



UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
PO BOX 555300
CAMP PENDLETON, CA 92055-5300

1752.1B

SAPR

JUN 23 2021

I MARINE EXPEDITIONARY FORCE ORDER 1752.1B

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE SEXUAL ASSAULT PREVENTION AND
RESPONSE PROGRAM STANDING OPERATING PROCEDURES (SHORT TITLE: I
MEF SAPR SOP)

Ref: (a) DoDI 6495.02, 09 April 2021, Change 5
(b) DoDD 6495.01, 11 September 2020, Change 4
(c) MCO 1752.5C, 03 June 2019
(d) NAVMC 1752.5, 05 June 2019
(e) DoDI 6495.03, 28 February 2020
(f) MCO 3504.2A
(g) MCO 1300.8
(h) DoDI 6400.06, 21 August 2007
(i) U.S. Navy Regulations 1990, Chapter 11, Article 1137

Encl: (1) Commander's Protocol for Prevention & Response
(2) OPREP-3 SIR Notification Example - Sexual Assault
(3) 8-Day Incident Report - Frequently Asked Questions
(4) SAPR Victim Advocate Response Protocol
(5) SARC Case Notification Protocol
(6) MCB Camp Pendleton SAPR Resources
(7) MAGTF/TC/MCAGCC 29 Palms SAPR Resources
(8) MCAS Miramar SAPR Resources
(9) MCAS Yuma SAPR Resources
(10) USMC 24/7 Sexual Assault Support Lines
(11) Deployment Specific SAPR Information
(12) SARC & SAPR VA Selection Criteria for Commanders
(13) Gaining Access to the SAPR Workspace on Gearlocker
(14) Frequently Used Forms for SARCs & SAPR VAs
(15) SAPR Training Requirements
(16) SAPR Training Roster
(17) Marine Corps SAPR Records Management
(18) SAPR Definitions
(19) USMC Sexual Assault Response Pathway for Victims

1. Situation. Sexual assault is a crime that completely goes against our core values of honor, courage, and commitment. Sexual assault is not restricted to any gender, race, or age. It is defined by the

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Department of Defense (DoD) as intentional sexual contact characterized by the use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. As used in this order, the term "sexual assault" includes a broad category of sexual offenses consisting of the following specific to the Uniform Code of Military Justice (UCMJ): rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses. This order provides commanders with the most recent information on Sexual Assault Prevention and Response (SAPR) within the Marine Corps, and offers specific ways to address key issues. In accordance with the references, this order establishes formal SAPR program procedures, protocols, and resources, which are specific to the I Marine Expeditionary Force (I MEF) location and structure. This order assigns responsibilities for the care and support of victims of sexual assault, as well as addresses protection of victims, SAPR Victim Advocates (VAs), and Sexual Assault Response Coordinators (SARCs) from retaliation.

2. Cancellation. I MEF Order 1752.1A

3. Mission. To provide policy and procedural guidance for response to reports of sexual assault in order to ensure personnel involved are treated with care, respect, and fairness.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanders will take a direct approach in confronting sexual assault. To meet this objective, every commander must first focus on the absolute need to create a command climate free from retaliation, where every Marine and Sailor is treated with dignity and respect, regardless of circumstance, and where wrongdoers will be held accountable. Next, commanders must develop a SAPR program that aggressively counters the negative effect that sexual assault incurs on the mental, physical, and spiritual well-being of Marines/Sailors, family members, and the units to which they belong.

(2) Concept of Operations. Due to the unique mission, training demographics, and geographical dispersion of the I MEF, these Standing Operating Procedures (SOP) standardize the SAPR program across all Major Subordinate Commands (MSCs), Marine Expeditionary Units (MEUs), Special Purpose Marine Air-Ground Task Forces (SPMAGTFs), and Task Forces (TFs). Refer to the enclosures for I MEF specific resources to support this SOP.

(3) Scheme of Maneuver. There are SARCs and SAPR VAs available to assist victims of sexual assault at all times. The Marine Corps Base (MCB) Camp Pendleton 24/7 Sexual Assault Support Line is (760)500-1707. The Marine Corps Air-Ground Combat Center (MCAGCC) 29 Palms 24/7 Sexual Assault Support Line is (760)799-0273. The Marine Corps Air Station (MCAS) Miramar 24/7 Sexual Assault Support Line is (858)864-2815. The Marine Corps Air Station (MCAS) Yuma 24/7 Sexual Assault Support Line is (928)941-3601. Refer to enclosures (6) through (10).

(a) 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.

(b) An Unrestricted Report is made by the victim's election to file via the DD Form 2910, Victim Reporting Preference Statement (VRPS). The DoD definition of Unrestricted Reporting is provided in enclosure (18).

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

2. When an Unrestricted Report is elected, the report cannot be converted to a Restricted Report.

(c) A Restricted Report is only made by the victim's election to file via the DD Form 2910, VRPS, to a person granted confidentiality under reference (c) or by statute, to include SARCs and SAPR VAs. The DoD definition of Restricted Reporting is provided in enclosure (18).

1. 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.

2. 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 Form 2910 to document the conversion to an Unrestricted Report.

(d) Only a SARC or SAPR VA may receive an Unrestricted or Restricted Report/complete DD Form 2910 with a victim. Healthcare personnel shall assist the victim with contacting a SARC or SAPR VA to

make the initial report. Refer to enclosure (4) for the SAPR Victim Advocate Response Protocol.

(e) 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 Form 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 (MRE) 514 or 513 privilege, in accordance with reference (g) as applicable.

(f) The 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. Therefore:

1. 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.

2. 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.

3. 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.

4. 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).

(g) Disclosure of a sexual assault perpetrated by an intimate partner is defined in reference (h) 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 the Family Advocacy Program (FAP). Disclosure of sexual assault by an intimate partner shall be deemed a domestic violence case and shall be immediately referred to FAP.

5. Tasks

a. Commanding Officers

(1) Commanders shall appoint, at a minimum, two SAPR VAs at each battalion or equivalent level command following the "SARC and SAPR VA Selection Criteria for Commanders" located in enclosure (12). The commander shall ensure that the appointment does not create a conflict of interest with other duty assignments; and that all security clearance background checks, training, and certification criteria are met in accordance with references (c) and (d).

(a) I MEF Support Battalion (MSB) will fulfill the two SAPR VA requirement for the I MEF Command Element (CE), and ensure that two SAPR VAs are readily available to provide advocacy and conduct SAPR training.

(b) In the event that it is not feasible or possible to appoint two SAPR VAs at the battalion or equivalent level command at any time, contingency plans shall be enacted which will include a Memorandum of Agreement (MOA) for SAPR coverage with Higher Headquarters (HHQ) or sister battalion SAPR VAs.

(2) The command shall maintain copies of each SAPR VA's United States Marine Corps (USMC) 40-hour SAPR VA training certificate, DD Form 2950 p.10 "Supervisor and Commander Statement of Understanding," D-SAACP certificate, appointment letter, SAPR VA poster, and continuing education training certificates.

(3) O-6 level commanders are authorized to appoint a collateral duty command SARC as necessary, following the "SARC and SAPR VA Selection Criteria for Commanders" located in enclosure (12). All O-6 level commanders not co-located with the HHQ SARC, or with geographically dispersed subordinate units (O-5 level commanders), shall appoint a collateral duty SARC. The commander shall ensure that the appointment does not create a conflict of interest with other duty assignments; and that all security clearance background checks, training, and certification criteria are met in accordance with references (c) and (d).

(a) Evaluate the SARC's performance of all duties and responsibilities in accordance with Headquarters Marine Corps (HQMC) guidance. For civilian SARCs, the commanding general will be the reviewer on all performance evaluations.

(b) In the event that there is a gapped SARC billet at any time, contingency plans shall be enacted which will include a MOA for SARC coverage and/or temporary appointment of a HHQ SARC.

(4) The command shall maintain copies of the SARC's USMC 40-hour SAPR VA training certificate, command SARC training certificate, 1.5-hour DSAID training certificate, 0.5-hour DSAID training certificate, DD Form 2950 p.10 "Supervisor and Commander Statement of Understanding," D-SAACP certificate, appointment letter, SARC poster, and continuing education training certificates.

(5) The command shall ensure that the SAPR VA and SARC posters, inclusive of SARC and SAPR VA photographs, the installation 24/7 Sexual Assault Support Line, the DoD Safe Helpline, and reporting options are posted prominently in the unit's common areas and areas of high pedestrian traffic. The installation 24/7 Sexual Assault Support Line and the DoD Safe Helpline information shall be listed on the command website. Additionally, ensure the SARC and SAPR VAs are regularly presented at new join and command safety briefs.

(6) Commanders shall ensure the SARC has 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.

(7) In the event a certified SARC or SAPR VA has been accused of a violation, named in a complaint, or is the subject of an investigation, the commander will execute the actions outlined in reference (d). Notify HQMC SAPR of any pending SAPR personnel changes in the appointed SARC billet via email at SMB.Manpower.SAPR@usmc.mil. Include the termination date in the notification.

(8) Commanders shall ensure there is a SAPR contingency plan in place to provide for day-to-day operations in the event that supporting SAPR personnel, at any level, are not available. Available coverage resources include HHQ SARC and HHQ SAPR VAs, and sister battalion SAPR VAs.

(9) Commanders shall ensure opportunities are made available for SARCs and SAPR VAs to attain continuing education requirements. Opportunities include, and are not limited to, in-person and online trainings/conferences. Refer to reference (e) and enclosure (15) for specific guidance regarding D-SAACP continuing education training and (re)credentialing requirements.

(10) The command shall ensure the SAPR VA and/or SARC is listed on the unit check-in/check-out sheet, inclusive of accurate contact and location information; and that the SAPR VA will provide a SAPR brief as part of the unit's new-join program.

(11) The command shall include all HQMC SAPR approved annual trainings on the unit's training plan/schedule, and ensure that they are conducted in accordance with reference (c) and enclosure (15).

(a) All service members will attend training specific to their rank.

(b) Only credentialed and appointed SARCs and SAPR VAs are authorized to facilitate these trainings.

(c) Direct command involvement in preparation, and throughout delivery, is encouraged.

(d) Ensure all trainings are documented and recorded in accordance with reference (c). A SAPR training roster, to support these requirements, is located in enclosure (16).

(12) Commanders shall receive the SAPR Command Resource Brief, provided by the installation SARC and/or the I MEF SARC, within 30 days of assuming command. The executive officer, sergeant major, and chaplain are encouraged to attend.

(13) Commanders shall publish a command policy statement within 90 days of taking command. Content should include and not be limited to: SAPR program objectives, reporting options, support services, prevention initiatives, and proper contact information. Post copies of this policy statement throughout high traffic and common areas, to include command post.

(14) Commanders shall establish and sign a command order/SOP for all SAPR functions. The SOP will incorporate items including and not limited to:

(a) Define the "who," "what," "where," and "how" pertaining to SAPR responsibilities within the area of responsibility (AOR) encompassing all subordinate units and detachments.

(b) Establish 24/7 SAPR VA response, communication, and/or transportation protocols; reduce conflicts of interest for SARCs and SAPR VAs.

(c) Identify any applicable Memorandums of Agreement (MOA) or Memorandums of Understanding (MOU).

(d) Commanders may also adopt the I MEF SAPR SOP. If this is the preference of the commander, the commander shall have a Memorandum for the Record (MFR) stating the I MEF SOP will be utilized, and specific command requirements and resources not outlined in this Order will be notated.

(15) In the event of a sexual assault, commanders shall, in accordance with enclosure (1):

(a) Immediately notify the SARC of any known, suspected, or alleged sexual assault disclosed directly by a victim, offender, or third party.

(b) Ensure the victim's immediate safety is addressed, and medical treatment procedures are in motion.

(c) Strictly limit knowledge of the facts or details regarding the incident to only those personnel who have an official need-to-know.

(d) Immediately notify Naval Criminal Investigative Service (NCIS), or appropriate Military Criminal Investigative Organization (MCIO), of any known, suspected, or alleged sexual assault disclosed directly by a victim, offender, or third party.

(e) Submit the Operations Event/Incident Report (OPREP-3)/Serious Incident Report (SIR) for all Unrestricted Reports or allegations, actual or suspected, of sexual assault when the victim or suspect is a Marine or other service member. The OPREP-3 SIR must be submitted to HQMC within 6 hours of notification that an Unrestricted Report or allegation of sexual assault has occurred. See reference (f) for additional guidance, and enclosure (2) for a sample SIR.

(f) Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or NCIS/MCIO has initiated an adult sexual assault investigation, in accordance with references (a) and (c) and enclosure (3).

1. The victim's immediate commander shall submit the 8-Day Incident Report within 8 calendar days via the SAPR Gear Locker. In instances when the victim is a non-service member, the subject's immediate commander is responsible for submitting the 8-Day Incident Report.

2. Communicate with NCIS and SARC for required information to complete the 8-Day Incident Report. Do not ask detailed questions and/or pressure the victim or SAPR VA for responses or information about the incident.

(g) Issue a Military Protective Order (MPO), DD Form 2873, or no-contact order, if the victim requests and/or the commander deems it appropriate due to safety concerns. Always assess for safety, particularly if the victim and the accused are assigned to the same command, unit, location, or living quarters. Provide a copy of

the MPO or no-contact order to the victim, and the accused, immediately after issuance of order.

(h) Attend monthly Case Management Group (CMG) meetings. This is a non-delegable commander duty for the victim's immediate commander, per references (a) and (c).

1. Provide updates to victims who filed Unrestricted Reports within 72 hours of the CMG. The out-brief should include the status of any ongoing investigative, medical, legal, and/or command proceedings concerning their sexual assault cases.

2. Ensure victims are notified upon adjudication of military justice proceedings.

(i) Review and respond to all expedited transfer requests, in coordination with the I MEF SARC and/or command SARC, per the procedures outlined in reference (d).

(j) Stand up a High Risk Response Team (HRRT) if the commander, SARC, and/or SAPR VA has identified safety concern(s) that must be addressed immediately. Governing regulations for HRRT are found in reference (d).

(k) Commanders shall protect sexual assault victims from coercion, and retaliation (restriction, reprisal, ostracism, and maltreatment). Commanders shall also protect SARCs and SAPR VAs from coercion, and retaliation related to the execution of their SAPR duties and responsibilities.

b. Sexual Assault Response Coordinators

(1) SARCs must meet credentialing standards, which include but are not limited to, the following: USMC 40-hour SAPR VA training, command SARC training, DSAID training(s), USMC PII training, and D-SAACP certification. SARCs shall meet all security clearance background checks, training, and certification criteria as outlined in references (c) and (e), enclosures (12) and (15).

(a) SARCs shall provide their command, and HHQ SARC, a copy of all required certificates, command appointment letter, and security clearance date before performing their duties.

(b) SARCs shall email all required certificates, command appointment letter, and security clearance date to MF SAPR via SMB.Manpower.SAPR@usmc.mil to be granted access to the SAPR workspace. Refer to enclosure (13).

(c) SARCs will complete 16 hours of continuing education training annually to obtain the required 32 continuing education hours for biennial D-SAACP recertification. Of the 32 continuing education hours, 8 hours of continuing education must be in-person, 2 hours must be in ethics, and 1 hour must be the DoD Safe Helpline online training.

(2) SARCs will maintain a copy of their USMC 40-hour SAPR VA training certificate, command SARC training certificate, 1.5-hour DSAID training certificate, 0.5-hour DSAID training certificate, USMC Personal Identifiable Information training certificate, DD Form 2950 p.10 "Supervisor and Commander Statement of Understanding," D-SAACP certificate, appointment letter, SARC poster, and CE training certificates.

(3) SARCs, once credentialed and appointed, will be available 24/7 to respond and provide assistance to sexual assault victims, SAPR VAs, and commanders in relation to SAPR duties and responsibilities.

(4) SARCs, civilian or uniformed, will ensure each battalion or equivalent level command has a minimum of two credentialed and appointed SAPR VAs (ranked E-5 or above) to be the command's first line of support in providing advocacy to victims of sexual assault. The command SARCs will oversee the SAPR VAs within their command in regards to credentialing, case assistance, training, and other related SAPR duties.

(5) SARCs will maintain copies of the following documents for each SAPR VA within their AOR: USMC 40-hour SAPR VA training certificate, DD Form 2950 p.10 "Supervisor and Commander Statement of Understanding," D-SAACP certificate, appointment letter, SAPR VA poster, and continuing education training certificates.

(6) SARCs shall ensure that their SAPR posters, inclusive of their photographs, the installation 24/7 Sexual Assault Support Line, the DoD Safe Helpline, and reporting options are posted prominently in the unit's common areas and areas of high pedestrian traffic. The installation 24/7 Sexual Assault Support Line and the DoD Safe Helpline information shall be listed on the command website.

(7) SARCs will coordinate with the SAPR VAs to ensure compliance with annual and pre-deployment SAPR training for their unit/command.

(8) 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, per reference (c).

(a) The I MEF SARC will provide guidance and support to the following MSC SARCs, MEU SARCs, and other applicable command SARCs and SAPR VAs to ensure compliance with the SAPR program within I MEF: 1st Marine Division (1st MARDIV), 1st Marine Logistics Group (1st MLG), 3d Marine Aircraft Wing (3d MAW), I MEF Information Group (I MIG), 11th MEU, 13th MEU, 15th MEU, Special Purpose Marine Air-Ground Task Force Crisis Response Central Command (SPMAGTF-CR-CC), and Task Forces.

(b) SARCs within the I MEF SARC AOR will provide the required SAPR credentialing documentation to the I MEF SARC: USMC 40-hour SAPR VA training certificate, command SARC training certificate, 1.5-hour DSAID training certificate, 0.5-hour DSAID training certificate, DD Form 2950 p.10 "Supervisor and Commander Statement of Understanding," D-SAACP certificate, appointment letter, SARC poster, and continuing education training certificates.

(c) SARCs within the I MEF SARC AOR will complete I MEF SARC requests for information, not limited to: SAPR personnel roster, command contact roster, D-SAACP application submittals (new and renewal), CMG agenda, trend analysis, monthly HQMC DSAID tasker(s), Department of the Navy (DoN) tasker(s), and other various monthly reports required.

(d) SARCs within the I MEF SARC AOR will coordinate and liaison to ensure successful Sexual Assault Awareness Prevention Month (SAAPM) announcements, events, and other planned activities.

(9) SARCs shall create and maintain collaborative relationships with fellow Marine Corps SARCs and sister-service SARCs across the AOR. Collaborate with MCB Camp Pendleton, MCAGCC/MAGTFCTC 29 Palms, MCAS Miramar, and MCAS Yuma SAPR offices as needed.

(10) SARCs will promote timely, effective communication and customer service at all times; this is to include in-person, e-mail correspondence, and telephonic communications.

(11) SARCs shall maintain effective and accurate information for SAPR marketing materials and resources, including websites.

(12) SARCs shall develop budgets that consider the command's population, geographical locations, and support organizations. Budgets shall include, but are not limited to travel, SAAPM events, and site assist visits.

(13) SARCs will conduct inspections, per the request of and in coordination with, the Inspector General's office.

(14) SARCs serve as the SAPR program expert and primary point of contact for all sexual assault cases command-wide. SARCs provide an integrated response capability and system accountability for all awareness, prevention and response training, and care for adult sexual assault victims - by facilitating and coordinating victim care from the initial report through final disposition of the case. All SARCs will have direct and unimpeded access to all levels of leadership within this command.

(15) SARCs will track and manage SAPR cases in their AOR from the date the SARC was notified until the final disposition of the case and closure in DSAID. Refer to enclosure (5) for the SARC Case Notification Protocol.

(a) SARCs will gather the appropriate data needed from the SAPR VA via the DSAID Data Form (DD Form 2965) and enter the case into DSAID within 48 hours of receiving the report.

(b) SARCs will make official notification to the victim's immediate commander and/or the installation commander within 24 hours of receiving the report.

(c) SARCs will receive, at minimum, monthly updates from the SAPR VAs regarding a victim's status, services, and safety; and document accordingly in DSAID.

(16) SARCs will attend the monthly CMG meeting. During the meeting, SARCs will be present with the assigned SAPR VAs to brief the victim's status for all open, unrestricted reports of sexual assault until final case disposition and/or conclusion of SAPR services.

(17) SARCs will 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 (d).

(18) MSC SARCs, and all collateral duty command SARCs, will maintain an up-to-date SAPR turnover binder, and SAPR Commanding General's Inspection Program (CGIP) binder secured in their office.

(a) This binder is to include, at a minimum, a SAPR personnel roster, command contact roster, SARC and SAPR VA

credentialing documents, case management, and any other pertinent SAPR documents.

(b) In the event there is a gap in billet, the SARC is to provide their turnover binder and SAPR CGIP binder, along with all DD Form 2910s, to the I MEF SARC. If there is a gap in the I MEF SARC billet, arrangements to provide such binders shall be made with the next HHQ SARC and/or sister MSC SARC. Any original DD Form 2910s will immediately be turned over to the installation SARC(s).

(c) The newly credentialed and appointed SARC may retrieve the SAPR turnover binder, and SAPR CGIP binder, from the I MEF SARC.

(19) In the event that a SARC transfers or separates from their command and/or is unavailable, arrangements for coverage shall be coordinated with the I MEF SARC, Marine Forces Pacific (MARFORPAC) SARC, and if applicable, a sister MSC SARC.

(a) A credentialed, appointed SARC shall be identified as the POC, and shall be granted access to the appropriate DSAID location codes, for the duration of the gapped billet.

(b) The departing SARC shall conduct a warm hand-off for all open sexual assault cases with the POC SARC and/or the I MEF SARC, prior to departure.

(c) The departing SARC shall forward their 24/7 SARC duty cell to the POC SARC and/or the I MEF SARC, prior to departure.

(20) Immediately self-report to the I MEF Chief of Staff and HQMC SAPR any arrest, accusation of a violation, named in a complaint, or a named subject of an investigation as outlined in reference (e). Specific administrative procedures pertaining to suspensions and revocations will be followed in accordance with reference (d).

c. SAPR Victim Advocates

(1) SAPR VAs must meet credentialing standards, which include but are not limited to, the following: USMC 40-hour SAPR VA training, USMC PII training, SAPR train-the-trainer, and D-SAACP certification. SAPR VAs shall meet all security clearance background checks, training, and certification criteria as outlined in references (c) and (e), enclosures (12) and (15).

(a) SAPR VAs shall provide their command, and supervisory SARC a copy of all required certificates, command appointment letter, and security clearance date before performing their duties.

(b) SAPR VAs shall email their SAPR VA training certificate and command appointment letter to MF SAPR via SMB.Manpower.SAPR@usmc.mil, and carbon copy (cc) the supervisory SARC, to be granted access to the SAPR workspace. Refer to enclosure (13).

(c) SAPR VAs will complete 16 hours of continuing education training annually to obtain the required 32 continuing education hours for biennial D-SAACP recertification. Of the 32 continuing education hours, 8 hours of continuing education must be in-person, 2 hours must be in ethics, and 1 hour must be the DoD Safe Helpline online training.

(2) SAPR VAs will maintain a copy of their USMC 40-hour SAPR VA training certificate, USMC PII training certificate, DD Form 2950 p.10 "Supervisor and Commander Statement of Understanding," D-SAACP certificate, appointment letter, SAPR VA poster, and continuing education training certificates.

(3) SAPR VAs shall ensure that their SAPR posters, inclusive of their photographs, the installation 24/7 Sexual Assault Support Line, the DoD Safe Helpline, and reporting options are posted prominently in the unit's common areas and areas of high pedestrian traffic. The installation 24/7 Sexual Assault Support Line and the DoD Safe Helpline information shall be listed on the command website. Additionally, ensure SAPR VAs are regularly presenting at new join and command safety briefs.

(4) SAPR VAs will coordinate and conduct annual and pre-deployment training for the unit per references (c) and (d). Refer to enclosure (15).

(5) SAPR VAs shall maintain all signed training rosters in the unit SAPR binder and ensure that copies are provided to the S-3 for entry into Marine Corps Training Input Management System (MCTIMS). See enclosure (16), I MEF SAPR Training Roster and enclosure (17), Marine Corps SAPR Records Management.

(6) SAPR VAs will meet with their supervisory SARC and/or I MEF SARC to obtain a "SAPR VA Toolkit Packet" which is inclusive of all necessary paperwork to assist a victim of sexual assault. A breakdown of required paperwork is listed in enclosure (14), "Frequently Used Forms for SARCs & SAPR VAs".

(a) SAPR VAs are required to have "SAPR VA Toolkit Packets" readily available at all times.

(b) SAPR VAs are responsible for ensuring that the appropriate forms are utilized when assisting a victim of sexual assault. Outdated forms will not be accepted by the I MEF SARC or HQMC SAPR, and will be corrected prior to being dropped off at the installation SAPR office.

(7) SAPR VAs will provide non-clinical crisis intervention; emotional support; explanation of reporting options; assistance with filing an Unrestricted or Restricted Report; accompaniment to medical, legal, and/or counseling appointments; information and referrals; and safety planning to victims of sexual assault.

(a) SAPR VAs will immediately notify their supervisory SARC, and/or the I MEF SARC regarding all sexual assault victims and case notifications.

(b) SAPR VAs will follow the "SAPR VA Response Protocol" listed in enclosure (4).

(c) SAPR VAs will immediately update the SARC if there is a safety concern, request for a MPO and/or Expedited Transfer (E.T.), or a request to participate in the CATCH Program.

(d) SAPR VAs will **NOT** provide notification(s) of sexual assault to the commander or other members of the command.

(e) SAPR VAs will **NOT** keep copies of any SAPR paperwork.

(f) SAPR VAs will provide client updates to the SARC every 30 days (at a minimum) for all cases (Unrestricted and Restricted Reports) they are assigned to.

(8) SAPR VAs will attend the monthly CMG meeting to brief the status of the victim for any open, unrestricted cases they are assigned to. During the CMG, SAPR VAs will provide the following information about each victim for whom they are providing advocacy: date of last contact, overall well-being, services being utilized, issues or concerns, and any reports of retaliation.

(9) SAPR VAs will 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 (d).

(10) SAPR VAs will support other commands with SAPR training, and/or victim support services, as needed.

(11) SAPR VAs, who are designated as the unit's functional area manager (FAM) for SAPR, shall maintain a SAPR inspection binder.

(12) SAPR VAs will immediately self-report to the commander and SARC any arrest, accusation of a violation, named in a complaint, or a named subject of an investigation as outlined in reference (e). Specific administrative procedures pertaining to suspensions and revocations will be followed in accordance with reference (d).

6. Command and Signal

a. Command. This order is applicable to all elements of I MEF.

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



K. B. HECKL

DISTRIBUTION: A

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 Marine and Family Programs (MF) Sexual Assault Prevention & Response (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 Sexual Assault Prevention & Response Victim Advocate (SAPR VA) and/or Sexual Assault Response Coordinator (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

ENCLOSURE (1)

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

d. Ensure notification to the appropriate Military Criminal Investigative Organization (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.

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 Operations Event/Incident Report (OPREP-3)/Serious Incident Report (SIR) for all Unrestricted Reports or allegations, actual or suspected, of sexual assault, in accordance with reference (f).

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 Victims' Legal Counsel (VLC) and notify accordingly.

l. Determine if the victim desires/needs a "no contact" order or an Military Protective Order (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

ENCLOSURE (1)

disposition of the sexual assault allegation, and/or the victim is no longer in danger.

o. Attend the monthly Case Management Group (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 Sexual Assault Initial Disposition Authority (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 the Manual for Courts-Martial 2016. 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 reference (c), 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.

ENCLOSURE (1)

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.

ENCLOSURE (1)

OPREP-3 SIR NOTIFICATION EXAMPLE - SEXUAL ASSAULT

TO: CMC WASHINGTON DC PPO

CC:

SUBJECT: OPREP-3SIR/M000201/001

MSGID/GENADMIN/CMC WASHINGTON DC PPO POC/ /

SUBJ/OPREP-3SIR/M000201/001 / /

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

REF/B/TEL/(respective command rep)/131930ZAUG2012/ /

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

VOICE REPORT SUBMITTED TO THE MCOC. / /

POC/I. M. MARINE/GYSGT/ I MEFADJUT CHIEF/-/TEL: 760-763-1234

/EMAIL:IMMARINE@IMEF.USMC.MIL/ /

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

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

3. PERSONNEL INVOLVED:

A. VICTIM

1. PFC (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY)
2. XXXX OMITTED TO PROTECT CONFIDENTIALITY
3. XXXX OMITTED TO PROTECT CONFIDENTIALITY
4. 3D BN, 5TH MARINES, CAMP PENDLETON, CA
5. CAUCASIAN/MALE (IF PROVIDING THE RACE/GENDER WILL COMPROMISE THE CONFIDENTIALITY OF THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY.)
6. NAVAL HOSPITAL MCB CAMP PENDLETON, CA (CURRENT LOCATION OF VICTIM)

B. SUSPECT

1. SGT (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF THE SUSPECT, REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY)
 2. XXXX OMITTED TO PROTECT CONFIDENTIALITY
 3. XXXX OMITTED TO PROTECT CONFIDENTIALITY
 4. 3D BN, 5TH MARINES, CAMP PENDLETON, CA
 5. CAUCASIAN/ MALE
 6. BASE PMO (CURRENT LOCATION OF SUBJECT)
4. NCIS MCB CAMPEN HAS BEEN CONTACTED. POC J. GIBBS, NCIS, 760-725-1234.
 5. I MEF PAO and SECURITY MANAGER HAVE NOT BEEN CONTACTED NO MEDIA INTEREST IS EXPECTED AT THIS TIME.
 6. THE I MARINE EXPEDITIONARY FORCE SARC HAS BEEN NOTIFIED.

ENCLOSURE (2)



8-Day Incident Report

Frequently Asked Questions (FAQs)

REFERENCES:

REF A: CAMPAIGN PLAN / YMD: 20120620
REF B: MARADMIN 624/12 / YMD: 20121031
REF C: DODI 6495.02 CH3 / YMD: 20170411
REF D: MCO 1752.5C / YMD: 20171231
REF E: AMHS GENADMIN 081739Z Nov 16
REF F: MARADMIN 025/18/ YMD: 20180111

1. Purpose

To provide answers to FAQs about completing the SAPR 8-Day Incident Report.

2. Background

The SAPR 8-Day Brief required by ref (a) and implemented by ref (b) is superseded by the 8-Day Incident Report required by ref (c). The MARADMIN introduced in ref (f) cancels ref (e).

3. Applicability

This is applicable to commanders, their direct representatives, and SAPR personnel.

4. FAQs

Q: Where is the SAPR 8-Day Incident Report located?

A: The SAPR 8-Day Incident Report is found in the SAPR Gear Locker located at <https://hqmcportal.hqi.usmc.mil/sites/family/mfb/SitePages/Home.aspx>

Q: What is the official “trigger” for an 8-Day Incident Report?

A: The requirement is triggered by open, unrestricted cases of adult sexual assault involving a military service member in the Defense Sexual Assault Incident Database (DSAID) or an investigation initiated by a Military Criminal Investigation Organization (MCIO) and assigned a Case Control Number.

Q: Who is required to submit the SAPR 8-Day Incident Report?

A: If the victim is a Service member, the **victim’s immediate commander** prepares and submits the 8-Day Incident Report.

Continued

- If the victim is a non-Service member, the **subject's immediate commander** prepares and submits an abbreviated 8-Day Incident Report.

Q. When does a service member officially become a "subject"?

A. The label "subject" can only be assigned to a service member by a MCIO or by local law enforcement during a criminal investigation.

Q: Is the 8-Day Incident Report required for civilian victims?

A. Yes – if the subject is a military service member. The trigger is the MCIO notification to the service member subject's Commander. The subject's immediate Commander will prepare and submit an abbreviated 8-Day Incident Report with the help of the MCIO.

Q. What if there is a civilian victim and an unknown/unnamed military subject?

A. With a civilian victim and an unknown/unnamed service member subject, the required "trigger" of the MCIO notification to the subject's Commander cannot be met. Thus, an 8-Day Incident Report is not required.

Q. How many days does a Commander have to complete the SAPR 8-Day Incident Report?

A. Commanders are required to submit a SAPR 8-Day Incident Report within eight calendar days for all Unrestricted Reports of adult sexual assault.

Q. Can I save the 8-Day Incident Report and input additional information at a later time?

A. Clicking "*Save/Submit Form*" will save the report. The submitter can continue to update the report inside of the 8-day window. HQMC will not process the 8-Day Incident Report inside of the 8-day window.

Q. Will the Commanding Officer receive an electronic copy of the report?

A. Each time the "*Save/Submit Form*" button is selected, a copy of the updated report is forwarded to both the SARC and the Commanding Officer, provided their respective contact information is correctly input under the "General Information" section.

Q. How can I provide an electronic copy of the report to the Installation Commander, the first O6 and the first GO in the chain of command?

A. In the "General Information" section, input the email address of the Installation Commander, the first O6 and the first GO in the victim or subject's chain of command. You must click "*Submit Form & Email Form to First O6/First GO/Installation CO*" in order to complete the action. "Save/Submit" will only send the report to the Commanding Officer.

For scenarios not covered by the above references and FAQs, and for technical support, please contact SMB.manpower.SAPR@usmc.mil.

SAPR VICTIM ADVOCATE (SAPR VA) RESPONSE PROTOCOL

_____ When the SAPR VA is notified of a sexual assault, the SAPR VA will immediately notify the SARC and provide preliminary details such as, but not limited to, the 5w's, any medical and/or safety concerns, and meeting location/time.

_____ The SAPR VA will meet with the victim in a safe location, which allows for confidential communication, and explain the reporting options in detail.

_____ The SAPR VA will go through the DD Form 2910/"Victim Reporting Preference Statement" with the victim. The victim will initial at each box, as applicable, and then elect the Restricted or Unrestricted Reporting option; then sign/date. The SAPR VA will then sign/date. *Please note: the victim can decline completion of DD Form 2910/SAPR services at any time.

_____ The SAPR VA is responsible for filling out the DD Form 2965/"Defense Sexual Assault Incident Database (DSAID) Data Form" in order to obtain sufficient information of the assault to support the SARC's entry of the case into DSAID.

_____ The SAPR VA will conduct a safety plan with the victim, utilizing "Safety Planning For Victims of Sexual Assault," and advise the SARC of any safety concerns the victim may have or that may arise.

_____ The SAPR VA will provide the following informational forms to the victim: copy of their signed DD Form 2910/"Victim Reporting Preference Statement," DD Form 2701/"Initial Information for Victims and Witnesses of Crime," "Correction of Military Records for Victims of Sexual Assault," "CATCH Program Victim Info Sheet," and a handout on the local Victims' Legal Counsel.

_____ The SAPR VA should also provide local SAPR resources inclusive of the Installation 24/7 Sexual Assault Support Line, the DoD Safe Helpline, Community Counseling Center, Chaplain, Victims' Legal Counsel, Mental Health Unit, and Medical - per enclosures (6 through 10).

_____ Once the pertinent information has been obtained, and advocacy and resources have provided to the victim; the SAPR VA will update the SARC. The original DD Form 2910/"Victim Reporting Preference Statement," DD Form 2965/"Defense Sexual Assault Incident Database (DSAID) Data Form," and the completed safety plan will be provided to the SARC within 24 hours.

_____ The SAPR VA will NOT provide notification(s) of sexual assault to the Commander. For Unrestricted Report(s), the SARC will provide notification via encrypted email to the Victim's immediate Commander, and guidance on requirements and subsequent steps. The SARC will then provide notification via encrypted email to the Installation SARC, who will provide notification to the Installation Commander. For Restricted Report(s), the SARC will provide notification via encrypted email to the Installation SARC only, who will then provide notification with non-identifying information to the Installation Commander. No other parties will be notified of the sexual assault.

_____ The SAPR VA may be requested to accompany the victim to various appointments, such as medical, law enforcement, legal, counseling, etc. SAPR VA services are optional. A victim's preference to participate, or not participate, will be honored.

ENCLOSURE (4)

SARC CASE NOTIFICATION PROTOCOL

For all Unrestricted and Restricted Reports of sexual assault, the collateral duty Command SARC and/or the SAPR VA, will provide immediate notification to the I Marine Expeditionary Force (I MEF) SARC.

The Command SARC will enter the case into the Defense Sexual Assault Incident Database (DSAID), and upload the DD Form 2910, within 48 hours (96 hours in deployed environments).

In the event of a Restricted Report, the I MEF SARC will provide the notification to the Installation SARC via encrypted email within 24 hours. The Installation SARC will then notify the Installation Commanding General only, without PII.

In the event of an Unrestricted Report, or a conversion of a Restricted Report to an Unrestricted Report, the Command SARC will provide notification to the victim's immediate CO (O-5/O-6), I MEF SARC, and Installation SARC via encrypted email within 24 hours. The Installation SARC will then notify the Installation Commanding General. (Please contact I MEF SARC for sexual assault notification encrypted email template)

The Command SARC will be prepared to provide/discuss the following (if applicable) during the notification of an Unrestricted Report of sexual assault:

- ☐ DATE OF REPORT
- ☐ VICTM NAME, RANK, UNIT
- ☐ OFFENSE TYPE
- ☐ DATE OF INCIDENT
- ☐ SUBJECT NAME, RANK, UNIT
- ☐ SERVICES OFFERED
- ☐ SAPR VA or SARC ASSIGNED
- ☐ SAFETY PLAN CONDUCTED, WAS THERE A SAFETY CONCERN?
- ☐ WAS THERE A MILITARY PROTECTIVE ORDER (MPO) REQUEST?
- ☐ WAS THERE AN EXPEDITED TRANSFER (E.T.) REQUEST?
- ☐ DSAID# (ISSUED BY THE SARC & DSAID# REQUIRED FOR 8-DAY REPORT)
- ☐ CCN# (ISSUED BY NCIS)
- ☐ DATE OF NEXT CMG MEETING

NEXT STEPS FOR THE CO:

- ☐ ENSURE PHYSICAL AND EMOTIONAL SAFETY OF MARINE
- ☐ DETERMINE IF MPO NEEDS TO BE ISSUED
- ☐ MAKE OFFICIAL NOTIFICATION TO NAVAL CRIMINAL INVESTIGATION SERVICES (NCIS)
- ☐ SUBMIT OPREP-3/SIR REPORT TO HQMC WITHIN 6 HOURS
- ☐ SUBMIT SAPR 8-DAY INCIDENT REPORT TO HQMC VIA GEARLOCKER WITHIN 8 CALENDAR DAYS

REMINDERS FOR THE CO:

- ☐ CO IS NOT AUTHORIZED TO CONDUCT ANY TYPE OF INQUIRY OR INVESTIGATION, TO INCLUDE QUESTIONING THE VICTIM, ALLEGED SUSPECT(S), OR WITNESSES.
- ☐ CO SHOULD NOT ASK THE SAPR VA FOR DETAILS ABOUT CONVERSATIONS WITH THE VICTIM OR SPECIFICS ABOUT THE SEXUAL ASSAULT, AS THE SAPR VA HAS CONFIDENTIALITY.

The collateral duty Command SARC will provide a copy of completed DD Form 2910, DD Form 2965, & Safety Plan to the I MEF SARC.

ENCLOSURE (5)

_____The collateral duty Command SARC will notify I MEF SARC when original DD Form 2910 has been provided to the Installation SARC. If unable to provide original DD Form 2910 to Installation within 10 days, original forms are to be provided to the I MEF SARC.

_____The Command SARC will ensure the case is added to the monthly Case Management Group (CMG) meeting agenda, where open, unrestricted cases are tracked. The case will be tracked from the initial notification to the final disposition and/or termination of SAPR services.

MCB CAMP PENDLETON SAPR RESOURCES

Base Emergency: 911 or 760.725.4321

Provost Marshal Office (PMO) Dispatch: 760.725.3888
Desk Sergeant: 760.763.2077/2076

24/7 MCB Camp Pendleton Sexual Assault Support Line: 760.500.1707

MCB Camp Pendleton Sexual Assault Response Coordinator(s):
office 760.725.4460/4467
duty cell 760.717.9605/8694

MCB Camp Pendleton SAPR Victim Advocate (CIV) Office: 760.725.7674

I Marine Expeditionary Force Sexual Assault Response Coordinator: 760.829.0965

1st Marine Division Sexual Assault Response Coordinator: 760.212.2450

1st Marine Logistics Group Sexual Assault Response Coordinator: 760.716.0669

3rd Marine Aircraft Wing Sexual Assault Response Coordinator: 858.382.7824

Naval Hospital Camp Pendleton (NHCP) ER - Nurse's Station: 760.719.3427
Triage: 760.719.3462/5971

Victims' Legal Counsel (VLC): 760.725.8521
After-hours VLC: 760.213.3702

Naval Criminal Investigative Service (NCIS): 760.725.5150

Chaplain: 760.725.4700
Duty Chaplain: 760.725.5061

Mental Health Unit (MHU): 760.719.3312 (hospital); 760.725.1555 (clinic)

Community Counseling Center (CCC): 760.763.3222

Family Advocacy Program (FAP): 760.725.9051

24/7 MCB Camp Pendleton Domestic Violence Helpline: 760.500.2633

Women's Resource Center (Oceanside): 760.757.3500

Center for Community Solutions (CCS) Rape Crisis Hotline: 888.385.4657

Palomar Health - Forensic Health Services: 760.739.2150
(Sexual Assault, Domestic Assault, & Forensic Assault Examinations)
After-hours: 760.739.2757

24/7 DoD Safe Helpline: 877.995.5247 (service-wide/world-wide)

ENCLOSURE (6)

MAGTFTC/MCAGCC 29 PALMS SAPR RESOURCES

Base Emergency: 911 or 760.830.3333

Provost Marshal Office (PMO) Dispatch: 760.830.6809
Desk Sergeant: 760.830.6800/6810

24/7 MAGTFTC/MCAGCC 29 Palms Sexual Assault Support Line: 760.799.0273

MAGTFTC/MCAGCC Sexual Assault Response Coordinator(s):
office 760.830.4997/7332
duty cell 760.401.2301/7892

MAGTFTC/MCAGCC 29 Palms SAPR Victim Advocate (CIV) Office: 760.830.7118/7122

I Marine Expeditionary Force Sexual Assault Response Coordinator: 760.829.0965

1st Marine Division Sexual Assault Response Coordinator: 760.212.2450

1st Marine Logistics Group Sexual Assault Response Coordinator: 760.716.0669

3rd Marine Aircraft Wing Sexual Assault Response Coordinator: 858.382.7824

Naval Hospital Twentynine Palms (NHTP) ER - Front Desk: 760.830.2354

Sexual Assault Medical Forensic Examiner (SAMFE) Program Manager:
office 760.830.2273
duty cell 760.668.1507

Victims' Legal Counsel (VLC): 760.830.5162/5159
After-hours VLC: 703.673.6864

Naval Criminal Investigative Service (NCIS): 760.830.6549

Chaplain: 760.830.6305
Duty Chaplain: 760.861.4739

Mental Health Unit (MHU): 760.830.2724

Community Counseling Center (CCC): 760.830.7277

Family Advocacy Program (FAP): 760.830.6345

24/7 MAGTFTC/MCAGCC 29 Palms Domestic Violence Helpline: 760.362.9837

San Bernardino Sexual Assault Services Inc. (Morongo Basin): 760.369.3353

San Bernardino Sexual Assault Services Inc. (Coachella Valley): 760.568.9071

Redlands Community Hospital (local hospital): 909.335.5500

Eisenhower Medical Center (local hospital): 760.340.3911

24/7 Eisenhower Medical Center Sexual Assault Nurse Examiner: 760.285.2921

24/7 DoD Safe Helpline: 877.995.5247 (service-wide/world-wide)

ENCLOSURE (7)

MCAS MIRAMAR SAPR RESOURCES

Base Emergency: 911 or 858.307.1754

Provost Marshal Office (PMO) Dispatch: 858.307.1754
Desk Sergeant: 858.307.8430

24/7 MCAS Miramar Sexual Assault Support Line: 858.864.2815

MCAS Miramar Sexual Assault Response Coordinator(s):
office 858.307.6711/7352
duty cell 858.864.2926/3448

MCAS Miramar SAPR Victim Advocate (CIV):
office 858.307.9769
duty cell 858.864.4219

I Marine Expeditionary Force Sexual Assault Response Coordinator: 760.829.0965

3rd Marine Aircraft Wing Sexual Assault Response Coordinator: 858.382.7824

MCAS Miramar Naval Branch Medical Clinic: 858.307.9944

Naval Medical Center San Diego (NMCSD) Emergency Room: 619.532.6400 (Balboa)

Victims' Legal Counsel (VLC): 703.232.3487
After-hours VLC: 703.232.0491

Naval Criminal Investigative Service (NCIS): 858.307.4355

Chaplain: 858.307.1333
Duty Chaplain: 858.864.4368

Mental Health Unit (MHU): 858.307.7409

Community Counseling Center (CCC): 858.307.1129

Family Advocacy Program (FAP): 858.307.6585

24/7 MCAS Miramar Domestic Violence Helpline: 858.864.3408

Women's Resource Center (Oceanside): 760.757.3500

Center for Community Solutions (CCS) Rape Crisis Hotline: 888.385.4657

Palomar Health - Forensic Health Services: 760.739.2150
(Sexual Assault, Domestic Assault, & Forensic Assault Examinations)
After-hours: 760.739.2757

24/7 DoD Safe Helpline: 877.995.5247 (service-wide/world-wide)

ENCLOSURE (8)

MCAS YUMA SAPR RESOURCES

Base Emergency: 911

Provost Marshal Office (PMO) Dispatch: 928.269.2204
Desk Sergeant: 928.269.2205

24/7 MCAS Yuma Sexual Assault Support Line: 928.941.3601

MCAS Yuma Sexual Assault Response Coordinator(s):
office 928.269.2994/7895
duty cell 928.210.3027 or 928.304.0975

MCAS Yuma SAPR Victim Advocate (CIV) Office: 928.269.2990

I Marine Expeditionary Force Sexual Assault Response Coordinator: 760.829.0965

3rd Marine Aircraft Wing Sexual Assault Response Coordinator: 858.382.7824

1st Marine Logistics Group Sexual Assault Response Coordinator: 760.716.0669

Branch Health Clinic Yuma: 928.269.2416
Branch Health Clinic Yuma - Chief of the Day: 928.269.2160

Victims' Legal Counsel (VLC): 928.269.3411
After-hours VLC: 760.214.7261

Naval Criminal Investigative Service (NCIS): 928.269.2305

Chaplain - Base: 928.269.2371

Chaplain - MAG-13: 928.269.3454

Chaplain - MWSS-371: 928.269.3407

Mental Health Unit (MHU): 928.269.5490

Community Counseling Center (CCC): 928.269.2561

Family Advocacy Program (FAP): 928.269.2561

24/7 MCAS Miramar Domestic Violence Helpline: 928.941.3650

Amberly's Place - Sexual Assault Crisis Center (Yuma): 928.373.0849
(Conducts Sexual Assault Forensic Examinations (SAFE))

Yuma Regional Medical Center (local hospital): 928.336.7100

24/7 DoD Safe Helpline: 877.995.5247 (service-wide/world-wide)

ENCLOSURE (9)

USMC 24/7 SEXUAL ASSAULT SUPPORT LINES

Marine Corps Base Camp Lejeune: 910.750.5852

Marine Corps Air Station New River: 910.750.5852

Marine Corps Air Station Cherry Point: 252.665.4713

Marine Corps Logistics Base Albany: 229.881.3883

Marine Corps Air Station Beaufort: 843.321.6009

Marine Corps Base Quantico: 703.432.9999

Headquarters & Service Battalion Henderson Hall: 571.205.1298

Marine Barracks Washington (8TH & I): 202.705.6519

Marine Corps Base Camp Pendleton: 760.500.1707

Marine Corps Air Station Miramar: 858.864.2815

Marine Corps Logistics Base Barstow: 760.577.6036

Marine Corps Air Station Yuma: 928.941.3601

Marine Corps Base Camp Butler: 098.970.4673 - JAPAN to JAPAN
011.81.98.970.4673 - CONUS to JAPAN

Marine Corps Air Station Iwakuni: 080.5865.3566 - JAPAN to JAPAN
011.81.80.5865.3566 - CONUS to JAPAN

Marine Corps Base Hawaii: 808.216.0126

Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region: 843.228.3599

Marine Corps Recruit Depot San Diego/Western Recruiting Region: 619.846.6040

Marine Corps Air Ground Combat Center 29 Palms: 760.799.0273

Headquarters Battalion Marine Forces Reserve: 877.432.2215

ENCLOSURE (10)

DEPLOYMENT SPECIFIC SAPR INFORMATION

1. Purpose. In addition to the standard SAPR policies and protocols, the following is applicable to deploying forces, per references (a) and (c).

2. Pre-deployment SAPR Training. Commanders, SARCs, and SAPR VAs shall:

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

(1) Refer to reference (g) 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.

(a) SARC(s) are required to conduct requisite research to reflect conditions in the exercise, task force, and deployment environment.

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

(c) It shall incorporate information about sexual assault response, reporting options, how to receive medical attention, evidence collection/SAFE, and how to obtain advocacy services.

(d) It shall identify the type of trained sexual assault responders who are available during the deployment (e.g., law enforcement personnel, legal personnel, SARC, SAPR VAs, healthcare personnel, chaplains).

b. Ensure that pre-deployment training is presented in its entirety; and personnel departing from their command/installation have an executable protocol in the event of a sexual assault in a remote location.

3. 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. Understand that 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.

ENCLOSURE (11)

4. Deployed Environment. Commanders shall:

a. Require that victims of sexual assault are given priority treatment as emergency cases in deployed locations within their area of responsibility; and are transported as quickly as possible to an appropriate evaluation site, evaluated, and treated for injuries.

b. Ensure that SAPR VA assistance and a Sexual Assault Forensic Examination (SAFE), by a certified Sexual Assault Medical Forensic Examiner (SAMFE) at an appropriate level Medical Treatment Facility (MTF), is immediately offered and accessible to the victim.

ENCLOSURE (11)

SARC AND SAPR VA SELECTION CRITERIA FOR COMMANDERS

- ☐ High probability of attaining and maintaining a favorable Tier 3 adjudication.
- ☐ High probability of attaining and maintaining certification through the Defense Sexual Assault Advocate Certification Program and credentialing per Marine Corps policy. Disqualifying conditions include but are not limited to:
 - o No conviction for or record(s) of a crime of sexual assault or any other punitive offense listed in Articles 120, 120a, 120b, 120c, and 125 of Chapter 47 of Title 10, United States Code, also referred to as the United States Code of Military Justice (UCMJ), or attempts to commit such acts punishable under Article 80 of the UCMJ or comparable civilian criminal offenses;
 - o No conviction or record of domestic violence, child abuse, violent crimes, stalking, or elder abuse, or attempts to commit such acts, in accordance with Article 80 of the UCMJ or comparable civilian criminal offenses;
 - o Registered as a sex offender or a requirement to register;
 - o No dishonest conduct or violation of the certifying Code of Ethics;
 - o No drug related incidents or record of abuse or misuse;
 - o No conviction(s) of Driving Under the Influence;
 - o No alcohol related incident(s) or offense(s) within the last three years;
 - o No record of a substantiated sexual harassment complaint;
 - o Any criminal conviction, record, or conduct determined by the commander to be inconsistent with SARC or SAPR VA core duties.
- ☐ Recommended Character Qualities:
 - o Epitomizes Core Values of honor, courage, and commitment;
 - o Ability to work with all ranks;
 - o Strong communication skills;
 - o Approachable, to include but not limited to, ability to listen to all persons regardless of race, sex, sexual orientation, national origin, religion, gender identity, or rank/position;
 - o Ability to gain and maintain rapport, empathetic listener;
 - o Ability to discuss and train SAPR topics;
 - o Ability to be discreet and maintain confidentiality;
 - o Ability to manage high stress situations;
 - o Consistently exercises good judgment;
 - o Ability to work within established policies;
 - o Ability to conduct training for unit personnel.
- ☐ Criteria applicable to military personnel:
 - o Sgt or higher;
 - o Not the XO, SgtMaj, Company Commander, 1stSgt, legal officer/SJA, EOR or EOA, SPPO, non-administrative law enforcement personnel, SACO, Deployment Readiness Coordinator, Recruiting Readiness Coordinator, or Reserve Recruiting Readiness Coordinator, VWAC, chaplain;
 - o At least 12 months left before PCS/EAS;
 - o No adverse Fitness Reports;
 - o No courts-martial;
 - o No NJPs in the last three years;
 - o No record of retaliatory behavior;
 - o No adverse page 11 entries (i.e., Marine Corps Separations Manual para 6105 counseling) in the last three years;
 - o Flexible schedule and ability to be available 24/7, when needed and excluding periods of authorized leave.
- ☐ Civilian personnel must be full-time and working under a Standardized Position Description authorized by HQMC SAPR.

CANDIDATE Name:

Signature:

Date:

COMMANDER Name:

Signature:

Date:

ENCLOSURE (12)



United States Marine Corps



Sexual Assault Prevention & Response Program

Gaining Access to the SAPR Workspace on GearLocker

1. Obtain a Gear Locker account by navigating to www.thegearlocker.org and follow the directions under "Create a New Account". Upon creation of your account you will be sent a confirmation email.
2. **SAPR Victim Advocates** must provide electronic copies of:
 - USMC 40-hour Victim Advocacy Training Certificate
 - Signed and dated SAPR VA appointment letter on the most up to date template
3. **Sexual Assault Response Coordinators** should request SARC Workspace access in conjunction with DSAID access by providing electronic copies of the following:
 - USMC 40-hour Victim Advocacy Training Certificate
 - USMC SARC Training Certificate
 - 2-Hour JKO DSAID Training Certificate
 - Signed and dated SARC appointment letter on the most up to date template
 - Current PII training certificate (completed in the last 12 months)
 - Date of last background check (just the date, no documentation required)
4. All new Workspace users are to send their documentation to SMB.Manpower.SAPR@usmc.mil to be granted access. Once the documents have been verified, access will be granted to the appropriate SAPR Workspace.

The SAPR Workspace can be accessed here:

<https://hqmportal.hqi.usmc.mil/sites/family/mfb/sapr>

This link can only be accessed once you have completed all of the steps listed above.

If you have questions about obtaining access to the SAPR Workspace or experience technical difficulties, please contact: SMB.Manpower.SAPR@usmc.mil

ENCLOSURE (13)

FREQUENTLY USED FORMS FOR SARCs & SAPR VAs

- ☐ DD Form 2923, September 2010 - Privacy Act Data Cover Sheet
- ☐ DD Form 2910, April 2020 - Victim Reporting Preference Statement
- ☐ DD Form 2910-1, April 2020 - Replacement of Lost DD Form 2910
- ☐ DD Form 2910-2, April 2020 - Retaliation Reporting Statement for Unrestricted Sexual Assault Cases
- ☐ DD Form 2965, September 2020 - Defense Sexual Assault Incident Database (DSAID) Data Form
- ☐ DD Form 2701, March 2020 - Initial Information for Victims and Witnesses of Crime
- ☐ Safety Planning For Victims of Sexual Assault, March 2016
- ☐ Correction of Military Records for Victims of Sexual Assault and Sexual Harassment
- ☐ CATCH Program Victim Info Sheet
- ☐ DD Form 2950, January 2020 - D-SAACP Application Packet for New Applicants
- ☐ DD Form 2950, January 2020 - D-SAACP Renewal Application Packet

ENCLOSURE (14)

SAPR TRAINING REQUIREMENTS

1. Purpose. To provide Marines, Sailors, and SAPR personnel with required sexual assault prevention, intervention, and response training requirements within the I Marine Expeditionary Force.

2. Required Training. All SAPR training shall be conducted by trained, credentialed SAPR VAs or SARCs in accordance with reference (b).

a. Annual Training. SAPR annual training is a fiscal year requirement. All Marines and Sailors shall complete and participate in the SAPR annual training designated for their rank and grade.

(1) "Step-Up" Bystander Intervention training is required for all E-1 through E-3 Marines or Sailors*.

(a) "Step-Up" must be conducted by trained and credentialed SAPR VAs or SARCs, and must be conducted in its entirety.

(b) "Step-Up" will be facilitated in small groups, and shall not exceed 30 Marines or Sailors*.

(c) Units must report completion of "Step-Up" in the Marine Corps Training Information Management System (MCTIMS) using the training code "SE".

(2) "Take a Stand" training is required for all non-commissioned officers (NCOs) E-4 through E-5 Marines or Sailors*.

(a) "Take a Stand" must be conducted by trained and credentialed SAPR VAs or SARCs, and must be conducted in its entirety.

(b) "Take a Stand" will be facilitated in small groups, and shall not exceed 30 Marines or Sailors*.

(c) Units must report completion of "Take a Stand" in MCTIMS using the training code "SB".

(3) "SNCO SAPR Training" is required for all staff non-commissioned officers (SNCOs) E-6 through E-9 Marines or Sailors*.

(a) "SNCO SAPR Training" must be conducted by trained and credentialed SAPR VAs or SARCs, and must be conducted in its entirety.

(b) "SNCO SAPR Training" does NOT have classroom size limitations; however, small groups of 30 or less are recommended.

(c) Units must report completion of "SNCO SAPR Training" in MCTIMS using the training code "S6".

(4) "SAPR Annual Training" is required for all Officers O-1 through O-6.

(a) "SAPR Annual Training" must be conducted by trained and credentialed SAPR VAs or SARCs, and must be conducted in its entirety.

ENCLOSURE (15)

(b) "SAPR Annual Training" does NOT have classroom size limitations; however, small groups of 30 or less are recommended.

(c) Units must report completion of "SAPR Annual Training" in MCTIMS using the training code "AT".

*(Above asterisk applies to Sailors embedded with Marine Corps Units.)

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/Sexual Assault Forensic Examination (SAFE), and how to obtain advocacy services during the deployment.

(2) All Commanding Officers will receive the SAPR Command Resource Brief within 30 days of assuming command from the I Marine Expeditionary Force SARC and/or the local Installation SARC.

3. Required Sexual Assault Prevention and Response Personnel Training

a. All SAPR VAs shall attend the initial USMC 40-hour SAPR Victim Advocate Training prior to being credentialed and appointed in accordance with reference (b).

b. All SARCs shall attend the initial USMC 40-hour SAPR Victim Advocate Training, the USMC Command SARC Training, and the Defense Sexual Assault Incident Database (DSAID) Training prior to being credentialed and appointed in accordance with reference (b).

c. Department of Defense - Sexual Assault Advocate Certification Program (D-SAACP) requires all personnel to complete 32 hours of Continuing Education (CE) training bi-annually for recertification. Per reference (d), the breakdown of CE hours is as follows:

(1) 2.0 hours must be Victim Advocacy Ethics training.

(2) 1.0 hour must be the DoD Safe Helpline 101 training, which is located online at <https://www.safehelpline.org>.

(3) A minimum of 8.0 hours must be completed in-person, or via live webinar that allows for active participation.

(4) A maximum of 24.0 hours can be completed online.

d. The Marine Corps requires that 16.0 hours, out of the above 32.0 hours of Continuing Education (CE) training, must be completed annually.

4. Coordinating Instructions. To ensure proper documentation of attendance, and by a credentialed SAPR facilitator, a sample training roster can be found in enclosure (16).

ENCLOSURE (15)

SAPR TRAINING ROSTER

I MEFO 1752.1B

- | |
|--|
| <input type="radio"/> STEP-UP (E1-E3) |
| <input type="radio"/> TAKE-A-STAND (E4-E5) |
| <input type="radio"/> SNCO SAPR TRAINING (E6-E9) |
| <input type="radio"/> ANNUAL SAPR TRAINING (O1-O6) |
| <input type="radio"/> PRE-DEPLOYMENT |
| <input type="radio"/> OTHER: |

COMMAND:			DATE: DD MMM YYYY			TIME: 0000-0000	
SAPR VA:			D-SAACP#:			EXP DATE:	
SAPR VA:			D-SAACP#:			EXP DATE:	

	RANK	LAST NAME	FIRST NAME	MI	EDIPI	SIGNATURE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						

I MARINE EXPEDITIONARY FORCE (I MEF)
SEXUAL ASSAULT PREVENTION & RESPONSE (SAPR) PROGRAM

ENCLOSURE (16)

Enclosure 1

MARINE CORPS SAPR RECORDS MANAGEMENT

Document	SSIC	Destruction Date
40-hour Training Certificate	1000-26	Destroy 7 years after completion of training.
Appointment Letters	5000-80	Destroy 3 years after the end of the current calendar year, (i.e. letter is dated 15 Jun 16, destroy 31 Dec 19).
CMG Minutes and Rosters	5000-80	Destroy 3 years after the end of the current calendar year, (i.e. CMG dated May 2017, destroy 31 December 2020).
CMG Rosters	5000-80	Destroy 3 years after the end of the current calendar year.
Case Files (Paper)	-	Destroy upon victim no longer receiving SAPR services and case closure in DSAID. (for example, "Victim Services Log.")
Command Resource Brief	4000-25	Destroy 7 years after completion of brief.
Continuing Education Documentation	1000-26	Destroy 7 years after completion of training.
Critical Incident	-	Destroy immediately upon verification of receipt by MCCS HR and HQMC SAPR.
ED 2910	DAA-0330-2015-0006-0001	Unrestricted Reports to be maintained in DSAID and under double lock and key for 50 years. Restricted Reports to be maintained under double lock and key for 50 years.
ED 2965	DAA-GPS-2013-0001	Destroy immediately after information is input into DSAID. Not to be retained for longer than 8 days.
L-SAACP Application and Certification	12000-46	Destroy when 3 years old.
Expedited Transfer Requests	-	Destroy immediately upon verification of receipt by HQMC SAPR. HQMC SAPR retains the originals.
HRPT Minutes and Rosters	5000-80	Destroy 3 years after the end of the current calendar year.
Memorandums for the Record (MFRs)	4000-25	Destroy after 7 years.
Rosters of SAPR Personnel	5000-80	Destroy 3 years after the end of the current calendar year.
SAPR Training Certificate	1000-26	Destroy 7 years after completion of training.

NAVMC 1752 Chapter 8, Enclosure (1)
Effective 01 May 2019

ENCLOSURE (17)

Enclosure 1

Document	SSIC	Destruction Date
SART Meeting Minutes and Rosters	5000-80	Destroy 3 years after the end of the current calendar year.
Safety Assessment Worksheet	-	Destroy immediately after information is input into DSATD.
USMC Inspection Reports	5000-69	Destroy 7 years after the end of the current calendar year.
Unit Training Rosters	1000-26	Destroy 7 years after completion of training.
Please note that most of these items are held electronically. The requirements listed are for electronic cutoffs, in accordance with Marine Corps Records Management. Few exceptions will remain - for example, the DD 2910.		

NAVMC 1752 Chapter 8, Enclosure (1)
Effective 01 May 2019

ENCLOSURE (17)

SAPR DEFINITIONS

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.

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.

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.

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.

Expedited Transfer (E.T.) - The expeditious processing of a transfer requested by a victim who has filed an Unrestricted Report of sexual assault. 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. For additional information on Expedited Transfers, see reference (c).

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.

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

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.

ENCLOSURE (18)

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.

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.

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.

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. Only a SARC or SAPR VA may receive a Restricted Report.

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.

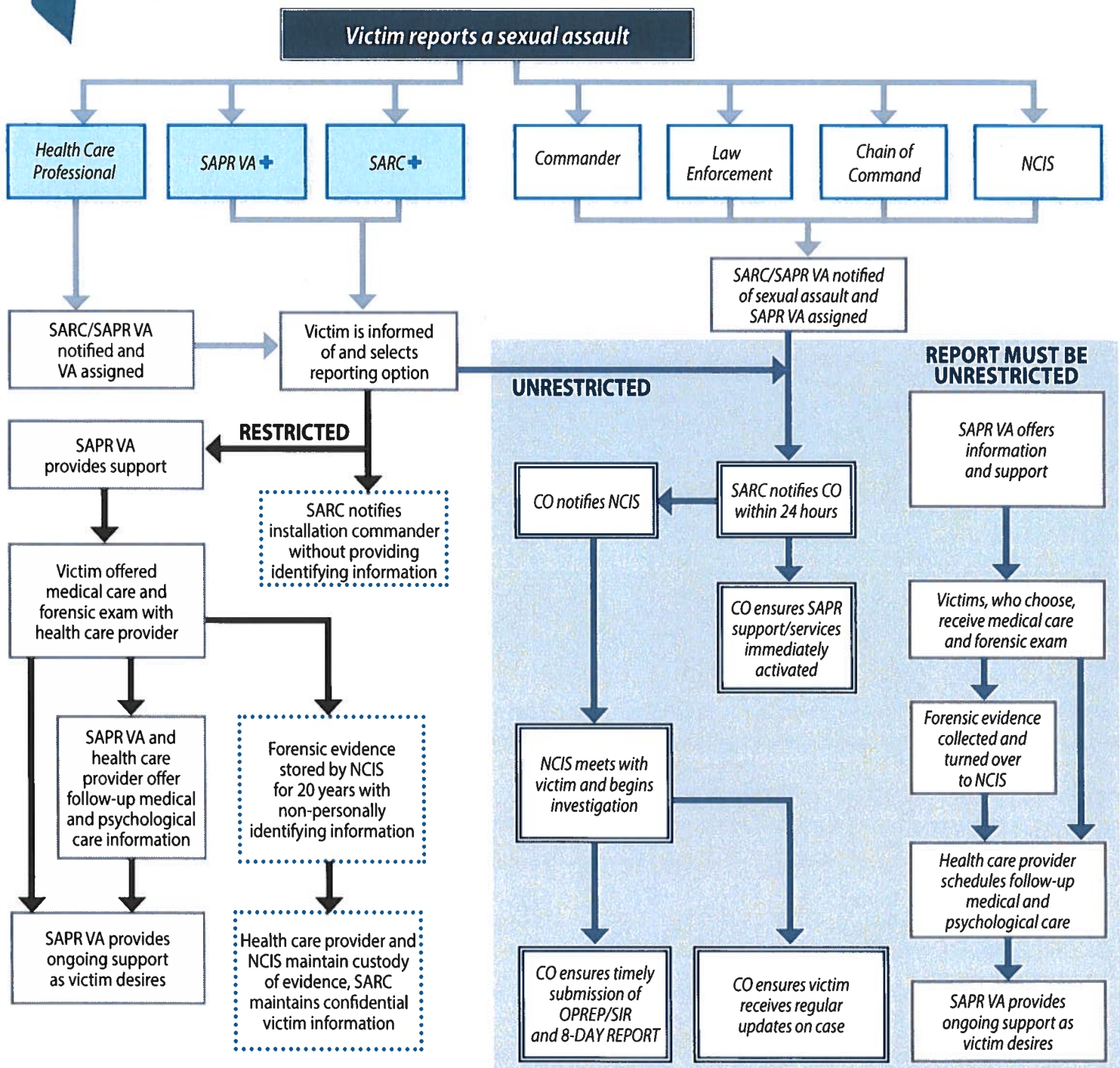
Sexual Assault - Intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority, or when the victim does not or cannot consent. As used in this Order, the term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses.

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).

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.

ENCLOSURE (18)

Sexual Assault Response Pathway for Victims



A Restricted Report can be converted to an Unrestricted Report at any time. Contact SARC or SAPR VA for assistance.

+These positions are able to explain reporting options to active duty service members and can offer Restricted Reporting.

Unique to Restricted Reporting

Unique to Unrestricted Reporting

NOTE: Victims may disclose sexual assaults to chaplains and VLCs. Chaplains and VLCs do not have to report the assault to the command or to a SARC. Victims may then choose to disclose to a SARC/SAPR VA and opt for either reporting option.

ENCLOSURE (19)