



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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MCBHO 1752.7
MCCS
23 May 18

MARINE CORPS BASE HAWAII ORDER 1752.7

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

Ref: (a) MCO 1752.5B
(b) DoDI 6495.02, "Sexual Assault Prevention and Response (SAPR) Program Procedures,"
March 28, 2013
(c) DoDI 6495.03, "Defense Sexual Assault Advocate Certification Program (D-SAACP),"
April 7, 2017
(d) SECNAVINST 1752.4B
(e) DTM 14-007
(f) MCO 3504.2A

Encl: (1) Case Management Group (CMG) Template
(2) SAPR Administrative Response Matrix
(3) SAPR VA Selection Criteria for Commanders
(4) Commander's Protocol for Responding to Allegations of Sexual Assault
(5) Command Response Protocol Checklist
(6) Safety Assessment and High Risk Response Team (HRRT) Procedures
(7) Expedited Transfer Request and Commander Endorsement
(8) SAPR VA Sexual Assault Protocol

1. Situation. The safety and well-being of our Marines and Sailors is fundamental to our mission. Sexual assault strikes to our very core and impacts everyone. We must aggressively seek to prevent any such assault and be prepared to respond to the needs of the victim.

a. Sexual Assault is a criminal act. It is defined by the Department of Defense as intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent.

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

2. Cancellation. Base Order 1754.

3. Mission. To ensure that all Sexual Assault Prevention and Response (SAPR) efforts are effectively coordinated across Marine Corps Base Hawaii (MCBH) that all commanders, Sexual Assault Response Coordinators (SARCs), and SAPR Victim Advocates (SAPR VAs) are aware of their responsibilities for

adequate training of all Marines and Sailors in awareness and bystander intervention; that victims receive timely assistance; and that offenders are held accountable.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Victims of sexual assault will be treated with sensitivity, decency, and respect. Victims will receive appropriate medical, emotional, legal, psychological, and social services. Care will be given to ensure that the identity of a victim of sexual assault, electing an Unrestricted Report, is released only to those who have a need to know (i.e. the unit commander or law enforcement). Victim safety is paramount at all times. Victims who choose to make a Restricted Report in accordance with the references will have that choice honored to the fullest extent. Victims who have the courage to report must feel confident that their personal safety will be protected and that they will not be re-victimized by the organization. MCBH will:

(a) Provide an integrated response capability and system accountability for all awareness, prevention, and response training, and care for adult sexual assault victims.

(b) Appoint Installation SARCs (ISARC) and Civilian VAs in writing and notify HQMC SAPR Section (MFB) of changes in personnel to the SARC billet. Ensure ISARC and CVA maintain appointment letters, and written verification of certification and credentialing.

1. The MCBH ISARC will provide SARC support to subordinate commands, including Headquarters Battalion (HQBN) and Marine Corps Air Station Kaneohe Bay (MCAS), MCBH and will directly supervise the civilian SAPR VA.

2. Per reference (a), a SARC must come from the officer ranks of Major or above, or Chief Warrant Officer (CWO3-CWO5), or their civilian equivalent (NF-04 or above). O-6 level commands are authorized to appoint a SARC from the ranks of Captain or higher. Commanders shall not appoint the SARC from personnel performing the following duties: Executive Officer (XO), Sergeant Major (SgtMaj), Company Commander, First Sergeant (1stSgt), Staff Judge Advocate (SJA)/deputies/judge advocates, Command Inspector General (CIG)/deputies, Equal Opportunity Advisor (EOA), Equal Opportunity Representative (EOR), Family Readiness Officer (FRO), Victim Witness Coordinator (VWAC), or supervisory personnel (e.g. Family Advocacy Program (FAP) Director or MCCA Director).

(c) Establish a 24/7 Sexual Assault Support Line as directed.

1. MCBH, shall establish and maintain an Installation 24/7 Sexual Assault Support Line. The support line shall be staffed by credentialed SAPR VAs with the Installation SARC providing oversight. The support line phone number shall be posted on the command's webpage and prominently displayed throughout the commands. Only the installation 24/7 Sexual Assault Support Line and DoD Safe Helpline phone numbers will be posted (i.e. no duty cell phones).

2. As needed, the CO, MCBH may request SAPR VA support for the support line from tenant commanders. The ISARC will ensure SAPR VAs have proper credentials and training prior to 24/7 support line support.

(d) Establish the Case Management Group (CMG) as directed.

1. The CO, MCBH shall establish and chair the CMG in accordance with references (b) through (d). The CMG chair shall not be delegated below the Deputy Installation Commander. The CMG shall be co-chaired by the ISARC. Attendees shall include: Commanders for the victims, CSARCs, SAPR VAs/CVA, SJA, Naval Criminal Investigative Service (NCIS), law enforcement, health care providers, Mental Health/Counseling representatives, and Chaplain. Telephonic participation is permitted by the attendees dislocated from MCBH. The CMG shall review all open unrestricted cases, as reflected in the Defense Sexual Assault Incident Database (DSAID), to facilitate monthly victim updates, quality assurance, and systemic coordination. As communications made during the CMG are not considered confidential, all information passed during the meeting should be limited to issues not covered by confidentiality.

2. CMG minutes and rosters will be kept indefinitely pending HQMC further guidance.

(2) Concept of Operations. All personnel are encouraged to make unrestricted reports of sexual assault in order to achieve the objectives and goals of reference (a). However, victims of sexual assault have two options when making a report of the assault: restricted and unrestricted reporting. Active duty personnel and their adult dependents are eligible for both reporting options. Department of Defense (DoD) civilian employees and their adult dependents who are stationed outside the continental United States (OCONUS) are eligible for treatment in the military healthcare system are eligible for the Unrestricted Reporting option only. U.S. citizen DoD contractor personnel when authorized to accompany Armed Forces in a contingency operation OCONUS and their dependents are only eligible for the Unrestricted Reporting option with limited SAPR SARC and VA support.

(a) Restricted Reporting. Reporting option that allows sexual victims to confidentially disclose the assault to specified individuals (i.e., SARC, SAPR VA, or healthcare personnel), and received medical treatment, including emergency care, counseling, and assignment of a SARC and SAPR VA, without triggering an investigation. The victim's report provided to healthcare personnel (including the information acquired from forensic exams), 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 applies.

(b) Unrestricted Reporting. Reporting option that an individual covered by policy uses to formally report (electing the unrestricted option on DD Form 2910) that he or she is the victim of a sexual assault. Under these circumstances, the victim's VRPS is documented and the following personnel will be notified: healthcare personnel (when needed), the SARC, a SAPR VA, chain of command (Provide the victim's installation commander and immediate commander the information regarding an Unrestricted Report within 24 hours of an Unrestricted Report of sexual assault.), law enforcement and/or a third party report to command or law enforcement will be used to initiate the official criminal investigative process. The command must notify Naval Criminal Investigative Service, MCBH, as the appropriate Military Criminal Investigative Organization (MCIO) of all allegations of sexual assault brought to their attention.

(c) Per reference (b), a victim may refuse to disclose or prevent any other person from disclosing a confidential communications between a victim and a SARC or a SAPR VA. Confidentiality applies to all covered communications. Covered communications are oral, written, electronic communications of personally identifiable information concerning a sexual assault victim and the sexual assault incident

provided by the victim to the SARC, SAPR VA, or healthcare personnel (including mental health personnel). The confidential communication includes the SAFE Kit and its information. All involved parties must maintain the integrity of the confidentiality policy (except in those instances described in reference (b)).

(d) Scheme of Maneuver. Civilian Installation SARC and civilian VAs are funded by Marine Corps Community Service (MCCS) and appointed in writing by the Base Commander. Uniformed SAPR VAs are appointed by the Commanding Officer, Headquarters Battalion, MCBH and Commanding Officer, Marine Corps Air Station, MCBH. SAPR VAs will respond directly to victims, and the SARC will provide case management oversight. SAPR VAs will provide SAPR services to active duty and DoD civilian personnel who are deemed eligible for SAPR services in accordance with reference (b). The SAPR program will provide a 24/7 response capability to assist victims of sexual assault.

b. Subordinate Elements Missions

(1) Commanders (Including Tenant Commanders)

(a) Appoint SAPR SARCs and VAs at the command level and in accordance with reference (b) and (e). Appointment of SAPR SARC and Civilian VA at the installation level shall be appointed in writing by the Installation Commander.

(b) Retain copies of all appointment letters, credentials and training certificates of all SAPR personnel (not required at the Installation level) in accordance with reference (b).

1. Per reference (a), UVAs shall be ranked Sergeant (Sgt) or higher. The following shall not be appointed as a Uniformed SAPR VA: XO, SgtMaj, Company Commander, 1stSgt, Adjutant legal Chiefs or advisors or anyone who is mandated by law as a mandatory reporter.

2. Commanders shall utilize the “UVA Selection Criteria for Commanders” in enclosure (3) when selecting SAPR VAs.

(c) Maintain copies of SAPR VA appointment letters, training certificates, D-SAACP certification credentials, page 10 of DD Form 2950, and certificates for 16 hours annually of continuing education credits to maintain D-SAACP eligibility. These records will be retained indefinitely.

(d) Notify the ISARC on the revocation of a SAPR VA appointment. Revocation occurs when a commander loses confidence in the ability of the SAPR VA to perform his or her duties. Revocation does not occur due to change in billet or permanent change of station (PCS). Suspension and revocation guidelines and procedures are outlined in reference (c).

(e) Ensure SAPR VA photos and contact information are prominently posted throughout the command. Post victim support services, points of contact, and resources in common areas or areas of high pedestrian traffic. Post information on unit website when possible.

(f) Per reference (a), publish a command policy statement on sexual assault awareness and prevention within 60 days of taking command.

(g) Per references (b) and (e), publish SAPR standard operating procedures (SOPs) for each of the following: response, reporting, advocacy, training, management of the SAPR VAs, the Safety Screening Tool, SAPR VA roster that tracks continuing education (16 hours of CEUs annually) and billet rotation, information transfer from SAPR VA to SARC, management of DD Forms 2910, effective management of the 24/7 Sexual Assault Support Line, establishing effective collaboration with key stakeholders and tenant commands, notification to the SARC by Military Treatment Facilities (MTF) of a report of sexual assault, and protecting victims, witnesses, and first responders from retaliation, ostracism, or maltreatment.

(h) Immediately notify law enforcement of any unrestricted allegation of sexual assault. This includes allegations made directly by victims or a third party report. Commanders will not conduct an independent command inquiry or investigation of an alleged sexual assault. Ensure the ISARC and senior commanders of victims are informed within 24 hours.

(i) Immediately submit Operations/Incident Report (OPREP-3) Serious Incident Report (SIR) in accordance with reference (f). When the victim is an active duty member, the victim's commander will submit the OPREP-3. When the victim is a civilian and the offender is an active duty member, the offender's commander will submit the OPREP-3. When both the victim and offender are civilian or the victim is a civilian and the offender is unknown, and the incident occurred aboard the installation, the Installation Commander will submit the OPREP-3. An OPREP-3 is not required for reports of sexual assault that occurred prior to service or reports involving DoD civilians which occur off installation, unless media interest is anticipated. Enclosure (2) provides the SAPR Administrative Response Matrix in chart form.

(j) Per reference (e), complete the Sexual Assault Incident Response Oversight (SAIRO) Report in the first eight (8) calendar days of an Unrestricted Report, with input from the SARC and MCIO. A SAIRO Report is required when the assigned immediate commander receives notification of an Unrestricted Report from a SARC or MCIO. The SAIRO Report will be prepared and briefed to the Marine Corps Installation Pacific (MCIPAC) Commanding General via telephone, video teleconference, email, or in person, as directed by the MCIPAC Commanding General. The SAIRO Report will then be electronically submitted by the immediate commander to HQMC SAPR at <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>. The SAIRO Report will not include victim personally identifiable information (PII). Information in the SAIRO Report will only be released to personnel with an official need to know. If some information is not available to complete the SAIRO Report, no follow-up is required. The full SAIRO report is required when the victim is a service member. An abbreviated report containing incident data and investigation data is required when the victim is civilian and the subject is a service member. Enclosure (2) provides the SAPR Administrative Response Matrix in chart form.

(k) Implement the "Commander's Protocol for Responding to Allegations of Sexual Assault" in enclosure (4). Enclosure (5) provides a summarized checklist of the protocols.

(l) Protect victims, witnesses, and first responders from Retaliation, Ostracism, or Maltreatment (ROM).

1. A victim may report ROM to their SAPR UVA who will forward the report to the ISARC/Command SARC (at a Major Subordinate Command (MSC)) or O-6 level SARC. If a victim alleges retaliation, the SAPR VA and SARC will consult with SJA to refer the victim to the appropriate agency (i.e., IG, law enforcement, or command). A victim may also elect to utilize the informal and formal Equal Opportunity (EO) processes, or may file a complaint with the CIG. A witness may report ROM to their command VWAC, utilize the informal or formal EO process, or may file a complaint with the CIG. First responders may report ROM through their chain of command, utilize the informal and formal EO process, or file a complaint with the CIG.

(m) Ensure adequate medical care and response is available.

1. Ensure medical treatment, including care and the Sexual Assault Forensic Examination (SAFE) are offered to victims of sexual assault in a timely manner. When medical care is not available on the installation, ensure Memorandums of Understanding (MOUs) and SOPs are in place for timely access to medical care and the SAFE.

2. Ensure SOPs or MOUs are in place for notification of the SARC by the MTF for Restricted and Unrestricted Reports of sexual assault.

(n) Ensure SAPR UVAs provide a SAPR brief as part of the check-in brief and that the SAPR UVA is on the unit's check-in/check-out sheet.

(o) Attend the monthly CMG and provide the victim with a status update within 72 hours of the CMG. These are non-delegable requirements, per reference (b).

(p) Conduct and monitor safety assessments. In accordance with references (b) stand up the High Risk Response Team (HRRT) when a victim is determined to be in a high risk situation. Utilize the HRRT Procedures in enclosure (6).

(q) Ensure SAPR training is conducted in accordance with reference (a).

1. Ensure Uniformed SAPR VAs facilitate annual and pre-deployment training on sexual assault awareness, prevention and response for all Marines and Sailors in their unit. ISARCs and civilian SAPR VAs may provide the training only when extenuating circumstances apply.

2. Ensure the S-3 coordinates with SAPR VAs and/or the SARC in the development of training schedules and uses the proper training codes when entering training into Marine Corps Training Information Management System (MCTIMS). Maintain documentation certifying annual training has been completed and that the SARC has copies of training rosters or memorandum signed by the commander.

3. Coordinate with the ISARC to receive the Command Team SAPR Resource Brief within 30 days of assuming command. Maintain certificates and documentation from the training.

(r) Expeditiously process requests for expedited transfer in accordance with reference (a). Enclosure (7) provides samples of the request and Commander's response.

(s) Ensure the proper training code is entered for all personnel; All-hands annual SAPR training is AT; Take A Stand for E-4 and E-5 is SB, and Step Up for E-1 through E-3 is SE.

(2) Installation SARC

(a) Provide an integrated response capability and system accountability, specific to the installation Area of Responsibility (AOR), for awareness, prevention and response training, and care for victims.

(b) Serve as the single point of contact and Subject Matter Expert (SME) on SAPR in support of the installation commander and tenant commanders.

(c) Maintain Defense Sexual Assault Incident Database (DSAID), and maintain all DD Form 2910 and HRRT Reports separately under double lock and key indefinitely.

1. In accordance with reference (b), DD Form 2910s for unrestricted reports of sexual assault shall be uploaded into DSAID by the ISARC or tenant command SARCs within 48 hours of the report, where it shall remain for 50 years from the date the DD Form 2910 was signed. DD Form 2910s for restricted reports will remain under lock and key for 50 years from the date the DD Form 2910 was signed.

2. In accordance with reference (b), the ISARC and tenant SARCs will track referrals for supportive services provided to victims from initial report to disposition and resolution of the case in DSAID. Entries shall be entered into DSAID as appropriate.

(d) As co-chair of the CMG, manage the logistics of the CMG, use the CMG slide template in enclosure (1), and maintain meeting minutes, meeting agendas, and rosters indefinitely. CMG meeting minutes will document reporting and tracking of incidents of retaliation.

(e) Establish and chair the quarterly Sexual Assault Response Team (SART) meeting as appropriate for the installation AOR per references (b) and (e). Upload minutes to the HQMC SharePoint site in a timely manner and maintain the minutes indefinitely.

(f) Provide the Command Team SAPR Resource brief, specific to the installation AOR in accordance with references (b) and (e).

(g) In support of the installation and tenant commands, provide SAPR VA training in accordance with reference (a). Ideally, SAPR VA training is conducted quarterly and prior to the next Department of Defense Sexual Assault Advocacy Certification Program (D-SAACP) quarterly application acceptance period.

1. In support of the installation and its subordinate commands, ISARCs will interview each SAPR VA candidate prior to signing the "Recommendation by Sexual Assault Response Coordinator (SARC)", page 11 of DD Form 2950. ISARCs are not responsible for recommendations for SAPR VAs from tenant commands, or if a subordinate Command SARC has completed the interview.

(h) In consultation and coordination with the installation SJA or other concerned parties (e.g., Naval Criminal Investigative Service (NCIS), healthcare personnel), ensure MOUs are established with

off-base non-military facilities or agencies as appropriate for victim care and compliance with the restricted reporting option.

(i) Develop MOUs with units located on the installation that do not have a Command SARC at that location to ensure coordination of victim care and case management.

(j) Ensure the Installation 24/7 SAPR Support Line is manned by trained, credentialed personnel (SARCs and SAPR VAs/CVAs) from commands and tenant commands authorized to offer victims restricted and unrestricted reporting options. SAPR VAs appointment letter and credentials shall be maintained by their SARC. The Installation 24/7 SAPR Support Line shall provide immediate support and a call-back response within 15 minutes or within one (1) hour for in-person contact. The ISARC will also ensure the Installation 24/7 SAPR Support Line number appears on installation website home pages and that the installation website contains updated SAPR related information within three clicks from the installation homepage. ISARCs should not man the support line unless extenuating circumstances apply.

(k) Develop guidelines and budgets geared toward the installation's population and support organizations. Provide guidance for command SARCs on the use of the DSAID. Ensure entry of case data within 48 hours of victim report, with updates as necessary. For deployed locations, data should be entered within 96 hours of victim report.

(l) ISARCs may assist tenant commands in making initial entries in order to open a case, but the responsibility for complete data entry is with the command SARC.

(m) Form professional liaisons and propose MOUs, with consultation of the installation SJA, with community support services such as local rape crisis centers, emergency shelters, hospitals, legal assistance, and other military and civilian services as appropriate to the installation AOR.

(n) Coordinate events for Sexual Assault Awareness and Prevention Month and implement prevention and response campaigns as directed by commander and HQMC (MFB).

(o) Execute command SARC duties in support of the installation's subordinate commands when a command SARC is not appointed.

(3) SAPR VAs

(a) Provide comprehensive support and assistance to sexual assault victims to include: non-clinical crisis intervention, assisting in securing protective orders, accompanying victims to support services (medical, legal/court, or law enforcement), information about victims' rights and options, and making appropriate referrals.

(b) Post a photograph and approved SAPR support information in common areas of the command with the installation support line and DoD Safe Help Line prominently displayed in common areas or areas of high traffic. Personal or duty cell phone numbers will not be posted.

(c) Provide the command SARC with copies of all training certificates, credentials, appointment letters, and current Supervisor and Commander Statement of Understanding (page 11 of DD Form 2950).

(d) Notify the SARC of all reports of sexual assault as soon as possible, or within 24 hours. The SARC will make official notifications to command for unrestricted reports of sexual assault.

(e) Report all suspected and alleged child abuse incidents to the chain of command and law enforcement. SAPR VAs shall inform victims of this requirement.

(f) Refer victims to FAP for incidents involving domestic violence or child abuse.

(g) Operate under confidentiality in all cases, except in those where a statutory or regulatory exceptions to confidentiality applies per reference (b).

(h) Provide the SARC with the signed original DD Form 2910 and the filled out DD Form 2965 within 24 hours for entry into the DSAID database. The forms can be delivered in person or sent via encrypted email. Deliver the original DD Form 2910 to the SARC within 24 hours.

(i) Attend monthly CMG when assigned an unrestricted case. Provide status updates without making improper disclosures of confidential or sensitive information.

(j) Facilitate annual training for the unit in accordance with reference (a). Coordinate with the S-3 to develop a training schedule and to ensure proper encoding of annual training. Provide the SARC with training rosters or Memo signed by Commander.

(k) Support the ISARC in sexual assault prevention and awareness campaigns, and during Sexual Assault Awareness and Prevention Month.

(l) Follow SAPR VA Response Protocols in enclosure (8) when responding to a report of sexual assault.

(4) SJA

(a) Provide legal advice to commanders and staff regarding the SAPR program.

(b) Advise CO, MCBH as the Sexual Assault–Initial Disposition Authority (SA-IDA) for MCBH and subordinate commands, and ensure dissemination of Sexual Assault Disposition Report upon completion by the SA-IDA, including ISARC and CSARC for DSAID data entry requirements.

(c) Assist with annual and other training as requested.

(5) Medical Personnel at Military Treatment Facilities, Base Aid Stations, and Hospitals

(a) Ensure that all Medical personnel are aware of the policies for providing services to victims of a sexual assault, including the SAFE.

(b) Per reference (a), establish protocols for notification of installation SAPR personnel (SARC or SAPR VA), as appropriate, when there is a report of sexual assault.

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(6) Chaplain

(a) Ensure that all Military Religious Service personnel have received SAPR training in accordance with reference (b).

(b) Be prepared to provide support to victims and alleged offenders within the command, as needed, if there is an allegation of sexual assault. Inform victims of all available SAPR services and refer victims to the SARC/SAPR VA when appropriate.

(7) S-3. Coordinate with the CSARC/ISARC and SAPR VAs to develop a schedule for annual SAPR training by each fiscal year.

5. Administration and Logistics

a. All unit SARCs and SAPR VAs are required to provide contact information to the ISARC. Support from units will be directed as required by their commanders.

b. The CMG meets monthly aboard MCBH. The ISARC will send out a calendar invite to CMG members with the time, date and location.

6. Command and Signal

a. Command. This order is applicable to MCBH subordinate and tenant commands, and all base personnel. Ensure widest dissemination of this Order.

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



R. LIANEZ

DISTRIBUTION: A

Case Management Group (CMG) Template

		NCIS CASE # 000000000		UNIT
		DSAID CASE # 0000-00000000-0000-00000		
		CMG Agenda Case #1		
Victim: Age: Rank:		Alleged Offender: Age: Rank:		
Report date:		Incident date:		
SIR Date:		8-Day Incident Report Date:		
Victim Status:		Subject Status:		
Unit:		Unit:		
SARC / Advocate:		Location:		
VLC Services: Yes/No		Relationship to Vic:		
Alcohol / Drugs: Yes/No		Alcohol / Drugs: Yes / No		
Retaliation / Reprisal:				
SAFE Kit: Yes/No				
Victim briefed no less than monthly on available SAPR support services:				
MPO Issued:				
Last safety assessment completed:				
Reminder: CO will update victim within 72 hours of CMG.				
Note:				
NCIS/Legal:				

SAPR Administrative Reporting Matrix

SARC is available for assistance	NOTIFY LAW ENFORCEMENT (NCIS)	OPREP-3/SIR	DSAID ENTRY	SIARO
SERVICE MEMEBR (SM) CASES				
SM Victim SM Offender UNRESTRICTED	YES: Victim CO	Yes: Victim CO	Yes: Victim CO	Yes: Victim CO Full Report
SM Victim SM Offender RESTRICTED	No	No	Yes: Victim SARC	No
SM Victim Prior to Service UNRESTRICTED	By Victim CO Only if Media is Anticipated	Yes: Victim CO	Yes: Victim CO	Yes: Victim CO Full Report
SM Victim Prior to Service RESTRICTED	No	No	Yes: Victim CO	No
SM Victim from Third Party Report (No DD2910/VRPS)	Yes: Victim CO	Yes: Victim CO	Yes: Victim CO	Yes: Victim CO Full Report
CIVILIAN (CIV) CASES				
SM Victim of CIV Offender UNRESTRICTED	Yes: Victim CO	Yes: Victim CO	Yes: Victim CO	Yes: Victim CO Full Report
SM Victim of CIV Offender RESTRICTED	No	No	Yes: Victim SARC	No
CIV Victim of SM Offender UNRESTRICTED	Yes: Offender CO	Yes: Offender CO	Yes: Offender CO	Yes: Offender CO Abbreviated Report
CIV Victim of SM Offender RESTRICTED	No	NO	Yes: Offender Command SARC	No
CIV Victim CIV Offender Occurred Aboard Installation UNRESTRICTED	Yes: Installation CO	Yes: Installation CO	Yes: Installation CO	Yes: Installation SARC
CIV Victim CIV Offender Occurred Aboard Installation RESTRICTED	No	No	Yes: Installation SARC	No

SAPR VA Selection Criteria for Commanders

- Sgt or higher
- Not the XO, SgtMaj, Company Cmdr, 1stSgt, legal officer/SJA, EOR or EOA, law enforcement personnel, SACO, FRO, IG, or VWAC
- At least 24 months left before PCS/PCA/EAS
- Flexible schedule, available 24/7
- No adverse fitness reports in grade
- No history of sexual harassment or sexual assault allegations
- No history of court-martial
- No recent history (within past three years) of NJP
- No history of drug related incidents
- No recent history (within last three years) of alcohol related incidents
- No history of domestic violence allegations or referral to the command-directed Family Advocacy Program (FAP)
- Epitomizes Core Values of honor, courage, and commitment
- Comfortable working with all ranks
- Approachable
- Good communication skills; ability to gain rapport, good listener and empathetic
- Comfortable with sensitive topics
- Discreet, able to maintain confidentiality
- Calm demeanor during stressful situations (no explosive personalities); exercises good judgment under adverse or emergency situations
- Ability to work within established guidelines
- Ability to conduct training for unit personnel
- Ability to participate in ongoing training and monthly case management group meetings
- Ability to complete basic data entry
- Ability to care for self and ask for support
- Ability to transport victims discretely (i.e. has an OCONUS driver's license and vehicle or access to a vehicle)

**Commander's Protocol for Responding to
Allegations of Sexual Assault**

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.
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.
 - 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 UVA 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. Continuously monitor the unit's climate to ensure neither the victim or 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 still nearby and if the victim desires/needs protection.
 - b. Ensure emergency medical care is offered if necessary and/or requested by the victim.
 - c. Ensure the SARC is notified immediately.

- 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. To the extent practicable, strictly limit knowledge of the facts or details regarding the incident to only 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 OPREP-3/SIR report for all unrestricted reports of sexual assault when the victim is a Marine or other Service member assigned to a Marine Corps unit.
- g. Complete the SAPR 8-Day brief when the victim is a Marine. Ensure collection of only the necessary information. Do not ask detailed questions and/or pressure the victim 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 only a small window of opportunity to collect it.
- j. Ensure the victim understands the availability of victim advocacy and the benefits of accepting advocacy and support.
- k. Ensure the victim is asked if a support person is needed, which can be a friend or family member, to immediately join 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.
- l. Ensure a UVA/VA is made available to the victim. If not already appointed, the SARC will assign a UVA/VA to meet with and provide support to the victim.
- m. Ensure the victim is offered a chaplain and notify accordingly.
- n. 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.
- o. Ensure the victim understands working with a victim advocate is voluntary and the availability of other referral organizations staffed with personnel who can explain the medical, investigative, and legal processes and advise of the victim's support rights.

p. 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.

q. Attend the monthly CMG meeting until case involving command personnel is closed.

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

s. Initial disposition authority is withheld 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 alleged victim. The SA-IDA has the non-delegable responsibility for initial disposition as defined in MCO 1752.5B 01 MAR 2013 C-4 Enclosure (1) reference (n). 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).

t. Avoid automatic suspension or revocation of a security clearance and/or Personnel Reliability Program (PRP) access, understanding the victim may be satisfactorily treated for related trauma without compromising the victim's security clearance or PRP status. Consider the negative impact suspension of a victim's security clearance may have on building a climate of trust and confidence in the Marine Corps sexual assault reporting system, but make the final determination based upon established national security standards.

u. Throughout the investigation, 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 are compromised.

v. Listen/engage in support of the victim, as needed. Be available in the weeks and months 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.
- d. Ensure procedures are in place to inform the alleged offender, as appropriate, about the investigative and legal processes that may be involved
- 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 Operations Event/Incident Report (OPREP-3) Serious Incident Report (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.

Command Response Protocol Checklist

- Ensure the safety and security of the victim.
- Determine if the alleged offender is nearby **without** asking for details of the incident .
- Offer medical emergency medical care if necessary or requested.
- Notify the SARC and a SAPR VA immediately.
- Notify NCIS or PMO immediately.
- Ensure only need to know personnel interview the victim (i.e. law enforcement).
- Inform the victim of the need to preserve evidence.
- Ensure the victim has transportation to and from a medical facility.
- Ask if the victim would like a support person (friend or family member) to accompany him or her.
- Submit OPREP-3 if required.
- Determine the need for pre-trial confinement or a MPO. Ascertain if the victim has requested a MPO, and coordinate with NCIS when possible .
- Make the victim aware of the option to speak to a chaplain.
- Inform the victim of the expedited transfer process.
- Submit the SAIRO Report if required.
- Attend the monthly Case Management Group (CMG).
- Provide the victim with a status update within 72 hours of CMG.
- Avoid automatic suspension/revocation of clearances.
- Upon adjudication, ensure the SARC receives a copy of the SAID Report.

**SAFETY ASSESSMENT AND
HIGH-RISK RESPONSE TEAM (HRRT) PROCEDURES**

1. Responsibilities

a. SAPR VA

(1) The SAPR VA will conduct a safety screening at the initial contact and each subsequent meeting with the victim, throughout the entire advocacy process.

(2) The SAPR VA will develop a safety plan, in collaboration with the victim, based on the results of the safety assessment. The SAPR VA will collaborate with the SARC for the development of a safety plan as needed.

(3) The SAPR VA will take actions prescribed on the Safety Assessment based on the results of the Safety Assessment (e.g. questions 1-3). When results of the Safety Assessment do not require immediate action, the SAPR VA will deliver the completed Safety Assessment to the SARC as soon as possible.

b. SARC

(1) The SARC will make a risk level determination based on input from the SAPR VA and personal contact with the victim, if deemed necessary.

(2) When a high risk situation is determined, the SARC shall immediately notify the victim's commander.

(3) When a determination to stand up a HRRT is made, the SARC shall immediately notify the CMG Chair and Co-Chair.

(4) Within 24 hours of the initial activation of the HRRT, the Commander, via the SARC, will provide the CMG chair and co-chair with the initial HRRT report and a schedule of subsequent HRRT briefs to the CMG chair and co-chair.

(5) Throughout the HRRT process, the SARC will maintain the original weekly HRRT reports in the victim's case file, and send electronic encrypted copies to the CMG Chair and Co-Chair to be retained indefinitely pending HQMC guidance.

c. Victim's Immediate Commander

(1) When a determination to stand up a HRRT is made, the victim's immediate commander will chair the HRRT

- (2) Ensure the CMG Chair and Co-Chair are notified of the HRRT of activation
- (3) The HRRT members will include at minimum:
 - (a) Victim and Alleged offenders immediate commander
 - (b) SAPR VA
 - (c) Naval Criminal Investigative Service (NCIS)
 - (d) Staff Judge Advocate (SJA)
 - (e) Victim Witness Assistance Program Rep (VWAP)
 - (f) Victim's healthcare provider or mental health/counseling services provider
 - (g) Victims Legal Counsel (VLC)
 - (h) Person who conducted the safety screening (if not the SARC or UVA/SAPR VA)
- (4) Brief the CMG Chair and Co-Chair on the initial HRRT report within 24 hours of activation of the HRRT. Provide subsequent briefs to the CMG chair and co-chair until final resolution. Briefing the CMG chair may be done via phone, VTC, or in person.
- (5) Utilize the attached sample HRRT report format.
- (6) Ensure the weekly and final HRRT reports are retained by the SARC and copies provided to CMG Chair and Co-Chair.
- (7) Ensure the final report documents initial details and actions taken to eliminate the risk.

d. Case Management Group Co-Chair

- (1) Ensure the CMG Chair is notified a HRRT was stood up.
- (2) At CMG, provide an aggregate total of newly initiated HRRTs and address the status of ongoing courses of action (pending/ongoing/finalized) as the victim's case is reviewed.
- (3) Ensure all HRRT reports are maintained in a separate HRRT binder indefinitely pending HQMC guidance

Sample HHRT Report

Letterhead

From: Commanding Officer, Headquarters and Support Battalion, Marine Corps Base Hawaii

To: Case Management Group Chair, Marine Corps Base, Hawaii

Subj: HEADQUARTERS AND SUPPORT BATTALION (INITIAL/SEQUENTIAL/FINAL)
HIGH RISK RESPONSE TEAM (HRRT) REPORT

Ref: (a) DOD Directive 6495.02, Sexual Assault Prevention and Response Program Procedures
(b) OPNAVINST 1752.1C Navy SAPR Program
(c) MCO 1752.5B, Sexual Assault Prevention and Response (SAPR) Program

1. **Situation:**

In accordance with the references, a safety assessment was conducted on 3 FEB 2016 regarding a report of sexual assault involving:

Victim:

Accused:

2. **Assessment:**

Items on the safety assessment which received positive responses include: *(Example: The offender threatened the victim with a weapon after the assault.)*

(Note: Statements or quotes by the victim or accused should not be included.)

HRRT members met on 4 FEB 2016 to discuss the nature and scope of this and any other relevant risks.

3. **Action Plan:**

Thorough discussion with all key stakeholders has resulted in the following plan of action to eliminate any risks in this situation:

(List any specific actions taken or pending for each stakeholder.)

Commander (of victim):

Commander (of accused):

NCIS:
SARC:
UV:

Date CMG chair and co-chair were briefed:

4. **Attendees:**

The following stakeholders attended this HRRT meeting: (Additional personnel may be added at the discretion of the HRRT Chair.)

Rank & Name:	Role:
	Commander (for victim)
	Commander (for accused)
	SARC
	UVA
	VWAC
	SJA
	MH/BH Provider

5. **Comments:** *(For purposes of clarifying or amplifying, as necessary.)*

IM A. COMMANDER

MCBHO 1752.7
23 May 18

Expedited Transfer Request and Command Endorsement

Expedited Transfer Request

LETTERHEAD

1752
IMM
Date

From: I. M. Marine

To: Commanding Officer, Headquarters and Service Battalion, Quantico, VA

Subj: REQUEST FOR EXPEDITED TRANSFER-DSAID CASE #UUMC-00004562-2017-12345

Ref: (a) DoDI 6495.02
(b) MCO 1752.5B

1. Per the references, I am requesting an expedited transfer.
2. My preferences for transfer locations are as follows:
 - a. First choice:
 - b. Second choice:
 - c. Third choice:
2. Point of contact is IMA SARC, Installation SARC, at 315-555-1234 or ima.sarc@usmc.mil.

I. M. MARINE

Enclosure (7)

MCBHO 1752.7
23 May 18

Expedited Transfer Commander Endorsement

LETTERHEAD

1752
CO
Date

From: Commanding Officer, Headquarters and Service Battalion, Quantico, VA

To: HQMC, Sexual Assault Prevention and Response Office (MFC-3)

Subj: REQUEST FOR EXPEDITED TRANSFER-DSAID CASE #UUMC-00004562-2017-12345

1. Request expedited transfer for individual with case #UUMC-00004562-2017-12345
2. Point of contact is D. R. Marine, Command SARC, at (123) 456-7890 or d.marine@usmc.mil.

I. M. COMMANDING

SAPR VA Sexual Assault Response Protocol

1. Initial Response

- a. Assess for imminent danger of life-threatening or physical self-harm to the victim (suicidal), by another (homicidal), or to another (homicidal) and seek appropriate emergency care if deemed necessary. Conduct a safety assessment utilizing the standardized Safety Assessment form available in the SAPR VA (UVA) Toolkit on the HQMC SharePoint site: <https://ehqmc.usmc.mil/sites/family/mfb/SAPR>
- b. Ensure the victim understands that speaking with the SAPR VA is voluntary. Inform the victim of his or her rights as provided in the SAPR program, including Victim's Legal Counsel.
- c. If the victim requested restricted reporting and the healthcare provider determines there is an imminent danger, or another exception to confidentiality exists, advise the victim of the exception to the confidential reporting policy and notify the SARC immediately.
- d. The SARC shall validate the exception (with SJA approval) and notify command and/or law enforcement as appropriate, disclosing only the details necessary to satisfy the exception.
- e. Ascertain the victim's immediate needs.
- f. Encourage the victim to seek medical consultation and evidence collection (Sexual Assault Forensic Examination).
- g. Ensure the victim is aware of actions available to promote safety, e.g., MPO, civilian temporary or permanent restraining order.
- h. As appropriate, thoroughly explain to the victim each of the reporting options available, including exceptions, benefits and limitations of each.
- i. Review the DD Form 2910, "Victim Reporting Preference Statement" (VRPS), if the victim is eligible to elect the restricted reporting option, ensuring none of the exceptions are applicable.
- j. Ensure the victim acknowledges understanding of the explanation of each item by initialing the space by each item.
- k. If the victim elects the restricted reporting option, reiterate the option to change to an Unrestricted Report at any time, which will result in the notification of command and law enforcement for possible initiation of a criminal investigation.
- l. Ensure the VRPS is signed and dated by the SAPR VA and the victim in the designated space

m. Provide a copy of the VRPS to the victim for safekeeping, and give the original to the SARC. Ensure victims receive a copy of DD Form 2701, "Initial Information for Victims and witnesses of Crime," May 2004. If the victim elected Restricted Report option, ensure that the victim understands that many of the rights provided on this form are unavailable unless an unrestricted report is made by the victim.

n. Offer information, as appropriate, regarding local resources for immediate safety and long-term protection and support, workplace safety, housing, childcare, legal services, clinical resources, medical services, chaplain resources, and other military and civilian support services.

o. Facilitate the victim's contact with military and civilian resources, as requested by the victim.

p. Advise the victim of the SAPR VA's availability to provide ongoing advocacy services for as long as desired.

q. Consult with the SARC on immediate assistance provided within 24 hours of the initial report.

2. Ongoing Assistance Related to Recovery

a. Serve as a member of the CMG and attend all meetings involving the victim's case in order to represent the victim and to ensure the victim's needs are met.

b. Maintain follow-up contact at a minimum of every thirty days, unless the victim requested to end the services.

c. Conduct a safety assessment at each contact with the victim. If a safety concern is identified, contact your SARC immediately. Follow your command's protocols for the safety assessment.

d. Support the victim in decision-making by providing relevant information and discussing available options