



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 1752.1C
MCCS 13A

FEB 26 2025

COMBAT CENTER ORDER 1752.1C

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR SEXUAL ASSAULT PREVENTION AND
RESPONSE PROGRAM

Ref: (a) MCO 1752.5C
(b) DoDD 6495.01
(c) DoDI 6495.02, Vol. 1-3
(d) DoDI 6495.03
(e) MCO 3504.2A
(f) NAVMC 1752.5
(g) U.S. Navy Regulations 1990, Chapter 11, Article 1137
(h) MARADMIN 265/23
(i) MARADMIN 047/22
(j) MARADMIN 655/23
(k) 10 United States Code Service (USCS, Section 1565b)

Encl: (1) Commander's Responsibilities
(2) Definitions
(3) SAPR VA and SARC Selection Criteria
(4) SAPR VA and SARC Selection Checklist
(5) Serious Incident Report
(6) SAPR 8-Day Incident Report
(7) Expedited Transfers
(8) SAPR Victim Advocate Response Protocol
(9) MAGTFTC, MCAGCC SAPR Contingency Plan
(10) CATCH the Serial Offender Program
(11) SAPR Resources and Links
(12) Local Resource List

Reports Required: I: OPREP-3 SIR, Event/Incident Report
(Report Control Symbol Exempt), par.
4b (2) (j).
II: DD Form 2910 Victim Reporting Preference
Statement (Report Control Symbol OMB0704-
0482), par. 4a (2) (e).

1. Situation. Sexual assault is a crime and is contrary to Marine Corps values. This Order establishes and maintains a Sexual Assault Prevention and Response (SAPR) Program and provides guidance and responsibilities required for all Leaders, Servicemembers, their families, and civilians aboard the Combat Center to strive eliminating sexual assault and assist those affected by sexual assault.

2. Cancellation. CCO 1752.1B

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3. Mission. All members of Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will contribute to a command climate conducive for reporting sexual assault, encouraging victims to receive support, promoting education and skill building opportunities. The purpose of this mission is to establish MAGTFTC, MCAGCC as a professional command equipped to combat sexual assault through education, prevention, and response.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) All Servicemembers, their families, and Department of Defense (DoD) civilian employees, and contractors aboard the Combat Center will be aware of the significance of the SAPR Program to the moral, psychological, and legal well-being of all members of this community. No limitations are hereby placed on the lawful prerogatives of MAGTFTC, MCAGCC or their officials in addressing incidents of sexual assault.

(b) All personnel will understand and utilize the guidance in this Order and in the references to identify, report, and address the issue of sexual assault.

(c) Commanders shall utilize the services of the Installation Sexual Assault Response Coordinator (SARC) and subordinate Command SARCs as a Subject Matter Expert, trainer, and program coordinator.

(d) The command will immediately follow the guidelines established in the references to respond correctly to every reported incident of sexual assault. The command will regularly assess and refer for appropriate corrective action, all reports from a victim, witness, or first responder of retaliation, ostracism, maltreatment, or reprisal in conjunction with a report of sexual assault. Disclosure of information and circumstances of the allegations will be on a need-to-know basis only.

(2) Concept of Operations

(a) Sexual assault is an intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault is a crime not restricted to any sex, race, or age.

(b) Consent is a freely given agreement to the sexual conduct at issue by a competent person. Lack of verbal or physical resistance or submission resulting from the accused's use of force, threat of force, or placing another person in fear 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 sexual conduct at issue shall not constitute consent. Failure to express consent through words or conduct means there is no consent. There is no consent where the person is sleeping or incapacitated, such as due to age, alcohol or drugs, or mental incapacity. A sleep, unconscious, or incompetent person cannot consent.

(c) Civilian Regional and Installation SARC and SAPR Victim Advocates (SAPR VAs) will be appointed in writing in accordance with

reference (a) and are on call 24 hours a day, 7 days a week (24/7), to assist a victim of sexual assault.

(d) Headquarters Marine Corps (HQMC) SAPR and Training and Education Command (TECOM) SARC will be notified of pending SAPR personnel changes due to gap in billets, or due to a suspension, revocation, or reinstatement of DoD Sexual Assault Advocate Certification Program (D-SAACP) under reference (f); TECOM SARC will be notified of any gaps in SARC coverage as defined in enclosure (9).

(c) The SARCs shall have direct and unimpeded access to the Installation Commander under reference (c).

(f) The installation will utilize its SAPR team to ensure there is a 24/7 Sexual Assault Support Line for victims, in accordance with reference (a), giving the victims the opportunity to make a Restricted or Unrestricted Report and receive support services and referrals at any time. Commands will prominently display the support line telephone number on all installation and command websites with the reporting and response information.

(g) The SARC shall be notified via the 24/7 Sexual Assault Support Line of all cases that occur on and off the installation that involve any Servicemember or military dependent 18 years and older, DoD civilian employees, or when a civilian alleges to be a victim of a Servicemember.

(h) Sexual assault victims shall be given priority and shall be treated as urgent cases regardless of whether physical injuries are evident. Victim safety will be always paramount. Victims will receive appropriate medical, emotional, psychological, and behavioral services unless they refuse to receive care.

(i) All incidents of sexual assault will be reported using the Defense Department (DD) Form 2910, Victim Reporting Preference Statement. Servicemembers and their dependents (18 years of age or older), who are victims of sexual assault, have two reporting options: Unrestricted and Restricted.

(j) DoD civilian employees, who are victims of sexual assault will be reported using the DD Form 2910-8, Reporting Preference Statement for DoD civilian employees to Report Adult Sexual Assault Within the SAPR Program. DoD civilian employees who are victims of sexual assault have two reporting options: Unrestricted and Restricted.

1. Unrestricted Report. A reporting option that involves disclosure of only "need to know" information about the sexual assault to the Commanding Officer (CO), supporting SARC or SAPR VA, healthcare personnel, and law enforcement personnel to enable an open and formal investigation. Victims are encouraged to make an Unrestricted Report of sexual assault to achieve the objectives and goals of references (a).

2. Restricted Report. A reporting option that affords members of the command the option to disclose that they are the victim of a sexual assault to specified individuals (SARC, SAPR VA, healthcare personnel, Victim's Legal Counsel (VLC), and Chaplain) on a requested confidential basis. The only exception will be healthcare personnel at civilian treatment facilities that do not hold restricted reports. Under these circumstances, the victim's report and any details provided to specified individuals will

not be reported to the Naval Criminal Investigative Service (NCIS) or to the command to initiate any official investigation. Victims are cautioned that reporting to authorities outside of the Installation except the authorities listed above, may trigger a third-party report. If a victim discloses a sexual assault to a Marine in their chain of command, that Marine is a mandated reporter. Only a SARC and SAPR VAs are authorized to receive a restricted report via filing DD Form 2910.

3. Expanded Eligibility to File Restricted Reports. Victims are eligible to file a Restricted Report, providing they did not personally report the sexual assault incident to law enforcement, to include Military Criminal Investigative Organization (MCIO), and they did not previously elect to make an Unrestricted Report by signing a DD Form 2910, with a SARC or SAPR VA on the same sexual assault incident, under reference (c). Per reference (c), victims are eligible to file Restricted Reports even if they disclosed the sexual assault incident to their commander or to personnel in their chain of command, or there is an ongoing MCIO investigation into the sexual assault incident initiated by a third party and not due to the victim's disclosure to law enforcement, or the MCIO investigation into the sexual assault incident has been closed.

(k) The Catch a Serial Offender (CATCH) Program is available for both Restricted and Unrestricted Reporting Options. The CATCH Program gives adult sexual assault victims who filed Restricted Reports and certain Unrestricted Reports, where the name of the suspect is not reported to law enforcement or uncovered by law enforcement, or no report an opportunity to anonymously submit suspect information to help the DoD identify serial offenders. Eligible adult sexual assault victims who do not wish to file an official report of sexual assault may submit a CATCH entry using the DD Form 2910-4, The Catch Program Explanation and Notification Form for SAPR-Related Inquiry CATCH Entries. In the event of a potential match, no specific data is shared, only that there has been a potential match to an open or closed case. Information in the CATCH system is maintained for 10 years.

(l) In accordance with reference (a), confidentiality applies to all covered communications. Covered communications are oral, written, or electronic communications of personally identifiable information (PII) made by a victim to a SARC or SAPR VA, Chaplain, healthcare provider related to their sexual assault. Under Military Rule of Evidence 514 privilege, victims can refuse to disclose communications with their SAPR VA when conversations are made for the purpose of facilitating advice or supportive assistance, and when they are not intended to be disclosed by a third party. A SARC and a SAPR VA can refuse to disclose these conversations on behalf of the victim. The Chaplain Corps operates under the clergy-penitent privilege affording chaplains absolute confidentiality when they provide pastoral counseling. All involved parties must maintain the integrity of the confidentiality policy, except in those instances described in reference (a).

(m) Individuals who report that they have been sexually assaulted must feel confident that they will be treated with sensitivity, dignity, and respect.

(n) A SARC and SAPR VAs will be on call 24/7 to assist a victim of sexual assault. SARCs and SAPR VAs are responsible for ensuring that Servicemembers, adult dependents over the age of 18, and eligible personnel, who are victims of sexual assault gain access to the medical, legal, and emotional support resources needed.

(o) The installation will have access to and utilize the health care personnel from Naval Hospital Twentynine Palms (NHTP). SARC and SAPR VAs are responsible for ensuring that SAPR-eligible victims of sexual assault have access to the resources they need. SAPR Program eligibility is defined under reference (c).

(p) When a sexual assault occurs because of intimate partner violence or involves child abuse or neglect or involves a military dependent under 18 years of age, the SARC or SAPR VA will provide support until a civilian VA from the Family Advocacy Program (FAP) arrives. SAPR VA will meet with FAP VA and the victim to ensure there is a smooth transition between care providers, and victim will receive further care and advocacy.

(q) Victims may decline to participate in the SAPR program and in a MCIO investigation at any time.

b. Subordinate Element Missions

(1) Servicemembers

(a) All Servicemembers are required to report immediately any incident of sexual assault that comes under their observation to their chain of command or law enforcement, under reference (g). Enclosure (12) provides a list of resources available for support to victims and reporters of sexual assault.

(b) Victims of sexual assault will be treated with sensitivity, dignity, respect, and without prejudice. Do not identify the sexual assault victim to any news media, social network, or in a manner inconsistent with reference (a).

(2) COs

(a) Foster a command climate characterized by dignity and mutual respect that discourages sexual assault and encourages reporting of sexual assault incidents. Inform victims of the resources available to report sexual assault and retaliation, to include instances of reprisal, ostracism, and maltreatment, and sexual harassment, in accordance with reference (a).

(b) Attend the SAPR Command Resource Brief within 30 days of assuming command. The Executive Officer (XO), Sergeant major, and Chaplain are encouraged to attend with the CO.

(c) Publish a command policy statement on sexual assault prevention and awareness within 90 days of command assumption to support the SAPR objectives per reference (a).

(d) Appoint in writing, a minimum of two SAPR VAs per battalion or squadron or equivalent command, following the SAPR VA selection guidelines and using the template provided in enclosures (3) and (4). 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, trainings, and certification criteria are met in accordance with references (a) and (d).

(e) In the event 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 including an Memorandum of Agreement (MOA)

for SAPR coverage with higher headquarters or sister battalion SAPR VAs. The installation SARC will provide MOAs for VA coverage.

(f) Ensure SARCs and SAPR VAs complete the USMC 40-hour SAPR VA Training course prior appointment and 16 hours of Continuing Education (CE) annually to maintain eligibility. Maintain copies of SARCs' and VAs' training 40-hour SAPR VA Training certificates, D-SAACP certificate, Appointment Letter, SAPR VA poster, and CE training certificates.

(g) Ensure that SAPR VAs provide a SAPR brief as part of the unit's new-join program, and that the SAPR contact is included in the check-in/out sheet. 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 (a).

(h) Ensure that all Marines and Sailors in the command receive the annual SAPR training specific to their rank, pre and post deployment training regarding sexual assault. Only credentialed and appointed SARCs and SAPR VAs are authorized to facilitate these trainings. Ensure all trainings are documented and recorded in accordance with reference (c).

(i) Immediately report all Unrestricted Reports of Sexual Assault to NCIS. This includes any known, suspected, or alleged sexual assault disclosed directly by a victim, offender, or third party. Commanders shall not conduct a command investigation of any report of sexual assault under any circumstances and may not appoint an investigating officer for these purposes.

(j) Immediately submit an Operation Event/Incident Report (OPREP-3) Serious Incident Report as required per reference (e) and detailed in enclosure (5), regardless of the victim's military affiliation, Servicemember or civilian.

(k) Submit an "8-Day Incident Report" as required by reference (a) and detailed in enclosure (6). The Installation SARC or Command SARC shall provide assistance and guidance regarding these requirements.

(l) Ensure prompt notification of all sexual assaults to the Office of the Special Trial Counsel (OSTC) per reference (j). Notification should be made utilizing the "initial notification information form" provided by OSTC. Command personnel, who have an official "need-to-know", should email the approved form to OSTCW@usmc.mil.

(m) Must attend monthly Case Management Group (CMG) meetings, as required by references (a) and (b), for Servicemembers within their command who have an active unrestricted Report of sexual assault and attend Co-chair and maintain minutes CMG meetings until the case has reached a final disposition and the Servicemember no longer requires advocacy services. Attending monthly CMG is a non-delegable requirement. If the CO is unable to participate due to operational commitments, the XO must provide an official acting letter to the CMG chair.

(n) Must update the Servicemember of the current case status within 72 hours of each CMG meeting. The CO must also confirm at the CMG that the Servicemember has received monthly update of their case within 72 hours of the last CMG to ensure timeliness. The Servicemember's CO cannot delegate this responsibility, although upon a request of a Servicemember, a

SARC, SAPR VA, or VLC is authorized to provide the update in lieu of the Servicemember's commander in accordance with reference (c).

(o) Review and assist with Expedited Transfers (ET) to address situations where the person who reported the sexual assault feels safe, but uncomfortable. Servicemembers shall initiate the transfer request and submit the request to the CO. No one can request an ET on behalf of the Servicemember. The CO shall document the date and time the request is received and shall provide the servicing SARC a copy of all ET requests for submission to HQMC SAPR. The CO has five (5) calendar days after the receipt of the ET to approve or disapprove. The CO shall make a credible report determination at the time the ET request is made after considering the advice of the support staff judge advocate, and the available evidence based on all available MCIO investigation's information. Adult military dependents are eligible for an ET. Servicemembers must request the ET on behalf of their adult military dependent victims. See references (a) and (f) for ET request policy and enclosure (7) for protocols and procedures.

(p) Must review the process for chairing the High-Risk Response Team (HRRT) meeting per reference (c), in an event a Servicemember is assessed to be in a high-risk situation that must be addressed immediately.

(q) Protect Servicemembers of sexual assault from coercion, discrimination, maltreatment, and/or reprisals. COs shall also protect SARCs and SAPR VAs from coercion, discrimination, or reprisals related to the execution of their SAPR duties and responsibilities.

(r) In an event a SARC or SAPR VA has been accused of a violation, named in complaint, or is the subject of an investigation, the CO will execute the actions outlines in reference (f). Notify HQMC SAPR and TECOM SARC of any pending SAPR personnel changes in the appointed SARC or SAPR VA billet via email smb.manpower.sapr@usmc.mil. Include the termination date in the notification.

(3) Installation SARCS

(a) Be "on call" 24/7 and be available to assist victims of sexual assault.

(b) Report to the Installation Commander and Deputy Commander.

(c) Serve as the single point of contact and subject matter expert on SAPR in support of the Installation Commander and tenant and resident Commanders.

(d) Ensure current SAPR information is appropriately distributed, displayed, and easily accessible. Post SAPR information posters in common areas aboard the installation, along with the SAPR Policy Statement from the Commanding General (CG), MAGFTC and MCAGCC Twentynine Palms.

(e) Ensure all Unrestricted Reports and allegations of sexual assault are immediately reported to NCIS or the supporting MCIO per reference (a). This includes those assaults disclosed directly by victims or by third parties. Ensure the Installation Commander is informed within 24 hours of all allegations and Unrestricted reports of sexual assault. Ensure the immediate commander of victims who file an Unrestricted Report is notified within 24 hours of the report being filed.

(f) Inform the Installation Commander of each Restricted Report of sexual assault that occurs, without providing any PII, for the purpose of public safety and command responsibility. Notifications will be made within 24 hours of the report, or 48 hours where extenuating circumstances are present (e.g., in a deployed environment). To ensure no oversight of victim care requirements, the SARC will include services offered in the report to the Installation Commander. In accordance with reference (a), neither the Installation Commander nor DoD Law Enforcement agencies may use information provided regarding Restricted Reports for any investigative purposes or in any manner revealing the identity of the victim.

(g) Enter Unrestricted and Restricted Reports of sexual assault into the Defense Sexual Assault Incident Database (DSAID) within 48 hours of the report or within 96 hours in deployed locations that have internet connectivity issues, as required under reference (b). DSAID data entry and case management will be the responsibility of the primary SARC assigned to the case. Responsibilities for compliance of data entry concerning Servicemember victims can be found in references (a) and (b).

(h) Co-chair and maintain minutes of the Monthly CMG (MCMG) meetings, per reference (a) and (b). MCMG minutes will be tracked by DD Form 2910-5 and uploaded into DSAID for documentation purposes.

(i) Co-chair and maintain minutes of the Quarterly (QCMG) meetings, per reference (a) and (b). Quarterly CMG minutes will be tracked by DD Form 2910-6 and uploaded into DSAID for documentation purposes.

(j) Coordinate with subordinate and tenant Commanders' SARCs for the planning and execution of events for Sexual Assault Awareness and Prevention Month Campaign during the month of April.

(k) Maintain an accurate list of local resources and programs relevant to SAPR operations and distribute to all SAPR staff and VAs to ensure victims receive comprehensive referrals, Enclosure (12).

(l) Establish effective and ongoing collaboration with key stakeholders to ensure victim safety, and crisis intervention and victim advocacy services availability.

(m) Provide recommendations and establish protocols to ensure the timely exchange of information between Installation and tenant Commanders.

(n) Generate the Restricted Report Case Number (RRCN) for case tracking, in accordance with reference (c), if a victim elects to file a Restricted Report and to complete a Sexual Assault Forensic Exam (SAFE). Installation SARCs shall maintain a master log of all assigned RRCNs and record the expiration date for all stored forensic evidence. The appropriate SARC shall contact the victim at the one-year mark of the Restricted Report date to inquire if the victim wishes to convert their reporting option to Unrestricted. If the victim chooses to continue with the Restricted Report, the appropriate SARC shall inform the victim that the forensic evidence shall be destroyed on the expiration date. See reference (c) for additional guidance.

(o) SARCs shall immediately self-report to TECOM SARC any arrest, accusation of a violation, named in a complaint, or a named subject of an investigation as outlined in reference (a). Specific administrative procedures pertaining to suspensions and revocations will be followed in

accordance with reference (f). Ensure coverage plan is enacted in the event of a gapped billet as coordinated with TECOM SARC. See enclosure (9).

(p) Immediately notify TECOM SARC if at any point during the execution of advocacy duties and responsibilities, effective care or advocacy cannot be provided to the victim due to perceived or actual pressure, intimidation, coercion, retaliation, discrimination, and/or reprisal. The supervising SARCs will ensure appropriate notification is made and action is taken to include contacting the VLC or MAGTFTC, MCAGCC Inspector General at (760) 830-6978.

(4) SAPR VAs

(a) Be "on call" status, 24/7 and available to assist victims of sexual assault. SAPR VAs will provide non-clinical crisis intervention, emotional support, explanation of reporting option, provide assistance with filing an Unrestricted or Restricted Report, accompaniment to medical, law enforcement, legal, and/or counseling appointments, information and referrals, and safety planning to victims of sexual assault. SAPR VAs will immediately notify their supervisory SARC regarding all sexual assault victims and case notifications. SAPR VAs will follow the "SAPR VA Response Protocol" listed in enclosure (8). SAPR VAs will immediately update the SARC if there is a safety concern, request for a MPO and/or ET or a request to participate in the CATCH Program. SAPR VAs will not provide notification of sexual assault(s) to the commanders or any members of the command. SAPR VAs will not keep copies of any SAPR paperwork. 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. 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, services being utilized, issues or safety concerns, and any reports of retaliation. SAPR VAs will safeguard confidential communications pertaining to victims.

(b) SAPR VAs must meet credentialing standards, including but are not limited to, USMC 40-hour SAPR VA training, USMC PII training, and D-SAACP certification. SAPR VAs shall meet T3/Security Clearance requirements, background check from the local Provost Marshal's Office, training, and certification criteria as outlined in reference (a).

(c) SAPR VAs shall provide their command, and supervisory SARC a copy of all required certificates, SAPR VA appointment letter from command, and security clearance date before performing their duties. SAPR VAs will maintain a copy of their USMC 40-hour SAPR VA training certificate, D-SAACP certificate, appointment letter, SAPR VA poster, and CE training certificates.

(d) Notify SARC of any changes to duty or position status, to include temporary additional duty, deployments, and orders. Coordinate with SARC to initiate any changes to SAPR VA coverage.

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

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

(g) Conduct training and education briefs for all Marines and Sailors within the command, per reference (a). Trainings include pre and post deployment briefs, new join briefs, Step Up (E1-E3), Take A Stance (E4-E9), Training for Leaders (staff noncommissioned officers and commissioned officers), and others as directed by HQMC SAPR. Maintain and provide a copy of each training sign in roster to their unit G-3/S-3 as applicable for entry into the Marine Corps Trainings Information Management System.

(h) Current SAPR VAs are authorized to sign check-in/out sheets for Marines and Sailors assigned to their unit and provide a quick overview brief to include location of installation SARC and VLC office.

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

(j) Immediately notify the SARC if at any point during the execution of advocacy duties and responsibilities, effective care or advocacy cannot be provided to the victim due to perceived or actual pressure, intimidation, coercion, retaliation, discrimination, and/or reprisal. The SARC will ensure appropriate notification is made and action taken by alerting a member of the Command Team. If the perceived pressure is from the chain of command, the SAPR VA can seek assistance and guidance from the next senior officer in the chain of command, request mast, contact the VLC, or contact the MAGTFTC, MCAGCC Command Inspector General at (760) 830-6978.

(5) Chaplains. Be prepared to provide spiritual and emotional support to victims within the command, as needed. Inform all victims of SAPR services and refer them to the SARC or SAPR VA when appropriate.

(6) NHTP Healthcare Personnel

(a) In accordance with reference (k), healthcare personnel who work in federal facilities are no longer required to make mandatory reports if they provide medical services to a patient suffering from a physical injury resulting from assaultive or abusive contact except when reporting is necessary to prevent or mitigate a serious and imminent threat to the health or safety of an individual. NHTP Healthcare personnel are highly encouraged to consult with SARCs and SAPR VAs prior to making a report to law enforcement for an eligible victim who is requesting a Restricted Report.

(b) Victims who report sexual assault to NHTP healthcare personnel will be given priority and treated as emergency cases, regardless of evidence of physical injury, recognizing every minute a victim spends waiting to be examined may cause loss of evidence and undue trauma. Until it is determined if a victim will have a SAFE, healthcare personnel are encouraged not to have the patient change into a gown. In the interest of evidence preservation, patients should be informed not to drink, smoke, eat, or remove tampons in place prior to the SAFE. Emergency Department personnel

should not perform an anogenital exam unless necessary. However, stabilization and life-saving measures always take precedence over preservation of evidence.

(c) Notify the SARC by calling the installation's 24/7 Sexual Assault Support Line at 760-799-0273 whenever a Servicemember, adult family member (18 years of age and older, or eligible personnel presents and discloses a sexual assault. A SAPR VA or SARC will assist a victim in making an Unrestricted or Restricted Report and explain options and services available to them. Victims are not obligated to make a report of sexual assault or accept SAPR VA services.

(d) If a victim desires a SAFE, and the sexual assault occurred within the past seven days, ensure the victim is medically stable, and facilitate the transfer of the patient to NHTP for the SAFE and medical treatment.

(e) If the timeline for the SAFE has lapsed, the victim can receive routine medical treatment through the Emergency Department at NHTP or their medical clinic. Follow the Centers for Disease Control recommendations including testing and prophylactic treatments for sexually transmitted infections. Victims should be counseled and offered Human Immunodeficiency Virus Post-Exposure Prophylaxis (HIV PEP) medications if they can be initiated within 72 hours of the assault. Provide pregnancy prophylaxis per clinic/pharmacy protocol. Initiate Hepatitis B and Human papillomavirus vaccinations for victims who have not received or have only partially completed the series. Conduct a thorough safety assessment for each victim. Discuss available support through Chaplain services, Community Counseling Center, Behavioral Health, and Mental Health.

(f) Provide follow-up care for victims within one to two weeks for results of lab testing. Assess additional testing or treatment measures and vaccination status. Assess the victim's wellness, coping, sleep, and overall recovery. Offer additional referrals as needed. Repeat HIV and Syphilis lab testing at three months and six months.

c. Coordinating Instructions

(1) When a Servicemember requests to see a SAPR VA or SARC without disclosing the purpose of their visit, the chain of command shall facilitate the meeting immediately. Any member of the chain of command who receives and/or facilitates this request shall refrain from speculation or gossip regarding the purpose of the meeting.

(2) When a Servicemember discloses to a member of his/her direct chain of command that he/she has been the victim of sexual assault, the person who received the disclosure must immediately notify a member of the Command Team. The disclosure should only be shared with personnel with an official need to know.

(3) Victims shall be given the opportunity to have a SARC or SAPR VA present when being interviewed by law enforcement or trial counsel, in accordance with reference (a).

(4) A multidisciplinary CMG will be established and meet monthly to review all open, unrestricted cases of sexual assault, per reference (a). The Installation Commander or Deputy Commander bears the non-delegable responsibility to chair the CMG. The CMG is a monthly meeting to review all

official Unrestricted Reports (signed DD Form 2910s), and/or cases of sexual assault an MCIO is investigating, and retaliation reports from Unrestricted Reports. The purpose of the CMG is to ensure the victim has access to all services available in a timely manner, address all safety concerns and focus on victim safety, victim services and retaliation report referrals.

(5) SAPR QCMG is a multidisciplinary team meeting, in addition to the CMG, working collaboratively to make system-wide improvements in response to sexual assault reports and retaliation complaints with an Unrestricted Report of assault. QCMG meetings will be conducted quarterly and chaired by Installation or Deputy Commander. Members of the CMG, and any other key stakeholders may include community representatives, shall attend the QCMG meetings to support first responders, identify and address trends and systemic issues, and ensure a collaborative approach to victim care. SAPR QCMG meeting outlined in reference (c).

(6) A HRRT will convene if a safety assessment identifies high-risk dangers to the victim, per reference (c). If a victim is assessed to be in a high-risk situation, the CMG chair will immediately stand up a multidisciplinary HRRT to monitor the victim's safety and develop plans to manage risk factors. Reports to the Installation Commander, CMG Chair, CMG co-chair shall be provided within 24 hours of the HRRT's activation and at least once a week while the victim is in a high-risk status. The HRRT member required by reference (c) may not delegate this responsibility. Required procedures for HRRT are located within reference (f).

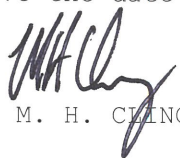
5. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center orders can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders>.

6. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, activities, Tenant Units, and all subordinate units that fall under the cognizance of the CG MAGTF, MCAGCC.

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


M. H. CLINGAN

DISTRIBUTION: A

Commander's Responsibilities

Commanders set the tone of their unit to establish a climate that encourages Marines to look out for one another, to report harmful behaviors and crimes, and that mandates accountability for all. Leaders must do everything possible to prevent sexual assault from occurring in their ranks. If there is a sexual assault in the unit, leadership must respond swiftly, appropriately, and sensitively to protect the Marine and maintain a positive and cohesive command climate. Commander responsibilities include the following:

- Detail and model professional conduct requirements on the appropriate response to sexual assault.
- Foster a command environment that encourages the prevention of sexual assaults and reporting of sexual assaults without fear of restriction, retaliation, reprisal, ostracism, or maltreatment.
- Should appoint at least two SAPR VAs for each battalion, squadron, or equivalent level command. Commanders are encouraged to appoint more than two SAPR VAs (see selection criteria on page 14). All O-6 level commanders not co-located with the Higher Headquarters SARC, or with geographically dispersed subordinate units, shall appoint a collateral duty SARC. An O-6 commander can authorize a SARC to sit with an O-5 geographically dispersed command. Due to changes in SAPR structure, there will be a phased elimination of collateral duty SARCs and SAPR VAs. USMC will maintain a cadre of credentialed uniformed SARCs and SAPR VAs for deployed environments, geographically dispersed commands, and isolated areas.
- Include SAPR on the check-in/check-out sheet and the unit's new-join brief (if applicable).
- Receive a Command SAPR Resource Brief within 30 day of assuming command.
- This tool, the SAPR Leadership Standard Operating Procedures (SOP), is the command SOP for SAPR functions within your AOR. Commanders must coordinate with a SARC to include enclosures listing local victim resources, procedures for contingency plans for day-to-day operations in the event that supporting SAPR personnel at any level are not available (e.g. TAD, suspension, revocation, extended leave, attrition, gapped billets), and any other local processes and procedures that may be unique to the mission and make-up of the command (e.g., non-collocated units, cyclical training exercises).
- Publish a Command SAPR Policy Statement, **within 90 days of assuming command**, that supports SAPR Program objectives and post it in common and high traffic areas.
- Follow procedural guidelines to manage suspensions and revocations of SAPR personnel and ensure a contingency plan is outlined within the unit's SAPR SOP.
- Provide staffing and logistical support, including reimbursement of incidental expenses, for civilian SARCs and SAPR VAs to provide advocacy services required for SAPR Program.
- In pre-deployment site planning and set-up, consider sexual assault prevention and risk reduction measures (e.g., camp layout, lighting, billeting, noise, etc.) and access to resources, including SAPR VAs and SARCs.
- Ensure all required SAPR Annual Training is completed using the corresponding training per appropriate rank and provided by an appointed and credentialed SAPR VA and/or SARC.

Definitions

Sexual Assault, DoDI 6495.01, Vol 1

Intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. As used in this Instruction, 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.

Consent, Uniformed Code of Military Justice

The term "consent" means 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 does 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. All the surrounding circumstances are to be considered in determining whether a person gave consent.

Sexual Harassment, MCO 5354.1F

Knowing, reckless, or intentional conduct with a nexus to military service that:

- Involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career;
 - 1. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or
 - 2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
 - 3. Is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive.
- Any knowing, reckless, or intentional use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a Service member or DoD employee.
- Any conduct whereby a Service member or DoD employee knowingly, recklessly, or intentionally and without proper authority, but with a nexus to military service, makes deliberate or repeated unwelcome verbal comments or gestures of a sexual nature.
- There is no requirement for concrete psychological harm to the complainant for behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the complainant does perceive, the environment as intimidating or offensive.
- Sexual harassment can occur through electronic communications, including social media, other forms of communication, and in person.

SAPR VA and SARC Selection Criteria

In order for a SAPR Program to be effective, it is imperative that the right people are selected to fulfill the roles of a SAPR VA or SARC. Leaders are encouraged to engage in the selection process to select people who are passionate about the SAPR Program and who display the skills necessary to provide advocacy, conduct SAPR training, have tough conversations, and are representative of the SAPR Program beyond the minimum requirements. The following pages provide selection requirements, qualities to look for in a potential SAPR personnel candidate, and recommended interview questions to assist in the selection process. The Independent Review Commission (IRC) on Sexual Assault in the Military requires the Marine Corps to implement a phased elimination of collateral duty SARCs and SAPR VAs except for select, approved locations by FY27.

Commands should retain the use of collateral duty SARCs and SAPR VAs until such time that a full time civilian is hired or if designated as a command that receives an exception by HQMC. The below information is meant to be useful in selecting the right person to serve in the SAPR program, whether as a collateral duty or full time civilian employee.

Commanders must complete the required eligibility screening of prospective SAPR VAs and SARCs:

1. Candidate must have a complete background investigation.
2. Check the National Sex Offender Search prior to recommending a candidate for selection at: <http://www.nsopw.gov/en/Search/Verification>. * **Please note:** registered sex offenders are automatically disqualified.
3. Review results of a background check from the local Provost Marshal Office (PMO) to ensure candidate is qualified to proceed with certification. * **Please note:** the candidate must not have any of the disqualifiers outlined in DoDI 6495.03:
 - A conviction of a crime of sexual assault or other sex-related offenses, listed in Chapter 47 of Title 10, United States Code, also known and referred to as the “Uniform Code of Military Justice” (UCMJ), or attempts to commit such acts punishable under Article 80 of the UCMJ or comparable civilian criminal offenses;
 - 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;
 - Dishonest conduct or violation of the certifying Code of Ethics;
 - Drug related incidents or record of abuse or misuse;
 - Conviction(s) of Driving Under the Influence;
 - Alcohol related incident(s) or offense(s) within the last three years;
 - Record of a substantiated sexual harassment complaint;
 - Any criminal conviction, record, or conduct determined by the commander to be inconsistent with SARC or SAPR VA core duties.
4. Review Commander’s SAPR VA and SARC Selection Checklist located on the next page.
5. Ensure the candidate obtained a T3/Secret Clearance.

Prospective SAPR VAs and SARCs need to:

1. Obtain the close date of current T3/Secret Clearance from the local Security Manager.
2. Request a background check from the local Provost Marshal’s Office (PMO).
3. Complete the initial 40-hour SAPR VA training.
4. Obtain D-SAACP Certification by submitting the DD Form 2950 and all supporting documentation.

SAPR VA & SARC Selection Checklist

Collateral-duty personnel selected to serve in the capacity of SAPR VA or SARC should exhibit the following character qualities:

- Epitomize Core Values of Honor, Courage, and Commitment
- Ability to work with all ranks
- Strong communication skills
- 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
- Ability to establish and maintain rapport, be an empathetic listener
- Ability to discuss and train SAPR topics
- Ability to be discreet and maintain confidentiality
- Ability to manage high stress situations
- Ability to consistently exercise good judgment
- Ability to work within established policies
- Ability to conduct training for unit personnel

Criteria for collateral-duty personnel that *cannot be waived*:

- No record of courts-martial
- No record of retaliatory behavior
- No adverse Fitness Reports, Nonjudicial Punishments (NJPs), or adverse page 11 entries (i.e., Marine Corps Separations Manual paragraph 6105 counseling) in the last three years
- Not currently assigned as Executive Officer (XO), Sergeant Major (SgtMaj), Senior Enlisted Advisor (SEA), Command Senior Enlisted Leader (CSEL), Company Commander, First Sergeant (1stSgt), Legal officer/Staff Judge Advocate (SJA), Equal Opportunity Representative (EOR) or Equal Opportunity Advisor (EOA), Suicide Prevention Program Coordinator (SPPC), Suicide Prevention Program Officer (SPPO), non-administrative law enforcement personnel, Substance Abuse Control Officer (SACO), Deployment Readiness Coordinator (DRC), Recruiting Readiness Coordinator, Reserve Recruiting Readiness Coordinator, Victim Witness Assistance Coordinator (VWAC), or chaplain.

The following criteria represent lessons learned from successful collateral-duty SAPR VAs or SARCs. Ensure the candidate:

- Has at least 12 months left before PCS or End of Active Service (EAS).
- Has a flexible schedule and ability to be available 24/7.
- Meets rank requirement for billet (E-5 and above, or O4/CWO3 and above).

These are applicable to collateral-duty uniformed candidates and full-time civilian candidates. Commanders should work with the supporting Human Resources Office (HRO) and Supervisory SARC when starting a hiring action for a SAPR VA or SARC.

Serious Incident Report

Per MCO 3504.2A, report **all Unrestricted Reports**/incidents of actual, suspected, or reported sexual assault in an OPREP-3 SIR. (Do not submit an OPREP-3 for Restricted Reports).

BLUF: Upon notification of an Unrestricted Report of sexual assault, the command submits an OPREP-3 SIR. Template for OPREP-3 SIR is in MCO 3504.2A.

- This does not distinguish between Service Members and civilians.
- This does not distinguish between active duty service and prior to service.
- The SIR is not dependent upon the person who reported the sexual assault.
- This applies when information comes to the commander's knowledge via MCIO, directly disclosed by the person who reported the sexual assault, formal notification from the SARC, or third party.

Please ensure that the OPREP-3 **does not contain:**

- PII: Protect compromising the identity of the victim and offender. Only provide the rank or grade to identify the victim and subject. Do not provide initials, names, EDIPI, or last four of SSN.
- Restricted to Unrestricted conversion in the synopsis, as the installation commander is the only commander authorized to receive the notification of a Restricted Report and therefore this information is not required for the unit commander.
- Details of the sexual assault (e.g., victim was penetrated, victim was orally assaulted and beaten).

Incident	Action
SARC formally notifies commander of a signed Unrestricted Report (DD 2910/VRPS).	Submit OPREP-3 SIR.
MCIO informs commander of an opened sexual assault case. This includes active duty and prior to service cases.	Submit OPREP-3 SIR.
Person who reported the sexual assault directly discloses incident to commander. This includes active duty and prior to service cases.	Submit OPREP-3 SIR.
Command receives a third party report of sexual assault (another Marine, friend, family member, letter, etc.).	Submit OPREP-3 SIR.
Command receives information that a sexual assault occurred while a Marine (accused or person who reported the sexual assault) is on leave or is en route PCSing and has not checked into the next command.	Submit OPREP-3 SIR.
Marine accused of sexual assault against spouse.	Submit OPREP-3 SIR.

SAPR 8-Day Incident Report

Commanders are required to submit an SAPR 8-Day Incident Report within eight calendar days for all Unrestricted Reports of adult sexual assault. The report focuses on victim care, command response, and is available on the SAPR SharePoint Resource Page: https://usmc.sharepoint-mil.us/sites/DCMRA_family_mfc_sapr/SitePages/default.aspx

Incident	Is 8-Day Incident Report Required?
SARC formally notifies commander of a signed Unrestricted Report (DD 2910).	Yes
MCIO informs commander of an opened sexual assault case. (This includes active duty and prior-to-service cases, and cases involving civilian adults).	Yes, if adult sexual assault. Yes, if Marine is reporting a prior-to-service sexual assault, even if they were a minor at the time of incident. No, if child sexual assault (Marine accused of sexual assault on a civilian when both were minors at the time of incident). Yes, if Marine is reporting a prior to service sexual assault, even if they were a minor at the time (adult offender). No, if person reporting the sexual assault is a minor. SARCs shall not input minor's cases into the Defense Sexual Assault Incident Database (DSAIID).
Command receives a third-party report of sexual assault (another Marine, friend, family member, letter, etc.).	Yes, if the command is responsible for the person who was sexually assaulted (i.e., member of their command). Person may elect or not elect to sign DD 2910 and there is an investigative criminal case number (CCN), assigned by a MCIO.
Command receives information that a sexual assault occurred while a Marine (person who reported sexual assault or reported offender) is on leave or is making a permanent change of station (PCS) move and has not checked into the next command.	Yes, if the command received the initial report with a signed DD 2910 or MCIO assigned a CCN.
Marine accused of sexual assault against spouse.	No, this is not a SAPR case. Refer this case to FAP.

This is not all encompassing. For additional examples, clarification, or questions, please consult your appointed SARC.

Expedited Transfers

UNRESTRICTED REPORTS ONLY

- Expedited Transfers (ET) address situations where the person who reported the sexual assault feels safe, but *uncomfortable*, and assist the person's recovery by moving the person to a new location. Concerns of safety necessitate a safety move, not an ET.
- A Marine requests an ET via the SARC. No one can request an ET on behalf of the Marine.
- Military adult dependents are eligible for an ET.
- SARC will submit the request to the CO as soon as possible.
- CO has **five calendar days** after receipt of the ET to approve/disapprove.
- CO should consult with supporting SJA and consider the following:
 - ⇒ Nature and circumstances of the offense
 - ⇒ If a temporary transfer would meet the Marine's needs and operational needs of the unit
 - ⇒ Training status of the Marine requesting the transfer
 - ⇒ Parent command input, if attached (e.g., Temporary Assigned Duty (TAD), Fleet Assistance Program (FAP))
 - ⇒ Status of the investigation, potential impact on the investigation, and future disposition of the offense based on consultation with the investigating MCIO
 - ⇒ Location of the alleged offender
- When CO approves ET:
 - ⇒ **DO NOT** contact Manpower Management.
 - ⇒ Assign personnel within the command whenever possible to assist with any out-processing requirements.
 - ⇒ Ensure Service member receives detaching evaluation, fitness report, or other evaluation IAW Service policy.
 - ⇒ Advise of the requirement of an intake meeting with the gaining commander if the Marine seeks continued advocacy, legal, or healthcare services at the new location.
 - ⇒ Advise of the requirement of an intake meeting with the new SARC to determine if the victim wants to continue advocacy services.
 - ⇒ Sign NAVMC Form 1752/3 and send back to the SARC.
 - ⇒ SARC will forward approved request to HQMC SAPR personnel.
 - ⇒ HQMC SAPR will liaise with Manpower Management.

Expedited Transfers

UNRESTRICTED REPORTS ONLY

When CO does not approve ET:

- Indicate decision and justification on NAVMC 1752/3.
- Marine can request in writing a review by the first GO in the chain of command.
 - The GO must either approve or disapprove within five calendar days.
 - ⇒ The SARC forwards the ET package to HQMC SAPR.

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, to select the restricted or unrestricted reporting option, and The SAPR VA will then sign/date. *Please note: the victim can decline completion of DD Form 2910 or 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" 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", "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.

☐ 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 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, 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. VA services are optional. A victim's preference to participate, or not participate, will be honored.

Marine Air Ground Task Force Training Command
Marine Corps Air Ground Combat Center
SAPR Personnel – Contingency Plan

The following outlines the MAGTFTC, MCAGCC contingency plan to ensure continuous day-to-day operations under the Sexual Assault Prevention & Response program. Gaps in coverage may be due to a plethora of reasons from unavailability due to TAD, extended leave, or gap billets or due to a suspension/revocation of the SAPR personnel's D-SAACP certification.

1. Regional SARC:

- a. If the Regional Sexual Assault Response Coordinator (SARC) D-SAACP certification has been suspended and/or revoked, HQMC SAPR will be notified within 24 hours of Training and Education Command (TECOM) SARC receiving knowledge of an incident leading to the suspension/revocation. TECOM SARC will follow the NAVMC 1752.5 guidance and process for suspension/revocation.
 - i. Victim care. If the Regional SARC is unable to perform their duties due to a suspension or revocation, Installation SARC will support victim care and ensure the continuity and quality of care for all victims under the MAGTFTC, MCAGCC AOR (HQBn, MCLOG, MCTOG, MAWTS-1, MCMWTC). EWTGLANT and EWTGPAC are fully commanded and overseen by the USN and USN SAPR.
 - ii. Case Management. Installation SARC already has access to all location codes within DSAID and will ensure all cases shall be entered into DSAID.
 - iii. Administrative Duties outside victim care. Installation SARC will coordinate with TECOM SARC and Headquarters Marine Corps (HQMC) SAPR to ensure all appropriate coverage is provided for administrative duties that fall outside of victim support and case management. The building and office room keys will be turned in to either Installation SARC or Marine and Family Programs Division Director.
- b. If the Regional SARC is unavailable due to sick/annual leave or extended leave, the Regional SARC will provide notice to TECOM SARC and Installation SARC as soon as possible.
 - i. Victim care. Regional SARC will provide all information prior to leave, if possible, to ensure the continuity and quality of care for all victims under the MAGTFTC, MCAGCC AOR. Installation SARC will provide coverage.
 - ii. Case Management. Installation SARC will ensure all cases in Defense Sexual Assault Incident Database (DSAID) are updated and provide SARC coverage for both Monthly and Quarterly Case Management Group (CMG) meetings.
 - iii. Administrative Duties outside victim care. Regional SARC will coordinate all administrative duties outside of victim care be completed prior to leave if possible. If administrative duties are not able to be completed prior, Installation SARC will coordinate with TECOM SARC to provide all information needed to complete. The building and office room keys will be turned in to either Installation SARC or Marine and Family Programs Division Director.

Marine Air Ground Task Force Training Command
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SAPR Personnel – Contingency Plan

- c. If the Regional SARC billet is gapped, TECOM SARC shall be notified of the contingency plan via email.
 - i. Victim care. Installation SARC will support victim care and ensure the continuity and quality of care for all victims under the MAGTF, MCAGCC AOR.
 - ii. Case Management. Installation SARC already has access to all location codes within DSAID and will ensure all cases shall be entered into DSAID.
 - iii. Administrative Duties outside victim care. Installation SARC will coordinate with TECOM SARC and HQMC SAPR to ensure all appropriate coverage is provided for administrative duties that fall outside of victim support and case management.
2. Installation SARC:
 - a. If the Installation Sexual Assault Response Coordinator (SARC) D-SAACP certification has been suspended and/or revoked HQMC SAPR will be notified within 24 hours of Training and Education Command (TECOM) SARC receiving knowledge of an incident leading to the suspension/revocation. TECOM HQ SARC will follow the NAVMC 1752.5 guidance and process for suspension/revocations.
 - i. Victim care. If the Installation SARC is unable to perform their duties due to a suspension or revocation, Regional SARC will support victim care and ensure the continuity and quality of care for all victims under the MAGTF, MCAGCC AOR.
 - ii. Case Management. Regional SARC already has access to all location codes within DSAID and will ensure all cases shall be entered into DSAID.
 - iii. Administrative Duties outside victim care. Regional SARC will coordinate with TECOM SARC and HQMC SAPR to ensure all appropriate coverage is provided for administrative duties that fall outside of victim support and case management. The building and office room keys will be turned in to either Regional SARC or Marine and Family Programs Division Director.
 - b. If the Installation SARC is unavailable due to sick / annual leave or extended leave, the Installation SARC will provide advance notice to the TECOM SARC and Regional SARC as soon as possible.
 - i. Victim care. Installation SARC will provide all information prior to leave, if possible, to ensure the continuity and quality of care for all victims under the MAGTF, MCAGCC AOR. Regional SARC will provide coverage.
 - ii. Case Management. Installation SARC will ensure all cases in Defense Sexual Assault Incident Database (DSAID) are updated and Regional SARC will provide coverage for both Monthly and Quarterly Case Management Group (CMG) meetings.
 - iii. Administrative Duties outside victim care. Installation SARC will coordinate all administrative duties outside of victim care be completed prior to leave if possible. If administrative duties are not able to be completed prior, Regional SARC will coordinate with TECOM SARC to provide all information needed to complete. The building and office room keys will be turned in to either Regional SARC or Marine and Family Programs Division Director.

**Marine Air Ground Task Force Training Command
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SAPR Personnel – Contingency Plan**

- c. If the Installation SARC billet is gapped, TECOM SARC shall be notified of the contingency plan via email.
 - i. Victim care. Regional SARC will support victim care and ensure the continuity and quality of care for all victims under the MAGTFCTC, MCAGCC AOR.
 - ii. Case Management. Regional SARC already has access to all location codes within DSAID and will ensure all cases shall be entered into DSAID.
 - iii. Administrative Duties outside victim care. Regional SARC will coordinate with TECOM SARC and HQMC SAPR to ensure all appropriate coverage is provided for administrative duties that fall outside of victim support and case management.
- 3. SAPR Victim Advocates (VA)
 - a. If a current SAPR VA does not have the intention to renew their D-SAACP certification the SAPR VA must notify Installation SARC within 90 days of expiring and provide a warm hand-off to all cases.
 - i. Installation SARC with help of Command will identify another SAPR VA to support the victim or assume the duties of the SAPR VA.
 - b. If the SAPR VA's D-SAACP certification has been suspended and/or revoked HQMC SAPR will be notified within 24 hours by the Regional SARC or Installation SARC receiving knowledge of an incident leading to the suspension/revocation. Regional SARC or Installation SARC will follow the NAVMC 1752.5C guidance and process for suspension/revocations. Installation SARC will identify another SAPR VA to support the victim or assume the duties of the SAPR VA. The building and office room keys will be turned in to either Regional SARC or Marine and Family Programs Division Director.
 - c. If the civilian SAPR VA is unavailable due to sick/annual leave or extended leave, the civilian SAPR VA will provide advance notice to the Regional SARC as soon as possible.
 - i. Victim care. Civilian SAPR VA will provide all information prior to leave, if possible, to ensure the continuity and quality of care for all victims under the MAGTFCTC, MCAGCC AOR. Another civilian SAPR VA or Installation SARC will provide coverage.
 - ii. Administrative Duties outside victim care. Civilian SAPR VA will coordinate with Regional SARC and Installation SARC to ensure all appropriate coverage is provided for administrative duties that fall outside of victim support and case management. The building and office room keys will be turned in to either Regional SARC, Installation SARC, or Marine and Family Programs Division Director.



DEPARTMENT OF DEFENSE SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE



Catch a Serial Offender (CATCH) Program

About CATCH

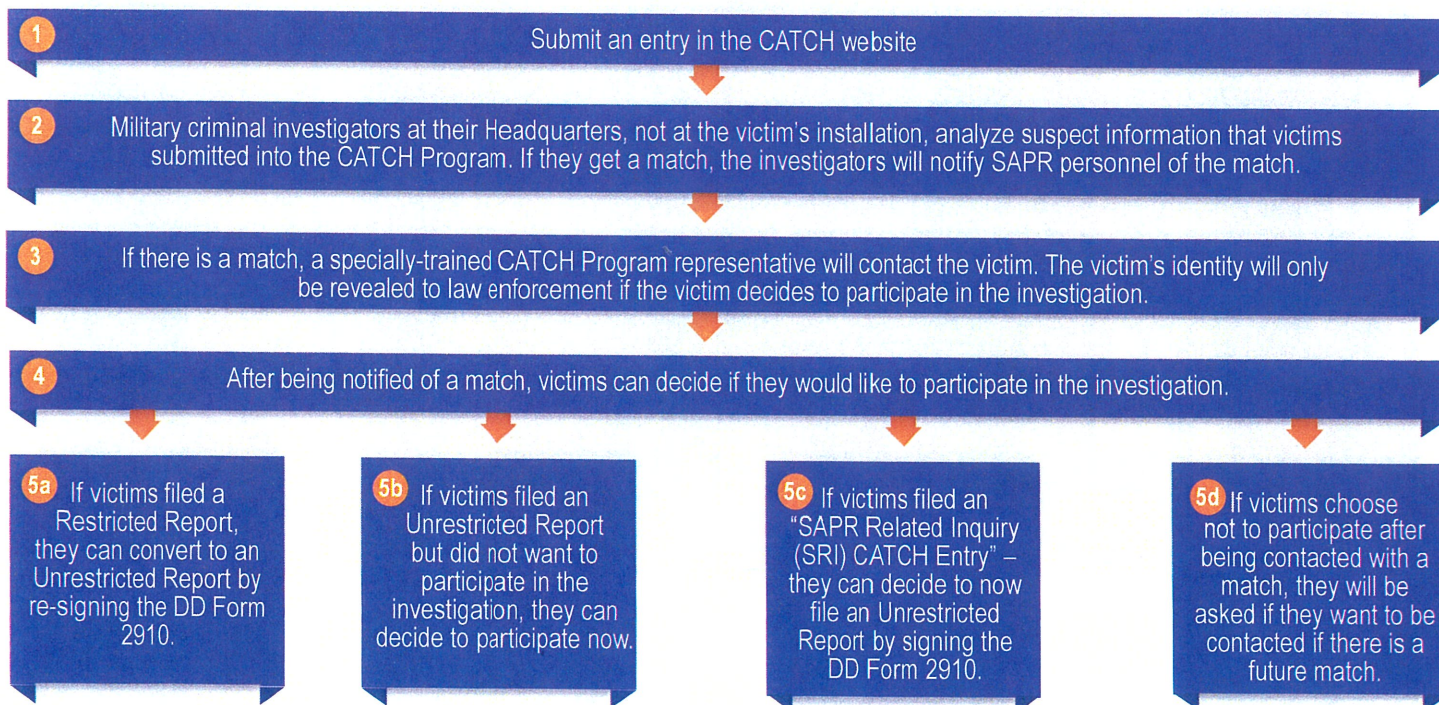
The CATCH program allows victims of sexual assault the opportunity to anonymously submit suspect information to military criminal investigators to help the DoD identify alleged serial offenders. To make a CATCH entry, victims of sexual assault can contact a Sexual Assault Response Coordinator (SARC) or Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA).

You may participate in the CATCH program if:

- You made a **Restricted Report** to a SARC or SAPR VA, or
- You made an **Unrestricted Report**, but the name of the suspect is not yet known to law enforcement, or
- You have decided not to make a report to military law enforcement, a SARC, or a SAPR VA at this time

Participation in the CATCH program is anonymous and voluntary. Participants may decline to participate at any point in the process, even after being notified that there was a potential match. The DoD will take any information provided by someone making an entry; however, the top five most helpful pieces of information are: suspect's name, suspect's phone number, suspect's social media username(s) and platforms, suspect's rank, and date and location of the offense.

The CATCH Program Process



Important Reminders

CATCH data is not assessed for matches by an algorithm. The entries have to be assessed by agents at CATCH MCIO Headquarters. A match will not happen immediately.

Participation in the CATCH program is voluntary. Victims of sexual assault may choose to decline participation at any time in the process.

Eligible persons are: 1) current Service members and their adult dependents, to include those assigned to the Military Service Academies and the Reservists and National Guard; 2) former Service members; 3) former Service members' adult dependents where the suspect is a Service member; and, 4) DoD civilian employees where the suspect or victim is a Service member.

More information about the CATCH program can be found at www.sapr.mil/catch.

For more information, please visit sapr.mil.

For confidential victim assistance, call or visit the DoD Safe Helpline at 877-995-5247 or safehelpline.org. Enclosure (10)

SAPR Resources and Links

Policies

- DoDD 6495.01, Sexual Assault Prevention and Response Program
- DoDI 6495.02, Vol 1, Sexual Assault Prevention and Response Program Procedures
- DoDI 6495.02, Vol 2, Sexual Assault Prevention and Response Education and Training
- DoDI 6495.02, Vol 3, Sexual Assault Prevention and Response Retaliation Response for Adult Sexual Assault Cases
- DoDI 6495.03, Defense Sexual Assault Advocate Certification Program (D-SAACP)
- MCO 1752.5C, Sexual Assault Prevention and Response Program
- NAVMC 1752.5, Sexual Assault Prevention And Response Procedures

HQMC SAPR SharePoint Resource Page

- Includes links to the SAPR 8-Day Incident Report portal, FAQs, and other resources
- https://usmc.sharepoint-mil.us/sites/DCMRA_family_mfc_sapr/SitePages/default.aspx

HQMC SAPR Email Contact Address

- SMB.Manpower.SAPR@usmc.mil

Inspector General of the Marine Corps (IGMC) Inspections Division Resources

- Includes links to the updated Functional Area Checklists (including SAPR), key findings, and best practices
- <https://www.hqmc.marines.mil/igmc/Units/Inspections-Division/>

Sexual Assault Resources

- Department of Defense (DoD) SAPR: www.sapr.mil
- Commander's Checklist: https://www.sapr.mil/sites/default/files//public/docs/policy/toolkit/Commanders_Checklist.pdf
- USMC Prevention: <https://usmc-mccs.org/prevention/>
- Installation 24/7 Sexual Assault Support Line: _____
- DoD Safe Helpline: 1-877-995-5247 and <https://safehelpline.org>
- Rape, Abuse & Incest National Network (RAINN): www.rainn.org
- National Organization for Victims Assistance (NOVA): www.trynova.org

Resources for Males who Report a Sexual Assault

- 1 in 6: <https://1in6.org>
- Hope for Healing: www.hopeforhealing.org/male.html
- Male Survivor: www.malesurvivor.org

SARC Dashboard

All SARCs have access to a PDF file displaying Total Force data on the SARC Workspace. Lead SARCs cannot share or distribute the SARC Dashboard file, however the information on the SARC Dashboard may be used to brief the appropriate command team, and also to collaborate with the Prevention Workforce. The SARC Dashboard is an interactive tool that provides Defense Sexual Assault Incident Database (DSAID) data restricted by AOR. The SARC Dashboard is refreshed monthly and displays charts and graphs for multiple years of report data. Access to this interactive tool is provided to some Lead SARCs (depending on the size of their AOR) after they have been granted their SARC permissions. The SARC Dashboards are not to be used to answer FOIA requests or media inquiries for data. These should be referred to the appropriate HQMC office for staffing. For questions that cannot be answered by the SARC Dashboard, Lead SARCs may submit a data request to the Data Surveillance DSAID program managers.

Local Resource List

Installation 24/7 Sexual Assault Support Line: 760-799-0273

Position/Office	Point of Contact	Office Location	Phone Number(s)
Regional Sexual Assault Response Coordinator (SARC)	Ms. Mary Shook mary.shook@usmc.mil	Bldg. 1417N Fourth Street, Rm 36	760-830-4997 760-401-2301
Installation Sexual Assault Response Coordinator (SARC)	Ms. Alexis Clawson alexis.clawson@usmc.mil	Bldg. 1417N Fourth Street Rm 36A	760-830-7332 760-401-5182
Family Advocacy Program (FAP)	Mr. Allen Sackett allen.sackett@usmc.mil	Bldg. 1438N Fourth Street	760-830-6345
Community Counseling Program (CCP)	Mr. Roy Billings roy.billings@usmc.mil	Bldg. 1438S Fourth Street	760-830-7277
Substance Assessment Counseling Program (SACP)	Mr. Mike Baron mike.baron@usmc.mil	Bldg. 1437S Fourth Street	760-830-6376/7501
Military Treatment Facility (MTF)	Robert E. Bush Medical Center Naval Hospital	Bldg. 1145 Sturgis Street	760-830-2190 (Quarterdeck) 760-830-2772 (ER)
Mental Health Outpatient Clinic	Adult Medical Care Clinic (AMCC)	Bldg. 1546 Sixth Street	760-830-2724
Provost Marshal Office (PMO)	Desk Sergeant	Bldg. 1408 Fourth Street	760-830-6800/6810
Military Criminal Investigative Organization (MCIO)	NCIS	Bldg. 1031 Del Valle	760-830-6275
Victims' Legal Counsel (VLC)	VLC Paralegal	Bldg. 1417N Fourth Street	760-830-5162
Chaplain	MAGTFTC, MCAGCC Duty Chaplain	Bldg. 1447N Sturgis Street	760-861-4739
Local Civilian Rape Crisis Center	Partners Against Violence	58945 Business Center Drive, Yucca Valley, CA	909-885-8884 (24-hr Crisis Hotline)