide operational oversight of the SAPR Program and SAPR personnel, to include the installation SARC(s).

(3) Designate a POC for SAPR personnel administrative support. If there is no installation-level Behavioral Health Branch, the Installation Commander shall identify to whom the installation SARC shall administratively report.

(a) The administrative POC shall support the commander for all administrative matters related to the installation SARC. Per reference (a), the commander shall evaluate the SARC's performance.

(b) The administrative POC shall not impede the SARCs direct contact and access to the installation commander and the immediate commander

of the Service member victim and alleged Service member offender, nor does it create a need-to-know.

(c) The administrative POC shall not be given oversight of or access to sensitive SAPR data, to include Case Management Group (CMG) meetings, unless attendance is associated with his/her primary duties (e.g., a counselor supporting a victim with an active case).

(4) If authorized more than one installation SARC, designate a Lead SARC in writing.

(a) The Lead SARC shall not have supervisory authority over any other SARC.

(b) The Lead SARC shall be the primary POC for the command and shall co-chair the CMG.

(c) Both installation SARCs shall be recognized as peers with roles and responsibilities outlined in the local Order/Standard Operating Procedure (SOP).

b. Utilizing the template provided on the SAPR Workspace, appoint in writing a SAPR VA. Installation SAPR VAs shall be full-time civilian employees (NAF-4 or above, using the appropriate SPD provided by MF SAPR). Collateral duty installation SAPR VAs shall receive prior written approval from MF SAPR. Appointments shall ONLY occur after all SAPR-related training is complete and personnel are credentialed.

c. Email MF SAPR, via [SMB.Manpower.SAPR@usmc.mil](mailto:SMB.Manpower.SAPR@usmc.mil), and MCICOM SARC when notified of a pending change in the appointed SARC or SAPR VA billet. MF SAPR shall coordinate with MCICOM to provide oversight of the hiring action to replace civilian SARCs or SAPR VAs.

d. Chair the monthly Installation CMG and Sexual Assault Response Team (SART). This is non-delegable below the Deputy Installation Commander.

e. Ensure proper on-call coverage of the installation 24/7 Sexual Assault Support Line by credentialed and appointed SARCs and SAPR VAs.

(1) The 24/7 Sexual Assault Support Line shall provide immediate victim support, a callback response within 15-minutes, and a 2-hour in person response time from the time of the initial phone call.

(2) To facilitate adequate staffing, installation commanders are authorized to coordinate with tenant commanders to provide certified and credentialed SAPR VAs to participate and support the installation 24/7 Sexual Assault Support Line.

4. O-6-Level Commanders are authorized to appoint a collateral duty command SARC as necessary. All O6-level commanders not co-located with the Higher Headquarters (HHQ) SARC, or with geographically dispersed subordinate units, shall appoint a collateral duty SARC. Collateral duty SARCs shall meet all training and certification criteria as outlined in Chapter 4 of this Order.

5. All Commanding Generals (CG) and Commanders shall:

a. Administrative Responsibilities

(1) Maintain a current copy of SARC and SAPR VA appointment letters for all supporting personnel.

(2) Maintain a copy of all training certifications and credentialing for currently appointed SARCs and SAPR VAs.

(3) Maintain a copy of page 10, "Supervisor and Commander Statement of Understanding," of the D-SAACP application package for all currently appointed SAPR VAs.

(4) Provide adequate staffing and logistical support (e.g., office space, computer access, and telephone lines, to include cell phones), as well as the reimbursement of incidental expenses (e.g., mileage and parking fees) to ensure civilian SARCs and SAPR VAs can provide advocacy services required for victim support.

(5) Evaluate SARC performance of SAPR procedures and program implementation, in accordance with MF SAPR guidance. For civilian SARCs, the appointing commander, at a minimum, shall be the reviewer on all performance evaluations. SARCs serve as a Subject Matter Expert (SME), trainer, and program coordinator. Chapter 4 outlines SARC duties.

(6) 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 the subject of an investigation of any of the following:

(a) Violation of items listed in reference (t), or

(b) Violation of items listed in reference (c), enclosure 3, section 4.

(c) Required procedures for contingency plans, reporting requirements, investigations, and revocation or reinstatement protocols are located within reference (s).

b. Program Operation. All CGs and COs shall:

(1) Establish and sign an Order/SOP for SAPR functions within their respective commands. The SOP shall include protections for SARCs, SAPR VAs, and victims against coercion; discrimination; and/or reprisal related to the execution of SAPR duties; and procedures for filing reports of sexual assault incidents.

(a) At a minimum, these Orders/SOPs shall define SAPR responsibilities within the commander's AOR, to include units/Marines not co-located with the commander; identify local resources for all locations; identify MOUs and/or Inter-Service Sister Agreements (ISSAs), as applicable; and implement commander protocols for response, prevention, reporting, advocacy, and training.

(b) If the higher headquarters Order/SOP executes all identified areas and the subordinate CG/CO command is located in the geographically areas supported by the same resources, then adoption of the HHQ SOP is sufficient.

(c) A sample Order/SOP is located on the SAPR Workspace.

(2) Publish a command policy statement, within 90 days of assuming command, regarding sexual assault awareness and prevention that supports SAPR program objectives. Policy statements shall emphasize that sexual assault is a crime and not compatible with Marine Corps core values. Policy statements will also stress the importance of cultivating respectful climates and prevention-focused leadership, as well as highlight reporting options.

(a) Ensure a copy of the command's policy statement on sexual assault prevention and awareness is posted in the command's common and high traffic areas.

(b) A sample policy statement is posted on the SAPR Workspace.

(3) Ensure that at least two SAPR VAs are appointed at each battalion, squadron, or equivalent level command. Commanders are encouraged to appoint more than two SAPR VAs if possible. The responsibilities of SAPR VAs are outlined in Chapter 5 of this Order, and selection criteria are located on the SAPR Leadership Toolkit and SAPR Workspace sites.

(a) Subordinate units not co-located with their HHQ shall have their own appointed SAPR VAs. In coordination with the supporting SARC, the command shall publish a SAPR Order/SOP identifying supporting SAPR personnel and reporting procedures, victim response procedures, appropriate local resources, and training requirements. When located on or near a Sister service installation, an MOU for SAPR services shall be established as applicable.

(b) Marine Corps Embassy Security Group shall ensure each region appoints a minimum of one SAPR VA.

(4) Ensure sexual assault support and services are provided to personnel in garrison and deployed environments, as defined in reference (b). Coordinate with Sister services when not located on a Marine Corps installation or in a remote location.

(a) Consider sexual assault prevention and risk reduction measures (e.g., camp layout, lighting, billeting, noise, etc.) in deployed site planning and set-up.

(b) Establish sexual assault response and reporting capabilities and protocols for recurring training exercises, and include guidance. Protocols shall include, but not be limited to, a commander's checklist, reporting and response protocols, and resources. Provide information on SAPR protocols to exercise participants as part of all training workups and to key stakeholders, as appropriate.

(5) Implement the "Commander's Protocol for Prevention and Response." See Appendix B for guidance.

(6) Foster a command environment that encourages the reporting of sexual assaults without fear of retaliation, reprisal, ostracism, or maltreatment.

(7) Ensure photographs and contact information for the SARCs and SAPR VAs are posted in the unit's common areas in accordance with policy, along with reporting options, the 24/7 Sexual Assault Support Line phone number, and the DoD Safe Helpline contact information.

(a) Information regarding victim support services, points of contact, and resources posted via mass communication (e.g., command.mil website, Gear Locker, and social media sites) shall be kept current and accurate.

(b) Installation and command websites shall display the 24/7 Sexual Assault Support Line phone number, current SARC contact information, and DoD Safe Helpline contact information.

(8) Ensure that 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 if applicable. A SARC can provide this support, should the SAPR VAs be unavailable.

c. Reporting Requirements

(1) Ensure that all Unrestricted Reports and allegations of sexual assault are immediately reported to NCIS or the supporting MCIO per reference (a). This includes those assaults disclosed directly by victims or by third parties.

(a) Ensure that the Installation Commander is informed within 24 hours of all allegations and Unrestricted Reports of sexual assault.

(b) Ensure the senior commander of victims who file Unrestricted Reports is notified within 24 hours of the report being filed.

(c) Commanders shall not conduct independent command inquiries or investigations of alleged sexual assaults.

(2) Immediately submit an Operations Event/Incident Report (OPREP-3) Serious Incident Report (SIR), in accordance with reference (k), for all Unrestricted Reports and allegations of sexual assault, to include prior-to-service incidents, incidents involving civilian victims and Marine offenders, and reports converted from Restricted to Unrestricted. For tracking purposes, notify the supporting SARC of the date and time submitted. An OPREP-3/SIR is not required for Restricted Reports of sexual assault.

(3) In accordance with reference (a), complete a Sexual Assault Incident Report, hereafter referred to as the "SAPR 8-Day Incident Report" (RCS DD-1752-05). The SAPR 8-Day Incident Report serves as a commander checklist for all initial requirements that shall be completed within the first eight calendar days following an Unrestricted Report of adult sexual assault involving a Service member. The report focuses on victim care and command response. The format utilized for the 8-Day Incident Report is available on the SAPR Gear Locker site.

(a) SAPR 8-Day Incident Reports shall be completed for victims of sexual assault who are Active Duty Service members and/or reserve members who file Unrestricted Reports.

(b) SAPR 8-Day Incident Reports shall be completed for cases where an independent investigation has been initiated by an MCIO that involves either a Service member victim **or** a Service member subject.

(c) The victim's immediate commander prepares and submits the SAPR 8-Day Incident Report if the victim is a Service member. If the

immediate commander is the subject, the next higher commander prepares and submits the SAPR 8-Day Incident Report.

(d) The subject's immediate commander prepares and submits an abbreviated SAPR 8-Day Incident Report if the victim is an adult non-Service member. The abbreviated SAPR 8-Day Incident Report contains available incident data and investigation information, with the understanding that some information may not be available.

(e) The victim's supporting SARC is responsible for providing victim advocacy referral information and the DSAID number. The SARC shall assist the commander in completing this brief but shall not maintain a copy or be responsible for initiating or completing the 8-Day Incident Report.

(f) The supporting MCIO is responsible for providing the available incident data and investigation information for all SAPR 8-Day Incident Reports.

(g) The SAPR 8-Day Incident Report shall be provided via SAPR Gear Locker to the first O-6 and GO in the chain of command and to MF Behavioral Programs for data collection and analysis.

(h) Commanders shall not conduct internal investigations, interview victims or SAPR VAs, or delegate others to obtain the required information for SAPR 8-Day Incident Reports.

(i) The SAPR 8-Day Incident Report is intended for official use only, and shall only be provided to personnel with an official need-to-know, as defined in Chapter 1.

(j) An 8-Day Incident Report is not required for Restricted Reports of sexual assault or reports of sexual assault that do not involve military Service members.

(4) If serving as the Sexual Assault-Initial Disposition Authority (SA-IDA), determine the disposition of the incident after the formal criminal investigation has been completed and in consultation with SJA. SA-IDAs shall report disposition information to the SARC, NCIS, and JAD via USMC SADR.

#### d. Victim Support

(1) Ensure SAPR services and medical treatment, to include emergency care, are offered to eligible victims of sexual assault in a timely manner. Emergency care shall consist of emergency medical treatment and the offer of a SAFE, consistent with Department of Justice protocols, (refer to DD 2911, DoD Sexual Assault Medical Forensic Examination Report). Eligible victims shall be advised that even if a SAFE is declined, medical/psychological care and victim advocacy remain available.

(2) Ensure, as appropriate, that victims and alleged offenders do not remain in the same work and/or living area. Victims and alleged offenders who remain in the same work and/or living area should be routinely monitored for safety concerns. SARCs and SAPR VAs shall conduct, at minimum, monthly safety assessments, utilizing the Safety Screening Tool located on the SAPR Workspace, for each contact made throughout the entire advocacy process.

(3) Protect the privacy of victims to the maximum extent possible. Ensure victim privacy is maintained by limiting access to information (e.g., incident reports and Military Protective Orders (MPO)) to only those with an official need-to-know, per reference (p).

(4) In accordance with reference (a), protect victims, SARCs, SAPR VAs, bystanders, and witnesses of sexual assault from coercion and retaliation (restriction, reprisal, ostracism, and maltreatment). Victims of sexual assault shall be treated with dignity and respect and shall receive timely access to comprehensive medical treatment, to include emergency treatment and mental health services.

(5) Issue an MPO, DD 2873, to the alleged offender(s) if requested by the victim, and after consultation with legal. Victims shall receive a signed copy of the DD 2873 for their records. If exigent circumstances require the issuance of a verbal MPO, it shall be immediately followed up with a written MPO as soon as practicable. If circumstances warrant protection, and only after consultation with the MCIO and SJA, an MPO may be issued without the victim's request.

(a) Through the installation law enforcement agency, place an active MPO in the National Crime Information Center for the duration of the order, per reference (a).

(b) Inform all victims requesting the MPOs that this document is not enforceable by civilian authorities off base. Advise victims desiring protection off base to seek civilian protective orders. SARCs and SAPR VAs can accompany victims to civilian civil courts when they choose to file for civilian protective orders.

(6) Ensure monthly attendance of CMGs. Provide victims who filed Unrestricted Reports with updates within 72 hours regarding the status of any ongoing investigative, medical, legal, and/or command proceedings concerning their sexual assault cases. Ensure victims are notified upon adjudication of military justice proceedings. This is a non-delegable commander duty, per reference (a).

(a) If the installation is a joint base or has tenant commands, the commander of the tenant organization and the designated supporting SARC shall be invited to and shall attend that installation's monthly CMG meeting.

(b) When operational commitments or other exigent circumstances make the commander's participation impossible, the designated acting commander shall attend the CMG for each case reviewed.

(c) Senior Enlisted Advisors are encouraged to attend with the CO, but may not attend in lieu of CO.

(d) An acting letter must be provided to the CMG chair and maintained with CMG minutes if the CO sends personnel in their place.

(7) If a victim is assessed to be in a high-risk situation, the victim's immediate commander shall chair the HRRT and, at a minimum, include the alleged offender's immediate commander; the victim's SARC and SAPR VA; the MCIO; the judge advocate and the VWAP/VLC assigned to the case; the victim's healthcare provider or mental health and counseling services provider; and the personnel who conducted the safety assessment. The

responsibility of the HRRT members shall not be delegated. Required procedures for HRRTs are located within reference (s).

(8) Ensure the final disposition of a sexual assault is immediately reported to the assigned MCIO.

(9) Honor the decision of a non-participating victim (defined in Appendix A) to not be involved in the military justice process, unless compelling justification shows it is clearly appropriate to continue the military justice process against the victim's preference. Commanders and MCIOs must consult with the cognizant Staff Judge Advocate and Regional Trial Counsel if considering this course of action.

(a) Regardless of how the sexual assault was reported, a victim may elect to not participate in the investigation and/or prosecution of the incident. This decision should normally be honored by all personnel, including but not limited to, DoD law enforcement officials and the victim's chain of command.

(b) A victim's decision to not participate in an investigation or prosecution shall not affect access to SAPR services and other support services per reference (a).

6. Collateral Misconduct. Initial disposition authority is withheld to the SA-IDA for all alleged offenses arising from, or relating to, investigated incidents of sexual assault, whether committed by the alleged offender or the victim. The SA-IDA has the non-delegable responsibility for initial disposition, as defined in reference (e). Such offenses commonly include underage drinking, traveling out-of-bounds or to off-limits establishments, fraternization, or adultery. In cases involving a victim's collateral misconduct, the SA-IDA is encouraged to defer disciplinary proceedings until the final disposition of the sexual assault case in accordance with reference (a).

7. Expedited Transfers. The intent of the Expedited Transfer policy is to address situations where a victim feels safe, but uncomfortable, and to assist in the victim's recovery by moving the victim to a new location.

a. MF SAPR has established a formal protocol to require the expeditious processing of transfers requested by victims who have filed an Unrestricted Report of sexual assault.

b. Required procedures for expedited transfers are located within reference (s).

8. Training and Education Responsibilities. All CGs and COs shall:

a. Coordinate with the supporting installation or authorized command SARC to receive the SAPR Command Resource Brief within 30 days of assuming command.

(1) The XO, SgtMaj, and supporting command SARC shall attend the Resource Brief with the GCMCA.

(2) It is highly recommended that the Chaplain attend.

b. Ensure that SAPR training is conducted annually in accordance with reference (a). All Marines shall attend SAPR training specific to their rank. Direct command involvement in preparation and delivery is encouraged.

(1) Ensure SARCs and SAPR VAs facilitate all annual training on sexual assault awareness, prevention, and response for all unit personnel.

(2) The SARC is the SME for the command and shall have the most updated policy and program information to ensure standardization of training. Direct command involvement in preparation and delivery is encouraged.

c. Ensure pre-deployment SAPR training is provided to all deploying personnel and facilitated by a SARC and/or SAPR VA.

(1) Refer to reference (1) to determine what qualifies as a deployment.

(2) Commanders shall ensure that all deploying Service members/civilians on an exercise or deployment of one day or more receive a pre-deployment SAPR brief, to include SAPR resources tailored to the exercise location/deploying environment.

(3) The intent is to ensure that pre-deployment training is presented in its entirety. Personnel departing from their command/installation need an executable protocol in the event of a sexual assault in a remote location.

d. Include SAPR in the training plan. Ensure that annual SAPR training is tracked, completed, and documented, to include specialized training by rank and pre-deployment training.

e. Ensure that signed training rosters are maintained in accordance with references (i) and (j).

9. Reservist Line of Duty (LOD) Determination. When a Reserve member is a victim of sexual assault, while in a drilling status, an LOD determination is required. Commanders shall ensure that SAPR VAs are knowledgeable of the LOD determination process specific to victims of sexual assault. As the command's representative, the SAPR VA shall support the victim through the LOD determination process.

a. Upon a successful LOD determination, a Notice of Eligibility is given to the victim, enabling the victim to receive continued care while in a non-drilling status.

b. If the request is denied, the Reserve member may appeal to the first GO/FO in his or her chain of command. A decision on the appeal shall be made within 15 days from the date of the appeal.

## Chapter 4

### Sexual Assault Response Coordinators (SARC)

1. Purpose. To provide SARCs with the guidance to execute the SAPR program.

a. SARCs provide an integrated, local response capability, ensuring system accountability for all incidents of sexual assault, sexual assault awareness, prevention, and training.

b. SARCs facilitate victim care by providing support, coordinating non-medical and medical treatment, to include emergency care, and tracking the services provided to victims from the initial report through final disposition and resolution.

c. SARCs are the central point of contact regarding the SAPR Program and serve as the SME to appointing commanders and Major Subordinate Command (MSC) commanders, as required.

2. Training Requirements. The commander shall appoint the SARC in writing upon completion of all authorized, prerequisite training and D-SAACP certification. The commander shall use the appointment letter template provided on the SAPR Workspace, prior to the SARC performing SARC duties.

a. Prerequisite training includes but is not limited to:

(1) Initial USMC SAPR VA training.

(2) Installation or command SARC training based on assignment.

(3) Initial DSAID training.

(4) Service-specific PII training.

b. SARCs shall provide their command and MF SAPR a copy of all required certificates before performing their duties. For access to the SAPR Workspace, SARCs shall email SAPR VA and SARC training certificates to MF SAPR via [SMB.Manpower.SAPR@usmc.mil](mailto:SMB.Manpower.SAPR@usmc.mil).

c. SARCs shall complete 16 hours of continuing education (CE) training annually to obtain the required 32 CE hours for biennial D-SAACP recertification.

3. Selection Guidance. Commanders shall use the following guidance to select a SARC:

a. Refer to the "SARC and SAPR VA Selection Criteria for Commanders" located on the SAPR Leadership Toolkit and SAPR Workspace sites, prior to selecting and appointing a SARC.

(1) Selectees are required to complete all background investigations with favorable results prior to submitting a D-SAACP application.

(2) If at any time during the investigation unfavorable results are discovered, commanders are encouraged to consult with the supporting HRO and/or legal.

b. Select a collateral-duty SARC from the officer ranks (major or above, or CWO3 or above). Exceptions for the rank of captain may be requested through the first GO/FO in the chain of command to DC M&RA via MF SAPR. O-6 level commands and Marine Expeditionary Units (MEU) are authorized a captain or above, or CWO3 or above to fulfill this requirement.

(1) Ensure the SARC appointment does not create a conflict of interest with other duty assignments.

(2) Commanders shall not appoint a SARC from personnel performing the following duties due to incident reporting requirements to the CO, or because they hold positions that conflict with the terms of confidentiality: CO, XO, SgtMaj, subordinate Command Team members, SJA/deputy/judge advocate, IG/deputy, Equal Opportunity Advisor (EOA), Equal Opportunity Representative (EOR), Substance Abuse Control Officer (SACO), Deployment Readiness Coordinator (DRC), VWAC, chaplain, MCCS supervisory personnel (e.g., FAP Manager and MCCS Director), law enforcement officials, or Suicide Prevention Officers.

(3) Alternate command SARCs can be appointed as necessary, but shall meet all rank, training, and certification criteria.

c. Civilian SARCs shall be hired following established MCCS hiring practices, using the approved SPD maintained by HQMC HRO. Any changes to the SPD shall be submitted to and approved by MF SAPR prior to hire.

d. Collateral civilian SARCs are not authorized without prior approval from MF SAPR.

(1) If a collateral-duty civilian is approved by MF SAPR, the appointee shall meet all minimum qualifications outlined in the SPD.

(2) SARC duties and responsibilities, as written in the SPD, shall be incorporated into the primary position description.

(3) The appointee shall be able to fulfill the SARC role as a primary duty, when required.

4. Administrative Responsibilities. To ensure consistent command support, standardization, and timely flow of information, the SAPR Program has instituted a SARC structure that aligns with Marine Corps organizations. SARCs at each level are authorized to support the appointing commander by providing non-supervisory oversight and mentorship to SARCs appointed at MSCs within the organization, as applicable. All MSC-level command SARCs shall strictly adhere to, and fully comply with, the HHQ-level structure(s) that they are assigned to. Key roles and responsibilities are outlined below:

a. Marine Forces (MARFOR) Sexual Assault Response Coordinators (SARC). MARFOR SARCs are appointed by and support senior commanders within an AOR that is geographically significant and has a large Marine population. For SAPR purposes, the term "MARFOR" applies to both operational commands and senior-level commands within the supporting component. MARFOR SARCs may also operate in the capacity of an installation or command SARC in the event of a vacancy or absence to ensure program continuity. MARFOR SARCS shall:

(1) Serve as the liaison and conduit for information flow to and from MF SAPR and the supported installations and MSCs.

(2) Conduct ongoing and continuous programmatic reviews to ensure the consistent and effective implementation of the SAPR Program across the scope of the MARFOR AOR.

(3) Provide SAPR Program implementation guidance to all SARCs within the supported AOR utilizing the applicable chains of command, and in coordination with MF SAPR.

(4) Monitor and assist in DSAID input and data collection as needed to support SARCs within the supported AOR. Assist MF SAPR with DSAID and SAPR 8-Day Incident Report data quality checks (RCS DD-1752-05).

(5) Monitor trends, identify systemic issues and best practices, and develop appropriate corrective actions, to include but not limited to:

(a) Monitor and evaluate compliance with policy, day-to-day operations, and reporting requirements within the supported AOR.

(b) Develop protocols for corrective courses of action for established SAPR policies and procedures within the supported AOR not in compliance.

(6) Maintain current D-SAACP certification documents and appointment letters for SARCs within the supported AOR.

(7) Notify MF SAPR of pending personnel changes in the appointed SARC billet via email at [SMB.Manpower.SAPR@usmc.mil](mailto:SMB.Manpower.SAPR@usmc.mil). Include the termination date in the notification.

b. Installation Sexual Assault Response Coordinator (SARC).  
Installation SARCs are appointed by and report to the installation commander, as well as provide support to resident commanders and tenant commanders aboard an installation. Installation SARCs ensure consistency and effectiveness in the implementation of the SAPR program to include a comprehensive local victim care response. Installation SARCs shall develop appropriate corrective actions, as needed. Installation SARCs shall:

(1) Maintain DD 2910s for 50 years, pursuant to secure storage regulations and privacy laws, in accordance with reference (s).

(2) Co-chair and maintain the agenda and minutes of the monthly CMG and quarterly SART.

(3) Coordinate with the base EOA to ensure retaliation cases from uniformed sexual harassment complainants are briefed at the CMG, in accordance with reference (q).

(4) Ensure the installation 24/7 Sexual Assault Support Line is staffed by credentialed and appointed SARCs and/or SAPR VAs.

(a) To facilitate adequate staffing, installation commanders are authorized to coordinate with tenant commanders to provide certified and credentialed SAPR VAs, to participate and support the installation 24/7 Sexual Assault Support Line.

(b) Sister service SAPR VAs who are credentialed and appointed are eligible to be placed in the rotation to staff the installation 24/7 Sexual Assault Support Line.

(c) All SAPR VAs shall provide a copy of their appointment letters and current D-SAACP certifications to the installation SARC prior to supporting the 24/7 Sexual Assault Support Line.

(5) Provide SAPR program guidance and support to all commands, SARCs, and SAPR VAs aboard the installation.

(6) Monitor trends, identify systemic issues, assess compliance with SAPR policy, oversee and assist with DSAID input, and conduct quality assurance related to the installation's SAPR initiatives and procedures.

(7) Maintain all D-SAACP certification documents, training certificates, appointment letters, and CE hours for SARCs and SAPR VAs assigned to the installation.

(8) Coordinate training for TECOM schools located on the installation in collaboration with the applicable TECOM SARCs and SAPR VAs.

(9) Conduct monthly audits of the installation 24/7 Sexual Assault Support Line and websites, and document the results.

(10) Complete DoD Safe Helpline reconciliation on no less than a monthly basis.

(11) Attend the installation VWAP Council Quarterly Meetings conducted by the VWLO. Collaborate to address special concerns and issues related to victims of sexual assault.

(12) In locations where there are two installation SARCs, the Installation Commander shall designate, within the appointment letter, a Lead SARC.

(a) The Lead SARC shall not have supervisory authority over any other SARC.

(b) The Lead SARC shall be the primary POC for the command and shall co-chair the CMG.

(c) Both installation SARCs shall be recognized as peers with roles and responsibilities outlined in the local Order/SOP.

(13) Provide the SAPR Command Resource Brief to all commanders aboard the installation within 30 days of commanders assuming command.

(a) The XO, SgtMaj, and supporting command SARC shall attend the Resource Brief with the GCMCA.

(b) Certificates shall be provided to attendees as proof of attendance.

(c) MARFOR SARCs and HQMC SAPR authorized command SARCs may provide the SAPR Command Resource Brief.

c. Command Sexual Assault Response Coordinator (SARC). Command SARCs are appointed by the Commander and serve as the SME and POC on behalf of the command for SAPR reporting requirements, victim care, and training coordination. Command SARCs ensure that the SAPR Program is implemented throughout the operational commander's AOR and are supported by the host installation SARC and the HHQ SARC, if applicable. Command SARCs shall work collaboratively with both the installation SARC and HHQ SARC(s) as required. Command SARCs shall:

(1) Monitor trends, identify systemic issues, ensure command compliance, assist with DSAID input, and conduct quality assurance related SAPR initiatives and procedures.

(2) Provide program guidance and support to all subordinate command SARCs and SAPR VAs.

(3) Provide original signed DD 2910s to the installation SARC within 10 business days.

(a) When the command SARC is located on a Sister service installation, a copy of the DD 2910 shall be hand-delivered or sent via encrypted email or certified mail and postmarked within the 10-day window to the HHQ SARC.

(b) If the SARC is located in a deployed environment and is unable to send via encrypted email or certified mail, secure the DD 2910 pursuant to secure storage regulations and privacy laws, in accordance with reference (s), until able to forward.

(4) When authorized by MF SAPR, complete Installation SARC training to provide support to the command's mission.

(5) Maintain D-SAACP certification documents, training certificates, appointment letters, and CE hours for SAPR VAs within their AOR.

5. Program Operation. All SARCs shall:

a. Maintain a copy of their current individual appointment letter and training certificates, as well as page 10, "Supervisor and Commander Statement of Understanding," from the D-SAACP certification application. Provide copies to the command and MF SAPR via [SMB.Manpower.SAPR@usmc.mil](mailto:SMB.Manpower.SAPR@usmc.mil).

b. Maintain a roster of certified and credentialed SARCs and SAPR VAs who the SARC currently supervises and/or supports. At a minimum, rosters shall track the following:

(1) The status of CE for personnel.

(2) Validation that documentation is complete.

c. Establish written protocols for collecting required information and documents from the SAPR VAs (e.g., DD 2910, Safety Screening Tool, and training certificates).

d. Establish written protocols for resources regarding victim care and support, to include Sister service facilities and off-base, non-military agencies. Include any MOUs, MOAs, and ISSAs, as appropriate. Identify

resources for all locations to include, but not limited to, ongoing training or reoccurring deployment locations.

e. Form professional liaisons and propose MOUs, in consultation with the applicable SJA, with community support services. These shall include civilian sexual assault service providers, emergency shelters, hospitals, legal assistance, and other military and civilian services as appropriate.

f. Complete data quality control tasks for DSAID, SAPR 8-Day Incident Reports, SARC and SAPR VA rosters, and SARC/SAPR VA certification requirements within specified timeframes, as required (RCS DD-1752-05).

g. Complete D-SAACP roster reconciliation on no less than a monthly basis.

h. Support the command in executing the Credentialing, Revocation, and Suspension protocol within 24 hours of receiving knowledge of an incident as defined in Chapter 3, paragraphs 5a(6)-(7).

i. Develop budgets that consider the command's population, geographical locations, and support organizations. Budgets shall include, but are not limited to, travel, Sexual Assault Awareness and Prevention Month (SAAPM) events, and site assist visits.

j. Ensure the DoD Safe Helpline and applicable installation 24/7 Sexual Assault Support Line number appear on command and/or installation website home pages. Ensure the website(s) contains updated SAPR-related information within three clicks from the installation homepage, and the content is current and relevant.

k. Create a collaborative support system for victims, maintain oversight of SAPR VAs, and ensure that commanders have the necessary support to execute the SAPR program's intent. SARCs are the single POC to coordinate response when a sexual assault is reported.

l. Assist commanders in developing and reviewing SAPR protocols and SOPs for their AOR.

m. Have direct and unimpeded contact and access to the Installation Commander, as well as the immediate commander(s) of the Service member victim and alleged Service member offender in accordance with reference (a).

n. Operate under confidentiality in all cases, except in those instances where a statutory exception to confidentiality applies. Refer to Chapter 1 for exceptions.

o. Assess SAPR initiatives within their AOR. Assessment methods include, but are not limited to, augmenting IG inspections, conducting site visits, and reviewing command climate surveys. SAPR VAs and Program Assistants are not authorized to augment IG inspections.

p. Post photographs of appointed SARCs throughout the command and/or installation common areas. These posters shall include, at a minimum, the installation 24/7 Sexual Assault Support Line number, DoD Safe Helpline contact information, and reporting options. Personal phone numbers are **not** permitted. The template is located on the SAPR Workspace.

q. Post a copy of the command's SAPR policy statement throughout the command's common areas.

r. Conduct monthly audits of command websites to ensure SAPR-related information is correct and up-to-date.

s. Offer each victim of sexual assault the services of a SAPR VA, or assume the duties thereof in the event a SAPR VA is not available.

t. Facilitate a warm hand-off to appropriate agencies for victims who do not qualify for the full range of SAPR services as described in this Order.

u. Enter all referrals to military and civilian support services (e.g., medical, legal, and counseling) into DSAID from initial report through disposition and resolution.

v. Ensure victims receive a copy of their DD 2910 for their personal records and ensure the SAPR VA emphasizes the importance of safeguarding and maintaining this document, and how to request a copy if lost or damaged.

w. Coordinate with the immediate commander to facilitate monthly updates of ongoing investigative, medical, legal, or command proceedings to victims with Unrestricted Reports.

x. Provide regular updates to the commander on the status of all Unrestricted Reports of sexual assault. Keep commanders informed of situations involving high or escalating risks and/or high-visibility incidents and implement HRRT protocols, as required.

y. Provide support to the installation 24/7 Sexual Assault Support Line as needed.

z. Oversee the SAPR training program and assist commanders in fulfilling annual SAPR training requirements.

aa. Submit all CE trainings to MF SAPR for prior approval.

ab. Recommend and coordinate actions to ensure the safety of victims, and ensure crisis intervention and victim advocacy services are provided.

ac. Collaborate to establish the timely exchange of information (i.e. case information, notifications, and events) between installation and tenant commands.

ad. Coordinate events in support of SAAPM and implement prevention and response initiatives, as directed by commanders and MF SAPR.

ae. In the event that a SARC transfers or separates from their unit, conduct a warm hand-off of all open cases to another appointed SARC prior to transfer or separation.

af. In the event that a SARC is not available, a credentialed appointed SARC shall be identified as POC (e.g., Installation SARC or HHQ SARC). Local SAPR VAs shall not be a POC in the event that the serving SARC is not available.

(1) The contingency plan shall include a warm hand-off for victims currently receiving SAPR services.

(2) If a SARC or SAPR VA is under investigation, ensure the suspended SARC or SAPR VA conducts a one-time turnover session with the supporting SARC. This will ensure that victims do not experience an interruption of services.

ag. Self-report all civilian arrests, filing of criminal charges, or conviction of any criminal offense to the appropriate appointing authority and the HHQ SARC.

ah. All SARCs exercise oversight responsibility of SAPR VAs for duties and responsibilities related to the SAPR Program. Ensure the supported SAPR VAs:

(1) Assist victims who elect to file a report of sexual assault in completing a DD 2910.

(2) Review and ensure all victims who elect to file a report of sexual assault receive a copy of the DD 2701 (Initial Information for Victims and Witnesses of Crime) and the *Correction of Military Records for Victims of Sexual Assault and Sexual Harassment*.

(3) Complete a Safety Screening Assessment to identify any safety concerns. Once entered into DSAID, destroy the hard copy in accordance with reference (a).

(4) Inform victims of their right to VLC regardless of whether they elect a Restricted or Unrestricted Report.

(5) Inform victims, at the time they elect to file an Unrestricted Report of sexual assault or as soon as practicable, of their options and the resources available to request an expedited transfer and MPO, per references (d) and (g).

(6) Inform victims who file an Unrestricted Report or seek mental health care and treatment for sexual assault, that they may communicate with a GO/FO regarding concerns related to their military career which they believe are associated with the sexual assault. Have the victim consult with VLC regarding how Mast procedures shall be used to address these concerns.

(7) Inform victims of the resources available to report instances of retaliation, reprisal, ostracism, maltreatment, and sexual harassment, in accordance with reference (a).

6. Confidentiality Responsibilities. All SARCs shall:

a. Safeguard confidential communications pertaining to victims. It is imperative for the integrity of the SAPR program that steps are taken to prevent unauthorized reading, printing, retaining, copying, or dissemination of information, messages, or correspondence revealing PII, in accordance with reference (s).

b. Maintain DD 2910s pursuant to secure storage regulations and privacy laws, in accordance with reference (s).

c. Maintain SAPR records in accordance with reference (p) and reference (s).

d. Limit access to documents, identifying victims, to those with an official need-to-know, as defined in Chapter 1.

7. Reporting. All SARCs shall:

a. Inform victim of any state or local laws that would preclude a Restricted Report prior to a victim submitting to medical care or a SAFE in jurisdictions where healthcare personnel are mandatory reporters.

b. Notify the Installation Commander within 24 hours that a victim has filed a Restricted Report without disclosing any PII.

(1) If a victim elects to change a Restricted Report to an Unrestricted Report, notify the victim's command to initiate a formal investigation.

(2) If a victim elects to change a Restricted Report to an Unrestricted Report, notify the Installation Commander.

c. Inform the victim's immediate commander and supporting command SARC, if applicable, within 24 hours of an Unrestricted Report of sexual assault.

d. If a victim elects to file a Restricted Report and to complete a SAFE, generate the Restricted Report Case Number (RRCN) for case tracking, in accordance with reference (a).

e. Collaborate with appropriate stakeholders to establish SOPs to:

(1) Maintain a master log of all assigned RRCNs and SAFE Kit Tracking Identification Number.

(2) Track the expiration date for all stored forensic evidence.

(3) Contact the victim at the one-year mark of the Restricted Report date to inquire if the victim wishes to change their reporting option to Unrestricted. If the victim chooses to continue with the Restricted Report, inform the victim that the forensic evidence shall be destroyed on the expiration date. See reference (a) for additional guidance.

8. Defense Sexual Assault Incident Database (DSAID) Responsibilities. All SARCs shall:

a. Ensure entry of case data into DSAID within 48 hours of victim election or notification of an adult sexual assault MCIO investigation. For deployed locations, enter all data within 96-hours of victim response. This entry includes uploading a signed DD 2910. If there is no signed DD 2910 for a SAPR-eligible victim (e.g., victim declines services), an unsigned DD 2910 with the statement "Victim declined services; however, there is an ongoing MCIO investigation" shall be uploaded in its place.

b. Collaborate with the SA-IDA's SJA to obtain case disposition information for entry into DSAID.

c. Enter cases into DSAID, with the applicable location code, corresponding to the command where the incident was reported and the victim's location when reporting the incident.

d. Coordinate with the Sister service installation SARC to ensure cases are entered into DSAID, within the required timeframe, when a Marine victim is located on a Sister service installation. An MOU outlining DSAID entries is recommended.

9. Case Transfers. SARCs shall take the following steps to facilitate a victim requested transfer for all open cases of sexual assault:

a. Address any victim concerns about the transfer as it relates to the SAPR case and support services.

b. Note this election on the DD 2910, and replace the previously uploaded file in DSAID. Ensure that all victim demographics, victim safety, referrals, investigative agency data, case information, and incident details are complete and correct in DSAID.

c. The losing SARC shall notify the gaining SARC that the case is being transferred in DSAID, and ensure follow-up of victim services and disposition of allegations as applicable.

d. When an Unrestricted Report is transferred, the case shall then be monitored via the CMG at the victim's new duty station.

e. If a victim elects not to have the SAPR case transferred, no notification shall be made to the SARC at the new location. However, the SARC shall provide the victim with the contact information of the new location's 24/7 Support Line and command SARC. For Unrestricted Reports, the case shall continue to be monitored at the CMG where the victim was receiving SAPR services.

f. Inform the losing commander of his/her requirement to contact the gaining commander.

g. For Expedited Transfer protocols, refer to reference (s).

## Chapter 5

### SAPR Victim Advocates (VA)

1. Purpose. To provide SAPR VAs with the guidance to execute the SAPR program.

a. Each command and installation shall use SAPR VAs to provide comprehensive assistance and support to victims of sexual assault.

b. SAPR VAs provide non-clinical crisis intervention and ongoing support, in addition to making referrals to supportive services for victims of sexual assault. Support includes providing information on options and resources to victims.

c. SAPR VAs are the command's sexual assault resource and first line of support. SAPR VAs shall execute the SAPR program in coordination with the supporting SARCs, including SAPR-related training.

2. Training Requirements. Training is essential to ensure skilled delivery of services and to promote self-care.

a. Prior to assuming duties, SAPR VAs shall complete the mandated training, receive D-SAACP certification, and be appointed by the commander in writing using the template on the SAPR Workspace.

b. Initial USMC SAPR VA training (facilitated by a MARFOR, installation, or authorized command SARC) is required for all SAPR VAs.

(1) When serving in a joint capacity, and with the prior approval of MF SAPR, a Marine may attend SAPR VA training conducted by a Sister service. Requests shall be made through the SAPR VA's supporting SARC.

(2) When the SAPR VA returns to a Marine Corps installation, he or she shall attend the USMC SAPR VA training prior to serving as a Marine Corps SAPR VA.

c. SAPR VAs shall complete 16 hours of continuing education (CE) training annually to obtain the required 32 CE hours for biennial D-SAACP recertification.

3. Selection Guidance. Commanders shall use the following guidance to select a SAPR VA:

a. Refer to the "SARC and SAPR VA Selection Criteria for Commanders" located on the SAPR Leadership Toolkit and SAPR Workspace sites prior to selecting and appointing a SAPR VA.

(1) Selectees are required to complete all background investigations with favorable results prior to submitting a D-SAACP application, in accordance with reference (j).

(2) If at any time during the investigation unfavorable results are discovered, commanders are encouraged to consult with the supporting HRO and/or legal.

b. SAPR VAs shall be the rank of E-5 or higher.

c. All installations shall have a full-time civilian SAPR VA (NAF-4 or above, using the appropriate SPD provided by MF SAPR). Any changes to the SPD shall be submitted to and approved by MF SAPR prior to hire.

d. Do not appoint the following as SAPR VAs: CO, XO, SgtMaj, subordinate command team members, 1stSgt, SJA/deputies'/judge advocates, IG/deputies, EOA, EOR, SACO, DRC, VWAC, chaplain, suicide prevention officer, MCCS supervisory personnel (e.g., FAP and MCCS Director), Religious Program Specialists, or Drill Instructors when serving in the capacity of a Green Belt.

e. Ensure SAPR VA selection does not create a conflict of interest with other duties and/or responsibilities.

#### 4. Administrative Responsibilities

a. SAPR VAs shall ensure the command supporting SARC receives and maintains the SAPR VA appointment letter and training certificates, as well as page 10, "Supervisor and Commander Statement of Understanding," from the D-SAACP certification application.

b. SAPR VAs shall provide their supervisory SARC a copy of their initial SAPR VA training certificate, current appointment letter, current D-SAACP certificate, page 10 of the D-SAACP application, and required CE documentation.

c. SAPR VAs shall provide a copy of their current appointment letter and current D-SAACP certification to the installation SARC prior to supporting the 24/7 Sexual Assault Support Line.

d. SAPR VAs shall email their SAPR VA training certificate and appointment letter to MF SAPR via [SMB.Manpower.SAPR@usmc.mil](mailto:SMB.Manpower.SAPR@usmc.mil) to be granted access to the SAPR VA Workspace site.

#### 5. Program Operation

a. Victims shall have 24/7 access to SAPR VAs to make an Unrestricted or Restricted Report, via telephonic or personal contact.

b. SAPR VAs shall report all Restricted and Unrestricted Reports and initial Safety Screenings to the supporting SARC immediately following initial contact with a victim.

(1) Provide the original DD 2910 to the command SARC within 24 hours.

(a) If the SAPR VA is not co-located with his or her supporting SARC, the original DD 2910 shall be provided to the installation SARC within 24 hours. A copy shall be provided to the command SARC via encrypted email or certified mail.

(b) Once the command SARC confirms receipt of the DD 2910, shred any remaining copies.

(2) For future completions of the Safety Screening Tool, the SAPR VA shall brief the SARC within 60 minutes to coordinate any required actions.

c. SAPR VAs provide non-clinical crisis intervention; assist in securing protective orders; accompany victims to supportive services (medical, legal/court, or family services programs); provide emotional support; and provide information and referrals for military and civilian resources.

d. SAPR VAs shall immediately report all cases of domestic violence and/or child abuse to the installation FAP and CPS.

e. SAPR VAs shall report to the command SARC regarding victim care and case management. In cases where there is no command SARC, the SAPR VA shall report to the Installation and/or MARFOR SARC.

f. If a person discloses to the SAPR that they have committed a sexual assault, the SAPR VA shall report to military law enforcement.

g. A photograph of the appointed SAPR VA shall be posted in the unit's common areas. Posters shall include at a minimum: the installation 24/7 Sexual Assault Support Line number, DoD SAFE Helpline contact information, and reporting options. Personal phone numbers are **not** permitted. The required and authorized template is located on the SAPR Workspace.

h. SAPR VAs shall present as part of the unit's new-join brief, and shall be included on the check-in/check-out sheet.

i. SAPR VAs located at geographic locations separate from their command SARC shall collaborate with their command SARC and installation SARC (regardless of branch of Service) to ensure victim care.

j. In the event a SAPR VA transfers or separates from the current unit, on either TAD or permanent orders, he or she shall notify the SARC of the pending transfer or separation at least 60 days prior. The SARC shall assign a new SAPR VA to any open cases and facilitate a warm hand-off.

k. In some cases, FAP VAs provide services to victims of sexual assault covered under the SAPR Program. FAP VAs operate in accordance with FAP policies, but are subject to the following requirements:

(1) Shall meet all SAPR training and certification requirements.

(2) In coordination with the FAP Manager, installation FAP VAs report to the installation SARC when caring for a victim covered under the SAPR Program.

l. Self-report all civilian arrests, filing of criminal charges, or conviction of any criminal offense to the appropriate appointing authority and the supervising SARC.

6. Confidentiality Responsibilities. All SAPR VAs shall:

a. Safeguard confidential communications pertaining to victims to prevent unauthorized reading, printing, retaining, copying, or dissemination of any information, messages, or correspondence revealing PII.

b. Limit access to documents, identifying victims to those with an official need-to-know, as defined in Chapter 1.

c. Exceptions to confidentiality include, but are not limited to: homicidal and suicidal ideations, domestic violence, child abuse or neglect, third party reports, and disclosures by offenders.

## 7. Reporting Options

a. Using the DD 2910, ensure all victims are informed, at the time of initial contact, of the confidential communication policy and the Restricted and Unrestricted Reporting options. Explain the benefits and limitations of each reporting option. Explain any exceptions to policy, as well as any state or local reporting requirements that preclude the Restricted Reporting option.

b. SAPR VAs shall ensure victims who elect to file a report complete and sign a DD 2910. SAPR VAs shall provide a DD 2701 to all victims. Advise victims of their right to consult with a VLC before deciding to make a report.

(1) Victims can elect either the Restricted or Unrestricted Reporting option in writing via the DD 2910. SAPR VAs shall assist the victim with completing the DD 2910, but shall not fill out the form on their behalf. SAPR VAs shall ensure the safe and confidential handling of all DD 2910s, in accordance with reference (s).

(2) SAPR VAs shall inform victims they may change a Restricted Report to an Unrestricted Report at any time. However, victims cannot change an Unrestricted Report to Restricted Report.

(3) Victims who have contacted law enforcement, or are referred to the SAPR VA by command or law enforcement, are not eligible to elect the Restricted Reporting option.

8. Advocacy. The goal of advocacy is to provide support and services that shall meet the material, emotional, and informational needs experienced by victims of sexual assault. Support and services provided shall allow victims an opportunity for complete recovery from the effects of sexual assault and/or trauma. SAPR VAs shall:

a. Provide direct support to the installation 24/7 Sexual Assault Support Line, as needed, providing on-call coverage for victims of sexual assault. The SAPR VA shall provide immediate victim support, a callback response within 15 minutes of initial phone call, and an in-person response within 2 hours of the initial phone call.

(1) Immediately evaluate the physical safety of the victim. The SAPR VA shall use the Safety Screening Tool to assess safety concerns and high-risk situations, to include imminent danger or life-threatening physical harm to the victim or another person.

(a) In accordance with reference (a), if imminent danger exists, the SAPR VA shall immediately notify the Provost Marshall Office (PMO)/law enforcement and medical personnel. The SAPR VA shall inform the victim of the pending disclosure and reason for the release of pertinent information. The SAPR VA shall notify the SARC of the outcome.

(b) Provide the SARC with the information from the Safety Screening Tool. Once the SARC confirms receipt of the information, the SAPR VA must shred any remaining copies of the Safety Screening Tool.

(2) Ascertain the victim's immediate needs and encourage the victim to seek medical care. Inform the victim of the benefits of evidence collection and provide an opportunity to obtain a SAFE immediately after a sexual assault. The SAPR VA shall coordinate transportation to medical and support services, if required. Inform the SARC of services provided.

b. Provide the victim with information regarding local resources for immediate safety and long-term protection and support, workplace safety, housing, childcare, clinical resources, medical services, chaplain resources, and other military and civilian support services.

c. Inform the victim of legal processes, and the right to a VLC and the VWAP. SAPR VAs shall offer to attend proceedings (e.g., law enforcement interviews and judicial proceedings) with victims for emotional support.

d. Inform victims, at the time they elect to file an Unrestricted Report of sexual assault or as soon as practicable, of their options and the resources available to request an expedited transfer and MPO, per references (d) and (g).

e. Inform victims who file an Unrestricted Report they may report the sexual assault to a CO outside their chain of command, or to an IG if the alleged offender is in their chain of command.

f. Inform victims, who file an Unrestricted Report, or seek mental health care and treatment for sexual assault, they may communicate with a GO/FO regarding concerns related to their military career which they believe are associated with the sexual assault. Have the victim consult with VLC regarding how Mast procedures shall be used to address these concerns.

g. Inform victims of the resources available to report instances of retaliation, reprisal, ostracism, maltreatment, and sexual harassment in accordance with reference (a).

h. Provide on-going advocacy to all victims with an open Unrestricted or Restricted Report; a minimum of one contact is required every 30-days. The contact shall include, but is not limited to, administering the Safety Screening Tool and passing and receiving investigative and/or legal updates. Notify the SARC of all SAPR VA contacts with the victim and any new referrals made until the case is transferred or closed. The SARC shall ensure safety and referral information is entered into DSAID.

i. When actively working with a victim, participate in the monthly CMG. The SAPR VA, in collaboration with the SARC, will provide current case status and notify the CMG of instances in which the victim's rights and/or safety were limited and/or compromised.

9. Training and Education Responsibilities. SAPR VAs shall:

a. Conduct all annual SAPR training (e.g. Step-Up, Take a Stand, and annual training) and pre/post-deployment SAPR briefs in support of units as required.

b. Provide rosters to the G-3/S-3 for entry into the Marine Corps Training Information Management System (MCTIMS).

c. Provide support to SARCs, when Master Training Teams are required, to expedite and facilitate SAPR training initiatives to the field.

d. Assist SARCs in planning, developing, and implementing public awareness campaigns for SAAPM, victim rights, and advocacy services. Coordinate efforts with the PAO.

10. Deployed Environment. SAPR VAs shall:

a. Ensure an immediate, trained sexual assault response capability, as defined by reference (a), is available for each report of sexual assault in all locations, including deployed locations. The response time may be affected by operational necessities, but victims of sexual assault shall be treated as emergency cases in accordance with reference (b).

b. A deployed victim may contact any SAPR VA, regardless of branch of service, and make a Restricted or Unrestricted Report of sexual assault.

c. Operational planning should include procedures for expeditious movement of a victim and assigned SAPR VA, to the nearest Medical Treatment Facility (MTF) or civilian hospital for prompt evidence collection, regardless of report type. Develop protocols to protect the Restricted Reporting option during MTF transport.

11. Limitations. It is essential that SAPR VAs maintain professional boundaries with the victim, distinguish between appropriate and inappropriate requests, and operate within the scope of their role as a victim advocate. SAPR VAs shall not:

a. Force, pressure, or coerce victims to elect a reporting option or to receive services.

b. Maintain case notes.

c. Provide childcare/babysitting services.

d. Serve as crisis workers for other after-hours social problems outside of their AOR.

e. Provide services to alleged offenders.

f. Provide clinical counseling services.

g. Provide legal advice or representation.

h. Offer Restricted Reports of domestic abuse, including sexual assault that occurs during a domestic abuse incident.

i. Execute the duties of the SARC.

j. Execute or augment IG inspections.

k. Provide case notifications to commanders.

## Chapter 6

### Case Management Group (CMG)

1. Purpose. To provide guidance for required members of the CMG.

a. The CMG reviews all Unrestricted Reports with signed DD 2910s and all cases of sexual assault being investigated by an MCIO, in accordance with reference (a), and all retaliation reports from uniformed sexual harassment complainants in accordance with reference (q). Cases are reviewed to facilitate monthly updates to victims, ensure quality of services, and provide systemic coordination.

b. An Unrestricted Report remains open until the victim is no longer receiving advocacy services through SAPR, and the legal process has reached final disposition. Restricted Reports are not addressed at CMG meetings.

c. If there are no open cases in a given month, the CMG shall continue to meet to ensure that training, processes, prevention efforts, and procedures are continuing to support system coordination.

2. Required Members. The CMG shall consist of the Installation Commander (chair, non-delegable below Deputy Installation Commander), Installation SARC (co-chair), all supporting SARCs aboard the installation and/or all supporting the command, Command SJA, NCIS, law enforcement/PMO, healthcare personnel, mental health/counseling representatives, the victim's SAPR VA, VWAP and/or VLC, the victim's immediate commander, command/unit chaplain(s), and, if necessary, command EOA(s). Additional members may be included to address specific victim concerns at the CMG Chair's request.

a. If the installation is a joint base or the installation has tenant commands, the commander of the tenant organization and the designated supporting SARC shall attend that installation's CMG meetings.

b. The victim's immediate commander shall attend the monthly CMGs and provide victims, who filed Unrestricted Reports, with updates within 72 hours after CMG conclusion regarding the status of any ongoing investigative, medical, legal, and/or command proceedings concerning their sexual assault cases. This is a non-delegable commander duty in accordance with reference (a).

c. Senior Enlisted Advisors are encouraged to attend with the CO, but may not attend in lieu of the CO.

d. An acting letter must be provide to the CMG chair and maintained with CMG minutes if the CO sends personnel in their place.

### 3. Case Management Group (CMG) Operation

a. The CMG Chair (the Installation Commander or Deputy Installation Commander, non-delegable) shall:

(1) Require effective and timely coordination of services and collaboration among CMG members.

(2) Ask the members, during each meeting, if the victim, victim's family members, witnesses, bystanders (who intervened), SARCs and SAPR VAs,

responders, or other parties to the incident have experienced any incidents of retaliation, to include reprisal, ostracism, restriction, and/or maltreatment. If allegations are reported, the CMG Chair shall forward the information to the proper authority or authorities (e.g., MCIO, IG, Military Equal Opportunity [MEO]).

(a) Discretion shall be exercised when disclosing allegations of retaliation, when such allegations involve parties within the CMG. Disclosure shall occur only with the permission of the victim.

(b) Ensure that command EOAs have been invited to brief retaliation reports from uniformed sexual harassment complainants or uniformed witnesses, bystanders, and first responders to a sexual harassment complaint.

(c) All retaliation allegations shall remain on the CMG agenda for status updates, until the victim's case is closed or until the allegation has been addressed.

(3) Confirm that SARCs or SAPR VAs complete monthly safety assessments on each victim, as soon as possible, and regularly while the case remains open.

(a) If a victim is assessed to be in a high-risk situation, the CMG Chair or victim's commander shall immediately stand up a multi-disciplinary HRRT, in accordance with reference (s).

b. The CMG Co-Chair (Installation SARC) shall:

(1) Inform CMG members, in a timely manner and prior to each meeting, of cases to be discussed to enable prior review of services provided, ongoing needs, areas of improvement, command climate, and other related issues under their cognizance.

(2) Coordinate with command EOA(s) to brief retaliation reports from uniformed sexual harassment complainants, unless the investigation is under the jurisdiction of the IG or the discussion may compromise the integrity of the investigation by the MCIO or law enforcement, in accordance with reference (q).

(3) Remind CMG members that the meeting is not covered under confidential communication. Therefore, the passing of confidential and/or sensitive victim information should be limited to need-to-know only. Prior to adjourning each meeting, members shall be reminded that the information discussed shall be treated in a sensitive manner.

(4) Maintain the following CMG documentation in accordance with MF SAPR guidance: attendance rosters, CMG minutes, and annual CMG training rosters and certificates.

(a) Minutes should include responses to retaliation questions and actions taken by commands. Minutes shall not include any victim or offender PII.

(b) Required procedures for CMG Co-chair are located within reference (s).

c. **Transfer Procedures.** A transfer, as used in this section, refers to any victim's case transfer due to an expedited transfer, PCS, TAD, or ACS.

(1) When a victim transfers to a new duty location, and elects to have his or her SAPR case transferred via the DD 2910, the case shall be discussed at the CMG conducted at the new duty location. The gaining commander and SAPR personnel shall attend in accordance with reference (a).

(2) In the event that a victim elects to transfer his or her case to a new duty location, prior to the adjudication of criminal proceedings, the installation SARC at the duty station where the criminal proceedings are ongoing, shall continue to monitor the case and update the gaining installation SARC until case adjudication. The MCIO and legal personnel handling the case shall call into the CMG, or provide a representative who can speak to the case status, in accordance with reference (a).

(3) If a victim transfers to a new duty location and does NOT elect to have an open SAPR case transferred to the new duty station, the case shall continue to be heard at the CMG where the SAPR case remains.

(4) If a victim transfers to a new duty location and does NOT elect to have an open SAPR case transferred to the new duty station, the losing commander shall continue to attend the CMG and provide updates to the victim.

4. **High-Risk Response Team (HRRT).** The HRRT continually monitors the victim's safety by assessing dangers and managing the situation.

a. If a victim is assessed to be in a high-risk situation, the CMG Chair or victim's immediate commander shall immediately convene a HRRT.

b. Required procedures for HRRT are located within reference (s).

5. **Sexual Assault Response Team (SART)**

a. SART meetings are conducted no less than quarterly, with additional reviews as necessary. The SART does not replace the CMG.

(1) The SART is comprised of CMG and community members. The CMG Co-Chair maintains meeting minutes and provides them to MF SAPR via the SAPR Workspace.

(2) Topics include SAPR training, prevention efforts, systemic issues, and MOUs.

b. The CMG Chair convenes a SART as often as necessary to mitigate systematic concerns.

c. Required procedures for the SART are located within reference (s).

## Chapter 7

### Defense Sexual Assault Incident Database (DSAID)

#### 1. Purpose. To provide guidance for DSAID case entry.

a. DSAID serves as a centralized case-level database for the collection and maintenance of information of sexual assaults involving Service members. DSAID contains case-level information, including nature of the assault, victim, alleged offender, investigative information, case outcomes in connection with the allegation, victim referrals and services offered, safety assessment results, and other necessary information to complete reporting requirements.

b. In accordance with reference (a), disclosure of data stored in DSAID is only granted when disclosure is authorized or required by law or regulation.

c. Only credentialed and appointed SARCs, authorized civilian SAPR VAs, and authorized HQ SAPR Program Managers have access to enter case information into DSAID. DSAID access is granted to SARCs upon completion of all required trainings, after documentation of D-SAACP certification, and written appointment is provided to MF SAPR.

#### 2. Procedures

##### a. DSAID shall include:

(1) Unrestricted and Restricted Reports of sexual assault filed via a signed DD 2910.

(2) MCIO investigations of adult sexual assault, regardless of victim participation, to include third party allegations.

(a) MCIO investigations with an adult sexual assault case control number are entered into DSAID as long as it is not a FAP case.

(b) SARCs shall open a case in DSAID as an "Open with Limited Information" case when there is no signed DD 2910 (e.g., an independent investigation, a third-party report, or an alleged case with a non-SAPR-eligible civilian victim and a Service member subject), in accordance with reference (a).

b. Cases are entered under the location code that corresponds to the Service member victim's command at the time of the report.

c. "Open with Limited Information" cases, with a SAPR eligible or SAPR ineligible civilian victim and a military offender, are entered under the location code applicable to the offender's command at the time of the report. The SARC responsible to the Service member subject's command manages the DSAID case. If no Service member is involved as a subject or a victim, the DSAID case is entered into DSAID under the relevant installation location code and is managed by the installation SARC. For additional guidance, SARCs are directed to reference the Primary SARC Location Code Protocol found on the SARC Workspace.

d. Cases are entered into DSAID within 48 hours of victim election or notification of an MCIO investigative case file for an adult sexual assault investigation. For deployed locations, data is entered within 96 hours of victim response.

(1) A signed DD 2910 shall be uploaded to the case file in DSAID within 48 hours (96 hours in deployed locations). If there is no signed DD 2910 for a Service member victim (e.g., victim declines services), an unsigned DD 2910 with the statement "Victim declined services; however, there is an ongoing MCIO investigation" shall be uploaded in its place.

(2) The victim's identification type and identification number shall be entered into DSAID within 48 hours (96 hours in deployed locations). If the victim is unknown or not participating, the SARC shall collaborate with MF SAPR Data Surveillance to obtain an identification number.

(3) For cases involving a Service member victim or a SAPR eligible civilian receiving services, the SARC shall complete the Victim Information and Victim Demographic pages within 48 hours (96 hours in deployed locations).

e. DSAID serves as the system of record for all referrals and support services offered to victims and for the monthly (at a minimum) victim safety assessments.

(1) For all victims with whom the SARC or SAPR VA has made contact:

(a) The initial victim safety assessment is entered in DSAID. Safety concerns are annotated in the "Safety Notes" section. If no safety concerns are identified, this is annotated in the Safety Notes section (e.g., "No safety concerns identified"). If a safety assessment was not completed, the reason why is annotated.

(b) Each referral offered is entered into DSAID. If the victim refuses the referral, this may be annotated in the "Referral Notes" section.

(2) For victims who elect to receive SAPR services, the victim safety assessment and referrals are updated in DSAID at least monthly, following the CMG or regular contact with the victim.

(a) Non-protected health information regarding the victim's use or non-use of the referrals is annotated in the "Referral Notes" section.

(b) After the initial victim safety assessment, the "Referrals" page is used to record safety screenings when there are no safety concerns identified. This record is established by creating a new military referral, selecting "Other" for type, and specifying "Victim Safety Screening." The statement "No safety concerns identified" is entered into the "Referral Notes" section.

f. DSAID serves as the system of record for all CMG minutes. A template is available on the SARC Workspace.

## Chapter 8

### Guidance for All Marines

1. Purpose. To provide guidance to Marines to ensure victims of sexual assault are treated fairly, with dignity and sensitivity, and without prejudice. Furthermore, ensure victims are not identified without their consent or in a manner inconsistent with this Order.
2. Prevention and Awareness Responsibilities. All Marines shall:
  - a. Exhibit behavior that supports the Marine Corps ethos, core values, and enhances the prestige of the Marine Corps.
  - b. Maintain a climate that is respectful to all.
  - c. Intervene if possible and notify law enforcement immediately when witnessing an actual or attempted sexual assault upon another person.
  - d. Be an active bystander.
3. Training Requirements. All Marines shall complete annual SAPR training as outlined in Chapter 9 of this Order.
4. Reporting Requirements. Every Marine shall:
  - a. Immediately report all incidents of sexual assault that come under their observation to PMO/law enforcement and the chain of command in accordance with reference (i).
  - b. Avoid questioning a victim about an incident unless required in the course of official duties (e.g., law enforcement, legal, or healthcare personnel), to limit re-victimization, protect victim's rights, and preserve the integrity of a potential investigation.
5. What to Do If You Have Been Sexually Assaulted
  - a. Go to a safe location away from the alleged offender(s). If you are in danger or feel threatened, contact PMO/law enforcement. (Note that disclosure of a sexual assault to PMO/law enforcement shall preclude the Restricted Report option).
  - b. Attempt to preserve all evidence of the assault. Do not bathe, wash your hands, or brush your teeth. If you are still where the crime occurred, do not clean, straighten up, or remove anything.
  - c. Contact a SARC or SAPR VA, who will keep your information confidential, inform you of the Restricted and Unrestricted Reporting options, and provide you with resources and support. Local contact information should be posted in common areas within the command, to include the installation 24/7 Sexual Assault Support Line phone number and the DoD Safe Helpline contact information.

(1) The DoD Safe Helpline for victims of sexual assault is available at 1-877-995-5247 and online at [www.safehelpline.org](http://www.safehelpline.org).

(2) This helpline is free, confidential, accessible 24/7, and directs you to the nearest civilian sexual assault service provider and your installation SAPR Program.

d. If you seek support from your command, the Restricted Report will no longer be available. However, the command shall ensure you are offered advocacy services and medical care.

e. Seek medical care as soon as possible. Even if there are no visible physical injuries, you may be at risk for other medical conditions. Note that some state and local reporting requirements preclude the Restricted Reporting option.

(1) Specially trained medical personnel may conduct a SAFE to preserve forensic evidence. You can request a SAFE regardless of the reporting option you choose, in accordance with state and local regulations.

(2) If you suspect you were drugged prior to the assault, inform the health care provider.

#### 6. Reporting Overview for Victims

a. The Marine Corps is committed to ensuring victims of sexual assault are protected, treated with dignity and respect, and provided support, advocacy, and care.

b. Military victims have two reporting options: Restricted and Unrestricted. A Restricted Report can be converted to an Unrestricted Report at any time. A comprehensive explanation of reporting policies is contained in Chapter 1 of this Order.

c. Marine Corps preference is for Unrestricted Reporting of sexual assaults, which allows for the provision of victim services and the pursuit of accountability. However, some victims may not report incidents of sexual assault. Therefore, the Marine Corps offers a confidential avenue for reporting sexual assaults that enables the provision of victim services without command and/or law enforcement notification.

#### 7. If an Individual You Supervise Is Sexually Assaulted

a. Ensure the victim is at a safe location away from the alleged offender(s). Notify law enforcement immediately, if they are not already involved. Do not interfere with the scene of the assault, or any items that might be of evidentiary value to law enforcement.

b. Contact the SARC, SAPR VA, or the installation 24/7 Sexual Assault Support Line.

c. If the victim requires emergency medical care, call 911 or the installation emergency medical services.

d. Other than safety and health-related questions, refrain from asking details about the incident. Show interest in what the victim says and ask what you can do to help. You may need to address practical issues, such as care for children or pets.

e. Report the crime to those persons with an official need-to-know in the chain-of-command (e.g., Commander, SgtMaj).

f. Do not discuss the matter with coworkers, friends, or family members. It is critical to protect the privacy of a victim as well as maintain good order and discipline within the unit.

g. Ensure the victim is allotted time to attend medical and other appointments with the SARC, SAPR VA, mental health counselors, VLC, and/or law enforcement.

(1) Assist with administrative and logistical arrangements so the victim can access services and receive care.

(2) Only inform those persons with an official need-to-know, as defined in Chapter 1, why the victim is absent or requires additional assistance.

h. Monitor the victim to ensure safety measures are taken and coordinate with the SAPR VA and SARC to address victim needs if necessary. An MPO may be issued by the command to keep the alleged offender away from the victim. If the victim has been issued a civilian restraining order, ensure copies are provided to the command and PMO.

i. Support the victim as he or she goes through the investigation and legal proceedings.

j. Recognize that sexual assault may affect all victims differently.

8. Be an Active Bystander. Active bystanders can have a powerful impact on the prevention of sexual violence and other high-risk behaviors. The Marine Corps recommends all Marines engage in active bystander intervention.

a. Active bystanders help those who may be targeted for a sexual assault.

b. Active bystanders identify and intervene when potentially high-risk situations arise.

c. There are three components of active bystander intervention:

(1) Assess for safety. When deciding to intervene, personal safety should be the highest priority. When in doubt, call for help.

(2) Engage others. You are likely to have a greater influence on the parties involved when you work with someone or with several people to help prevent a potential sexual assault.

(3) Check in. Ask the person who experienced the unwanted sexual advance, attention, or behavior, if he or she is okay. Arrange for someone he or she trusts to get him or her home safely. Lastly, ask if he or she wants to talk to a SARC or SAPR VA about reporting the matter.

9. Resources. Become familiar with the resources in your community. Marines are encouraged to use the SAPR Gear Locker website as a resource for information on awareness, prevention, and response to sexual assault.

## Chapter 9

### Training Requirements

1. Purpose. To provide Marines and SAPR personnel with required sexual assault prevention, intervention, and response training requirements.

a. Education is key to effectively preventing and responding to sexual assault. Properly executed training has positive and lasting effects on the culture and climate of Marine Corps units.

b. Leadership is charged with ensuring that SAPR is part of the annual fiscal year training, facilitated by the authorized SAPR personnel and allotted the appropriate amount of time. Prevention should be made a priority.

2. Required Training. Marines shall complete specific SAPR training across their careers, to include but not be limited to annual, pre-deployment, PME, and pre-Command/Senior Enlisted Leader training. All SAPR annual training shall be conducted by credentialed and appointed SAPR VAs and/or SARCs. All training shall encompass the training requirements outlined in references (a) and (s).

a. Annual Training. SAPR training shall be facilitated in small groups, with the intent of promoting discussion and reducing the stigma regarding sexual assault. All Marines shall participate in the SAPR annual training designated for their specific rank and grade.

(1) "Step Up" Bystander Intervention training is required for junior Marines E-1 through E-3. This training will satisfy annual SAPR training requirements.

(a) The goal of "Step Up" training is to establish a positive command climate in which Marines understand their inherent duty to step up and step in to prevent sexual assault and high-risk situations.

(b) "Step Up" training shall be conducted in its entirety and will be facilitated in small groups, not to exceed 30 Marines.

(2) "Take a Stand" training is an annual requirement for non-commissioned officers E-4 and E-5. This training will satisfy the annual training requirement.

(a) The goal of "Take a Stand" training is to engage first-line supervisors, by enhancing their skills and knowledge pertaining to SAPR, as well as to emphasize prevention.

(b) "Take a Stand" training shall be conducted in its entirety and will be facilitated in small groups, not to exceed 30 Marines.

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

b. Specialized Training

(1) Pre-deployment training is conducted for all deploying Marines. It shall incorporate information about sexual assault response, reporting options, how to receive medical attention, evidence collection/SAFE, and how to obtain advocacy services.

(a) Pre-deployment training shall be customized to best reflect the conditions the unit is deploying to.

(b) SARCS are required to conduct requisite research to reflect conditions in the exercise, task force and deploying environment.

(2) PME schools shall incorporate SAPR training that is commensurate with the ranks of the students in attendance.

(3) Pre-Command and Senior Enlisted Leadership training received at Commanders and SgtsMaj Courses shall occur prior to individuals filling command positions in accordance with reference (a). This training will meet the annual training requirement for SAPR program.

c. Units are required to report the completion of all SAPR training, annual and specialized, via MCTIMS.

(1) Annual Training: AT

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

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

### 3. Required Sexual Assault Prevention and Response (SAPR) Personnel Training

a. All SAPR VAs shall attend the initial USMC SAPR VA training prior to being credentialed and appointed.

(1) If a Marine SAPR VA is supporting a joint command, the Marine may attend a Sister service SAPR VA training with prior MF SAPR approval.

(2) If a Marine SAPR VA is already certified by D-SAACP but was trained by another Service, they shall attend the entire initial USMC SAPR VA 40 hour training course prior to being credentialed, appointed, and performing SAPR VA duties on a Marine Corps installation or site.

b. All SARCs shall complete the initial USMC SAPR VA training and the USMC Command and/or Installation SARC training appropriate to their level of responsibility prior to being credentialed and appointed.

(1) If a Marine SARC is already certified by D-SAACP but was trained by another Service, the SARC shall attend the entire initial USMC SAPR VA 40 hour training and the applicable USMC SARC training prior to being appointed and performing SARC duties.

c. D-SAACP requires all SAPR personnel complete 32 hours of CE training biannually for recertification.

d. The Marine Corps requires sixteen CE hours to be completed annually with no less than one hour designated as ethics training. Required documentation shall be provided to the supporting SARC for entry into DSAID for tracking purposes.

## Appendix A

### Definitions

1. **Adult** - A person at least 18 years of age who does not otherwise meet the criteria for the definition of a "child", or an active duty Service member.
2. **Certification** - Provided by D-SAACP, this is the process established to approve applicants for DoD certification. The following documents are required for application: a copy of the 40 hour Marine Corps SAPR Advocacy training certificate, a completed D-SAACP application (DD Form 2950), and a completed and adjudicated background investigation with no disqualifying elements.
3. **Child** - An unmarried person under 18 years of age for whom a parent, guardian, foster parent, caregiver, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term means a biological child, adopted child, stepchild, foster child, or ward. The term also includes a sponsor's family member (except the sponsor's spouse) of any age who is incapable of self-support because of a mental or physical incapacity, and for whom treatment in a DoD medical treatment program is authorized.
4. **Collateral Misconduct** - Misconduct committed by a victim leading up to or associated with the sexual assault incident. Examples include, but are not limited to, underage drinking, liberty violation, fraternization, and patronizing an off-limits establishment or location.
5. **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.
6. **Consent** - A 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 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 while under threat or in fear. 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.
7. **Credentialing** - Provided by MF SAPR after review and verification of the D-SAACP certificate, appointment letter, PII certificate, Marine Corps 40 hour Sexual Assault Victim Advocacy training certificate, Marine Corps SARC training certificate (for SARCs), DSAID training certificate (for SARCs and

applicable civilian SAPR VAs), and the date of last completed background check.

8. **Crisis Intervention** - Emergency non-clinical care aimed at assisting victims in alleviating potential negative consequences by providing safety assessments and connecting victims to needed resources. Either the SARC or SAPR VA will intervene as quickly as possible to assess the victim's safety and determine the needs of victims and connect them to appropriate referrals, as needed.

9. **Defense Sexual Assault Incident Database (DSAID)** - A centralized, case-level database for the uniform collection of data regarding incidents of sexual assaults involving persons covered by reference (b).

10. **Emergency** - A situation that requires immediate intervention to prevent the loss of life, limb, sight, or body tissue to prevent undue suffering. Regardless of appearance, a sexual assault victim needs immediate medical intervention to prevent loss of life or undue suffering resulting from physical injuries internal or external, sexually transmitted infections, pregnancy, or psychological distress. Sexual assault victims shall be given priority as emergency cases regardless of evidence of physical injury.

11. **Emergency Care** - Emergency medical care includes physical and emergency psychological medical services and a SAFE.

12. **First Responder** - First responders are personnel in the following disciplines or positions: SARCs, SAPR VAs, healthcare personnel, law enforcement, MCIO, SJAs, and chaplains.

13. **Healthcare Personnel** - Persons assisting or otherwise supporting healthcare providers in providing healthcare services (e.g., administrative personnel assigned to a military medical treatment facility, or mental healthcare personnel). Healthcare personnel also include all healthcare providers.

14. **Healthcare Providers** - Those individuals who are employed or assigned as healthcare professionals, or are credentialed to provide healthcare services at a MTF, or who provide such care at a deployed location or otherwise in an official capacity. This also includes military personnel, DoD civilian employees, and DoD contractors who provide healthcare at an occupational health clinic for DoD civilian employees or DoD contractor personnel. Healthcare providers may include, but are not limited to:

Licensed physicians practicing in the MHS with clinical privileges in obstetrics and gynecology, emergency medicine, family practice, internal medicine, pediatrics, urology, general medical officer, undersea medical officer, flight surgeon, psychiatrists, or those having clinical privileges to perform pelvic examinations or treat mental health conditions.

Licensed advanced practice registered nurses practicing in the MHS with clinical privileges in adult health, family health, midwifery, women's health, mental health, or those having clinical privileges to perform pelvic examinations.

Licensed physician assistants practicing in the MHS with clinical privileges in adult, family, women's health, or those having clinical privileges to perform pelvic examinations.

Licensed registered nurses practicing in the MHS who meet the requirements for performing a SAFE as determined by the local privileging authority. This additional capability shall be noted as a competency, not as a credential or privilege.

A psychologist, social worker or psychotherapist licensed and privileged to provide mental health care or other counseling services in a DoD or DoD-sponsored facility.

15. **High-Risk Response Team (HRRT)** - If a victim is assessed to be in a high-risk situation, the HRRT is activated. The purpose and the responsibility of the HRRT is to continually monitor the victim's safety, by assessing dangers and developing a plan to manage the situation.

16. **Informed Consent Policy** - SARCs and SAPR VAs shall inform victims who file a Restricted Report of sexual assault that non-PII will be passed on to the Installation Commander and entered into DSAID. SARCs and SAPR VAs shall also inform victims that if they report the incident to anyone outside the personnel covered by Restricted Reporting, it may result in a third party report and an independent investigation. This policy allows the Marine Corps to balance the needs of the victim with the needs of commanders to maintain good order and discipline.

17. **Maltreatment** - The cruelty toward, oppression of, or maltreatment of any individual subject to one's orders.

18. **Marine Corps Medical Entitlement Data System (MCMEDS)** - Wounded Warrior Regiment Reserve Medical Determination and Line of Duty (WWRMED/LOD) database designed to track injured Reservist quality of care and system compliance.

19. **Non-Personally Identifiable Information (PII)** - Includes those facts and circumstances surrounding the sexual assault incident that, if disclosed, would not reveal the identity of the individual. In contrast, PII is information about an individual, to include the victim and alleged assailant of a sexual assault that would disclose or have a tendency to disclose the person's identity.

20. **Non-Participating Victim** - Victim who chooses not to participate in the military justice system.

21. **Official Investigative Process** - The formal process a commander or law enforcement organization uses to gather evidence and examine the circumstances surrounding a report of sexual assault.

22. **Official Need to Know** - A determination made by a possessor of information that a prospective recipient has a requirement for access to, knowledge of, or possession of the information in order to perform tasks or services essential to the fulfillment of an official U.S. Government program. Knowledge of, possession of, or access to information will not be afforded to any individual solely by virtue of the individual's office, position, or security eligibility.

23. **Ostracism** - Wrongfully excluding a military member from social acceptance, privilege, or friendship with the intent to do any of the following: inflict emotional distress, discourage the reporting of a criminal offense, or otherwise discourage the due administration of justice.

24. **Personally Identifiable Information (PII)** - Any item, collection, or grouping of information about an individual, including but not limited to the person's name, description (e.g., physical characteristics or identity by position, rank, or organization), or other information about the person or the facts and circumstances involved that could reasonably be understood to identify the person (e.g., a female in a particular squadron or barracks when there is only one female assigned).

25. **Reprisal** - Taking or threatening to take an unfavorable personnel action, or withholding or threatening to withhold a favorable personnel action, or any other act of retaliation, against a DoD member.

26. **Restricted Reporting** - Reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., SARC, SAPR VA, and healthcare personnel), 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 SAFE Kit), SARCs, or SAPR VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents or an established EXCEPTION is exercised in accordance with reference (a). The Restricted Reporting option applies to Service members and their military dependents 18 years of age and older. For additional persons who may be entitled to Restricted Reporting, see eligibility criteria in reference (a). Only a SARC or SAPR VA may receive a Restricted Report.

27. **Restriction** - Preventing or attempting to prevent members of the Armed Forces from making or preparing to make lawful communications to Members of congress and/or an IG.

28. **Retaliation** - Includes one of the following actions (restriction, reprisal, ostracism, or acts of maltreatment) when taken against a Service member because that member made or is preparing to make a protected communication, such as reporting a criminal offense. Reference (u) states that Service members and Department of the Navy personnel shall not retaliate against a Service member because the member reported a criminal offense and may be punished under the Uniform Code of Military Justice as an orders violation under Article 92.

29. **Request Mast** - Provides a Marine the opportunity to communicate not only with his or her immediate commanding officer, but also with any superior commander in the chain of command up to and including the Marine's commanding general.

30. **SAPR Initiative Committee (SIC)** - Members provide feedback to MF SAPR from the FMF at both tenant and Installation commands. The SIC shall meet at least annually to facilitate a consistent approach to advocacy, prevention, training, policy, quality assurance, develop collaborative solutions, and share best practices. Refer to SARC Workspace for additional roles of the SIC.

31. **Service member** - An active duty member of a Military Service. In addition, National Guard and Reserve Component members who are sexually assaulted when performing active service as defined in section 101(d)(3) of reference (b), and inactive duty training.

32. **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. As used in this Order, the term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses.

33. **Sexual Assault Advisory Group (SAAG)** - Provides a forum to discuss systemic issues and collaborative resolutions. The SAAG shall establish collaborative relationships facilitating a consistent Service approach to advocacy, training, policy, and quality assurance; identify gaps and systemic issues; develop collaborative solutions; and share best practices.

34. **Sexual Assault Forensic Examination (SAFE) Kit** - The medical and forensic examination of a sexual assault victim under circumstances and controlled procedures to ensure the physical examination process and the collection, handling, analysis, testing, and safekeeping of any bodily specimens and evidence meet the requirements necessary for use as evidence in criminal proceedings. The victim's SAFE Kit is treated as a confidential communication when conducted as part of a Restricted Report.

35. **Sexual Assault Prevention and Response (SAPR)** - Those efforts designed to address the specific needs of victims of sexual assault and related issues. SAPR includes establishing procedures to protect the victim's dignity and privacy; establishing processes under the Victim and Witness Assistance Program (VWAP) to address the special needs of victims, as coordinated by SJA to Commandant of the Marine Corps (CMC); formalizing a mandatory, standardized sexual assault victim assistance program; tracking sexual assault trends; and formalizing a sexual assault prevention program throughout the Marine Corps and in accordance with reference (a).

36. **Sexual Assault Response Team (SART)** - Conducted with the CMG members and any additional community members to address administrative actions and process improvements. This is to be conducted quarterly with additional reviews as necessary. Topics will include, but not be limited to, SAPR training, prevention efforts, systemic issues, and MOUs.

37. **Sexual Harassment** - Conduct that:

a. Involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

b. Is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive. The conduct need not result in concrete psychological harm to the complainant.

c. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment.

d. Similarly, any individual who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

e. Sexual harassment may overlap with hazing, bullying or ostracism, should those activities be targeted at an individual based on his or her sex, sexual orientation or gender identity. It may also involve third parties. Third-party sexual harassment means that the victim does not have to be the only person affected by the harassing behavior, but could also be anyone affected by the offensive behavior in the defined "workplace," which is "an expansive term for Military members that includes conduct on or off duty, 24 hours a day".

38. **Unrestricted Reporting** - A process that an individual covered by this policy uses to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim's report provided to healthcare personnel, the SARC, a SAPR VA, command authorities, other persons are reported to law enforcement and may be used to initiate the official investigative process in accordance with reference (a).

39. **Victim** - A person who asserts direct physical, emotional, or pecuniary harm as a result of the commission of a sexual assault. The term encompasses all persons 18 years of age and older eligible to receive treatment in military medical treatment facilities; however, the Restricted Reporting option applies to Service members and their military dependents 18 years of age and older. See eligibility criteria in reference (b).

40. **Victim and Witness Assistance Coordinator (VWAC)** - As defined under VWAP per reference (f), the VWAC is the unit commander's primary point of contact for VWAP matters. Contact your local SJA for the VWAC's responsibilities.

41. **Victim and Witness Assistance Program (VWAP)** - A multidisciplinary program to assist victims and witnesses of crime to ensure the military criminal justice system accords crime victims and witnesses their rights, without infringing on the constitutional rights of an alleged offender, and receive appropriate assistance. VWAP incorporates law enforcement personnel, criminal investigators, service providers, judge advocates, corrections personnel, and unit COs, to identify and assist victims and witnesses of crime through the criminal justice process. The SJA to CMC is the VWAP Component Responsible Official.

42. **Victim Witness Liaison Officer (VWLO)** - Under VWAP, Installation commanders are the local responsible officials for VWAP implementation. The VWLO is the Installation Commander's representative responsible for the coordination of victim and witness assistance efforts aboard the installation. The VWLO is appointed in writing by the Installation Commander and serves as the VWAP Council chairperson. Contact your local SJA for the VWLO's responsibilities.

43. **Warm Hand-off** - Actively confirming that the victim has made contact with the receiving SARC/SAPR VA. Depending on the situation, this may include contacting the receiving SARC/SAPR VA, following up with the victim,

or walking the victim over to the receiving SARC/SAPR VA. Additional steps may be necessary in cases where there is also a mandated reporting requirement.

44. **Witness** - As defined under reference (f), a witness is a person who has information or evidence about a crime, and provides that knowledge to a DoD component about an offense in the investigative jurisdiction of a DoD component. When the witness is a minor, that term includes a family member or legal guardian. The term does not include a defense witness or an individual involved in the crime as an alleged offender or accomplice.

Appendix B

Eligibility

1. The SAPR Program applies to:

a. All active duty and reserve component Service members. Support shall be provided to active duty and reserve Service members regardless of when or where the sexual assault occurred.

b. Prior-to-military service victimization includes; adult sexual assault (including stranger sexual assault and intimate partner sexual assault, if the victim is no longer in the same intimate relationship), and sexual assault that was perpetrated on the Service member while he or she was under the age of 18 years old.

c. 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.

2. The SAPR Program provides limited services to the following:

a. Non-SAPR-eligible victims may receive LIMITED SAPR services from a Sexual Assault Response Coordinator (SARC) and SAPR Victim Advocate (VA). Services include immediate crisis response and a warm hand-off to local providers.

b. In addition, limited medical and SAPR services shall be provided to:

(1) Department of Defense (DoD) civilian employees and their family dependents 18 years of age and older when they are stationed or performing duties OCONUS and eligible for treatment in the military healthcare system at military installations or facilities OCONUS. Refer to reference (b) for reporting options available to DoD civilians and their family dependents who are 18 years of age or older.

(2) U.S. citizen DoD contractor personnel when they are authorized to accompany the Armed Forces in a contingency operation OCONUS and their U.S. citizen employees. Refer to reference (b) for reporting options available to DoD contractors.

3. Sexual assault differs from sexual harassment. Sexual harassment, which falls under the purview of Equal Opportunity, is addressed in references (c) and (d). Sexual assault must not be mislabeled as hazing, which is addressed in reference (c).

4. This Order does NOT apply to victims of domestic abuse who are sexually assaulted by a spouse or intimate partner, or to military dependents under the age of 18 who are sexually abused. Reference (d) states that the term intimate partner applies to a current or former spouse; a person with whom the abuser shares a child in common; or a current or former intimate partner with whom the abuser shares or has shared a common domicile. The FAP provides services to those individuals.

Appendix C

Commander's Protocol for Prevention and Response

1. To prevent sexual assault, all commanders shall:

- a. Establish a command climate of prevention predicated on mutual respect and trust that recognizes and embraces diversity, and values contributions of all members.
- b. Remind Marines of their personal commitment to maintaining a healthy environment that is safe and contributes to their well-being and mission accomplishment.
- c. Monitor the organization's climate and respond with appropriate action toward any negative trends that may emerge.
- d. Engage HR SAPR for assistance as needed.

2. In the event of a sexual assault, commanders shall:

- a. Discourage members from participating in "barracks gossip" or speculation about the case or investigation, reminding all to wait in reaching conclusions until all the facts are known and final disposition of the allegations has occurred.
- b. Advise those who may have knowledge of the events leading up to or surrounding the incident to fully cooperate with any investigation.
- c. Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation, and may result in a Privacy violation complaint.
- d. Emphasize the alleged offender is presumed innocent until guilt is established by legal and competent evidence beyond reasonable doubt.
- e. Coordinate unit refresher training with a SAPR VA and/or SARC. Address preventive measures and the impact on the unit. Assess and be cognizant of the needs of the victim at this time, recognizing that increased attention on him/her during this period may be detrimental.
- f. Monitor the unit's climate to ensure neither the victim nor the alleged offender is being ostracized and to prevent organizational splintering.

3. The victim's commander shall:

- a. Ensure the physical safety and emotional security of the victim. Determine if the alleged offender is nearby and if the victim needs protection.
- b. Ensure emergency medical care is offered if necessary and/or requested by the victim.
- c. Ensure the SARC is notified immediately. If not co-located with the command SARC, ensure that a SAPR VA is provided to the victim. Ensure the

victim understands the availability of victim advocacy and the benefits of accepting advocacy. Advocacy services are optional.

d. Ensure notification to the appropriate MCIO 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, as defined in Appendix A.

e. Ensure necessary action to safeguard the victim from any formal (official) or informal investigative interviews or inquiries, except those conducted by the authorities who have a legitimate need-to-know.

f. Submit the OPREP-3/SIR report for all Unrestricted Reports or allegations, actual or suspected, of sexual assault, in accordance with references (m).

g. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or MCIO has initiated an adult sexual assault investigation, in accordance with reference (a) (RCS DD-1752-05). Communicate with the MCIO and SARC for required information to complete the report. Do not ask detailed questions and/or pressure the victim or SAPR VA for responses or information about the incident.

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

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

j. Ensure the victim is asked if a specific support person is desired. This person could be a friend or family member of the victim. Ensure the victim is advised that this person could later be called to testify as a witness if the case goes to trial.

k. Ensure the victim is offered a chaplain and/or VLC and notify accordingly.

l. Determine if the victim desires/needs a "no contact" order or an MPO (DD Form 2873) to be issued, particularly if the victim and the alleged offender are assigned to the same command, unit, duty location, or living quarters.

m. Ensure the victim understands the availability of other referral organizations staffed with personnel who can explain medical, investigative, and legal processes and advise of the victim's support rights.

n. Ensure the victim is advised of the expedited transfer process and facilitate the expedited transfer when requested by the victim. Determine the need for a temporary reassignment to another unit, duty location, or living quarters on the installation of the victim or the alleged offender being investigated, working with the commander of the alleged offender, 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.

o. Attend the monthly CMG meeting until case involving command personnel is closed, non-delegable.

p. Ensure the victim receives monthly reports regarding the status of the sexual assault investigation until final disposition.

q. Withhold initial disposition authority to the SA-IDA for all other alleged offenses arising from or relating to a reported sexual assault, whether committed by the alleged offender or the victim. The SA-IDA has the non-delegable responsibility for initial disposition as defined in reference (e). Such offenses commonly include underage drinking, traveling out-of-bounds or to off-limits establishments, fraternization, or adultery. In cases involving a victim's collateral misconduct, the SA-IDA is encouraged to defer a victim's disciplinary proceeding until final disposition of the more serious sexual assault case, in accordance with reference (a).

r. 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. Consider the negative impact suspension of a victim's security clearance may have on building trust and confidence in the Marine Corps sexual assault reporting system, but make the final determination based upon established national security standards.

s. Consult with the victim and when possible, accommodate the victim's desires regarding safety, health, and security, as long as neither a critical mission, nor a full and complete investigation is compromised.

t. Listen and support the victim. Be available following the sexual assault and assure the victim of the commander's support.

4. The alleged offender's commander shall:

a. Ensure notification to the appropriate MCIO 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, as defined in Chapter 1.

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.

i. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or MCIO has initiated an adult sexual assault investigation involving a command Service member and a civilian victim (RCS DD-1752-05). Communicate with the MCIO and SARC for required information to complete the report. Do not ask detailed questions and/or pressure the victim and/or accused for responses or information about the incident.

Appendix D

Disposition and Separation Authority

1. Disposition Authority. In accordance with reference (e), non-delegable initial disposition authority is withheld to Special Court-Martial Convening Authorities in the pay grade of O-6 or higher for the following alleged offenses: rape and sexual assault, in violation of Article 120, Uniform Code of Military Justice (UCMJ); rape, sexual assault, and sexual abuse of a child, in violation of Article 120b, UCMJ; forcible sodomy, in violation of Article 125, UCMJ; and all attempts to commit such offenses, in violation of Article 80, UCMJ.

a. This officer is called the Sexual Assault Initial Disposition Authority (SA-IDA). This withholding also applies to all other alleged offenses arising from or relating to the same incident, whether committed by the alleged offender or the victim.

b. Commanders that are not SA-IDAs may not make an initial disposition in cases involving these offenses, but instead shall forward the matter to the appropriate SA-IDA.

c. This withholding does not prevent initial disposition decisions from being further withheld to the General Courts-Martial Convening Authority (GCMCA) level at the discretion of those commanders pursuant to reference (e).

d. Prior to making an initial disposition decision, the SA-IDA shall consult with an SJA.

2. Separation Authority

a. Consistent with reference (f), the separation authority for all administrative separation actions involving victims of sexual assault that occur within one year of an Unrestricted Report of sexual assault shall be an officer exercising GCMCA and may not be delegated.

b. In accordance with reference (a), victims who made an Unrestricted Report of sexual assault and are recommended for involuntary separation from the Military Service within one year of final disposition of their sexual assault case may request a General Officer or Flag Officer (GO/FO) review of the circumstances of and grounds for the involuntary separation.

Appendix E

Sexual Assault Prevention and Response (SAPR) Websites and Forms

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

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

eHQM Gear Locker sites are established for all Marines, SAPR VAs, and SARCs with an active Common Access Card (CAC) and eHQM Gear Locker account. The following SharePoint sites are referenced throughout this Order:

SAPR Gear Locker Site (Home):

<http://thegearlocker.org>

SAPR Leadership Toolkit:

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

SAPR Gear Locker Workspaces:

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

2. Forms. The most up-to-date forms are available 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 Examination (SAFE) Report
- e. NAVPERS 1751/2, USMC Sexual Assault Disposition Report (SADR)

## Appendix F

### Glossary of Terms

|                                                       |           |
|-------------------------------------------------------|-----------|
| Area of Responsibility                                | AOR       |
| Child Protective Services                             | CPS       |
| Commandant of the Marine Corps                        | CMC       |
| Commanding General                                    | CG        |
| Commanding Officer                                    | CO        |
| Continental United States                             | CONUS     |
| Defense Sexual Assault Advocate Certification Program | D-SAACP   |
| Defense Sexual Assault Incident Database              | DSAID     |
| Department of Defense                                 | DoD       |
| Department of the Navy                                | DON       |
| Deployment Readiness Coordinator                      | DRC       |
| Deputy Commandant for Installations and Logistics     | DC I&L    |
| Deputy Commandant for Manpower and Reserve Affairs    | DC M&RA   |
| Deputy Commandant for Plans, Policies, and Operations | DC PP&O   |
| Equal Opportunity Advisor                             | EOA       |
| Equal Opportunity Representative                      | EOR       |
| Executive Officer                                     | XO        |
| Family Advocacy Program                               | FAP       |
| Fleet Marine Force                                    | FMF       |
| General Courts-Martial Convening Authorities          | GCMCA     |
| Higher Headquarters                                   | HHQ       |
| High-Risk Response Team                               | HRRT      |
| Human Resources Office                                | HRO       |
| Inspector General                                     | IG        |
| Judge Advocate Division                               | JAD       |
| Line of Duty                                          | LOD       |
| Manpower Management                                   | MM        |
| Marine and Family Programs                            | MF        |
| Marine Corps Combat Development Command               | MCCDC     |
| Marine Corps Community Services                       | MCCS      |
| Marine Corps Installations Command                    | MCICOM    |
| Marine Corps Medical Entitlement Data System          | MCMEDS    |
| Marine Corps Order                                    | MCO       |
| Marine Corps Recruiting Command                       | MCRC      |
| Marine Corps Religious Programs                       | REL       |
| Marine Expeditionary Units                            | MEU       |
| Marine Forces Reserve                                 | MARFORRES |
| Medical Treatment Facility                            | MTF       |
| Memoranda of Agreement                                | MOA       |
| Memoranda of Understanding                            | MOU       |
| Military Criminal Investigative Organization          | MCIO      |
| Military Equal Opportunity                            | MEO       |
| Military Protective Orders                            | MPO       |
| Naval Criminal Investigative Service                  | NCIS      |
| Navy Marine Corps                                     | NAVMC     |
| Personally Identifiable Information                   | PII       |
| Point of Contact                                      | POC       |
| Professional Military Education                       | PME       |
| Provost Marshall Office                               | PMO       |
| Reserve Affairs Management                            | RAM       |
| Restricted Report Case Number                         | RRCN      |
| SAPR Initiative Committee                             | SIC       |
| SAPR Victim Advocate                                  | SAPR VA   |

|                                              |        |
|----------------------------------------------|--------|
| Sergeant Major                               | SgtMaj |
| Serious Incident Report                      | SIR    |
| Sexual Assault Advisory Group                | SAAG   |
| Sexual Assault Disposition Report            | SADR   |
| Sexual Assault Forensic Examination          | SAFE   |
| Sexual Assault Prevention and Response       | SAPR   |
| Sexual Assault Response Coordinator          | SARC   |
| Sexual Assault Response Team                 | SART   |
| Sexual Assault-Initial Disposition Authority | SA-IDA |
| Staff Judge Advocate                         | SJA    |
| Standard Operating Procedure                 | SOP    |
| Substance Abuse Control Officer              | SACO   |
| Training and Education Command               | TECOM  |
| Uniform Code of Military Justice             | UCMJ   |
| United States Marine Corps                   | USMC   |
| Victim Reporting Preference Statement        | VRPS   |
| Victim and Witness Assistance Coordinator    | VWAC   |
| Victim and Witness Assistance Program        | VWAP   |
| Victim Witness Liaison Officer               | VWLO   |
| Victim's Legal Counsel                       | VLC    |