



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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COMBAT CENTER ORDER 1752.1A

From: Commanding General
To: Distribution List

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

Ref: (a) MCO 1752.5C
(b) DoDI 6495.02
(c) TECOMO 1752.1
(d) MCO 3504.2A
(e) OPNAVINST 1752.1C
(f) Military Rules of Evidence 514
(g) U.S. Navy Regulations 1990, Chapter 11, Article 1137
(h) Inspector General Checklist 1752 Sexual Assault Prevention
(i) DoD Directive 6495.01

Encl: (1) Installation Sexual Assault Response Coordinator Responsibilities
(2) Victim Advocate Responsibilities
(3) Healthcare Personnel and Chaplain Responsibilities

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, Service Members, their families, and civilians aboard the Combat Center to strive eliminating sexual assault and assist those affected by sexual assault.

2. Cancellation. CCO 1752.1

3. Mission. The mission of the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) is to foster an environment where sexual assault is not tolerated, ensure the guidance on responding to and reporting sexual assault is clearly understood, and that offenders are held accountable.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) All Service Members, their families, and civilians 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.

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(b) The guidance in this Order and in the references will be understood and utilized by all personnel to identify, report, and address the issue of sexual assault.

(c) Commanders shall utilize the services of the Installation Sexual Assault Response Coordinator (SARC) as a Subject Matter Expert, trainer, and program coordinator, in conjunction with subordinate command SARCs. Alternate Installation SARCs can be appointed as necessary, but must meet all training and certification criteria. The responsibilities of the Installation SARC are described in enclosure (1).

(d) The command will immediately and correctly follow the guidelines established in the references in responding 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. The information and circumstances of the allegations will be disclosed on a need-to-know basis only.

(2) Concept of Operations

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

(b) Consent is defined as 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 sleeping, unconscious, or incompetent person cannot consent.

(c) Victims of sexual assault will be treated with sensitivity, dignity, and respect. 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 paramount at all times.

(d) Victims will receive appropriate healthcare (medical, emotional, psychological, and social) services unless he/she refuses care.

(e) All victims of sexual assault have two methods of reporting the assault: Restricted Reporting and Unrestricted Reporting. Regardless of the method used, all sexual assault victims will have access to a SAPR civilian victim advocate (VA) or uniformed victim advocate (UVA) and will be provided care, counseling, and advocacy under the guidance of the SARC. VA and UVA responsibilities are described in enclosure (2).

1. Restricted Reporting affords members of the command the option to disclose that they are the victim of a sexual assault to specified individuals (SARC, SAPR VA/UVA, 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 to only disclose sexual assault to specified individuals to avoid third party reporting. If a victim discloses a sexual assault to a Marine in his or her direct chain of command, that Marine is required to report it. Restricted Reports may only be made by the victims themselves.

2. Unrestricted Reporting involves disclosure of only "need to know" information about the sexual assault to the Commanding Officer (CO), supporting SAPR VA/UVA, and law enforcement personnel to enable an open and formal investigation. Personnel are encouraged to make an Unrestricted Report of sexual assault to achieve the objectives and goals of references (a) and (b), respectively.

3. 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, SAPR VA/UVA, chaplain, healthcare provider (medical or mental health) related to their sexual assault. The Chaplain Corps operates under the clergy-penitent privilege. All involved parties must maintain the integrity of the confidentiality policy, except in those instances described in reference (a).

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

(f) All Service Members are required to immediately report any incident of sexual assault that comes under their observation to their chain of command or law enforcement. Exceptions to this are SARCs, SAPR VAs/UVAs, mental health providers, VLCs, healthcare personnel, and members of the Chaplain Corps. Enclosure (3) describes the responsibilities of healthcare and chaplain personnel.

(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 MAGTF/TC, MCAGCC Service Member or military dependent 18 years and older, or when a civilian alleges to be a victim of a Service Member.

(h) 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 eligible military members and non-military members who are victims of sexual assault gain access to the medical, legal, and emotional support resources needed.

(i) When a sexual assault occurs as a result 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/UVA 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.

(j) Victims may decline to participate in the SAPR program and in a Military Criminal Investigative Office (MCIO) investigation at any time.

b. Subordinate Element Missions

(1) COs

(a) Maintain a 24-hour, 7 day per week sexual assault response capability for all locations, including deployed environments and remote locations.

1. Prior to each deployment or exercise, commanders will coordinate efforts and resources to direct optimal and safe administration, and financial and logistical support, for each Unrestricted and Restricted Report of sexual assault and provide the appropriate protection, medical care, counseling, and advocacy.

2. For all deployments and exercises, commanders will establish a direct plan of action to address all emergency care contingencies related to the deployment or exercise through a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or equivalent support agreement, to support all Service Members and SAPR-eligible victims, regardless of the branch of service.

(b) Develop, publish, implement, and execute an effective command-specific standard operating procedure (SOP). The SOP shall include a 24-hour, seven days per week response plan for all locations, to include deployed environments (if applicable) and remote locations.

(c) Publish a command policy statement within 90 days of assuming command regarding sexual assault awareness and prevention that supports SAPR program objectives, per reference (a).

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

(e) All O6-level commanders not stationed aboard MAGTF/TC, MCAGCC or O6-level commanders with geographically dispersed subordinate units shall appoint a collateral duty SARC.

1. Collateral duty SARC appointments and all training and certification criteria shall be in accordance with reference (a).

2. Commanders shall appoint SAPR VAs and establish a SAPR SOP identifying victim response procedures, appropriate local resources, and training requirements.

3. When located on or near a sister Service installation, establish an MOU or MOA for SAPR services.

(f) Receive the SAPR Command Resource Brief within 30 days of assuming command.

(g) Utilize the "Commander's 30-Day Checklist for Unrestricted Reports" to facilitate an appropriate response for a sexual assault within the command.

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

(i) Chair the High Risk Response Team (HRRT) for any victim assessed to be in a high-risk situation. The SARC will assist in coordinating meeting and location with the below personnel. HRRT members shall not delegate their responsibilities. At a minimum, the following individuals shall be included:

1. Alleged offender's immediate commander.
2. Victim's SARC and SAPR VA.
3. MCIO.
4. Staff Judge Advocate (SJA).
5. Assigned Victim Witness Assistance Program/VLC.
6. Victim's healthcare provider or mental health and counseling services provider.
7. Personnel who conducted the safety assessment.

(j) Appoint at least two SAPR UVAs at each command. Ensure Installation/Command SARCs prepare and verify UVA appointment letters based on the most current template located on the SAPR workspace and route for signature utilizing the administrative protocol for their command. The Installation/Command SARC will maintain signed appointment letters in both electronic and hard copy format.

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

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

(m) Consult references (a) and (b) to determine how best to manage the disposition of any victim collateral misconduct.

(n) Ensure that when the Command Duty Officer (CDO) becomes aware of or is informed of a sexual assault on a Service Member, the CDO notifies a SAPR VA immediately. The CDO shall pass all information gathered on the matter to the SAPR VA/SARC, including the location and physical condition of the victim.

(o) Ensure that the CDO does not discuss details of a sexual assault with anyone except the CO, the SAPR VA/UVA/SARC, or law enforcement.

(p) Ensure that the CDO does not enter PII or any other identifying information about the victim in the duty logbook.

(q) In coordination with the SJA, establish procedures as to how and when to inform an alleged offender within the command of a sexual assault allegation about the investigative and legal processes that may be involved in an unrestricted case of sexual assault.

(2) Installation SARC. In support of the SAPR program, execute all responsibilities described in enclosure (1).

(3) VA's and UVA's. In support of the SAPR program, execute all responsibilities described in enclosure (2).

(4) Religious Ministries. In support of the SAPR program, execute all Chaplain responsibilities described in enclosure (3).

(5) Healthcare Personnel. In support of the SAPR program, execute all Healthcare Personnel responsibilities described in enclosure (3).

c. Coordinating Instructions

(1) Reporting Requirements

(a) All COs will immediately report all Unrestricted Reports and allegations of sexual assault to NCIS or the supporting MCIO, per reference (a).

1. An Operations Event/Incident Report (OPREP-3) Serious Incident Report (SIR) will be submitted for all Unrestricted Reports and allegations of sexual assault, to include prior-to-service incidents and incidents involving civilian victims, in accordance with references (a), and (d), respectively.

2. A sexual assault 8-Day Incident Report and Overview will be completed and serve as the commander's checklist for all initial requirements that must be completed within the first eight calendar days following an Unrestricted Report of sexual assault. The CO's responsibility is non-delegable.

3. If serving as the SA-IDA, the commander will determine the disposition of the incident after the formal criminal investigation is completed and in consultation with SJA. Per reference (a), SA-IDAs shall report disposition information to the SARC, NCIS, and Judge Advocate Division using the United States Marine Corps Sexual Assault Disposition Report.

(b) The CO will submit an OPREP-3/SIR report when there is an allegation of a sexual assault reported to the command, per references (a), and (d), respectively. For all allegations of a sexual assault reported to the command that will generate media interest, the S-1 will immediately notify the Unit Public Affairs Officer to establish proper protocols in dealing with the media.

(c) The command's Legal Officer will consult with the SJA per reference (a) to advise the CO on when and how to best dispose of a victim's

(if the victim is a member of the command) collateral misconduct, if any. The Legal Officer will also brief the CO on trial timeliness and/or applicable statutes of limitations.

(d) Service Members who observe a sexual assault are mandated reporters and therefore must immediately report the incident to the Provost Marshal Office/law enforcement and their chain of command.

(e) Any person who is a victim of sexual assault must be treated fairly, with dignity, sensitivity, and without prejudice. The victim must be treated in a manner that does not usurp control from them, but enables them to determine their needs and how to meet them. Victims must not be identified to any news media, social network, or in a manner inconsistent with reference (a).

(f) Details of an unrestricted report must remain confidential and shared only between the CO, SARC, SAPR VA/UVA, SJA, or law enforcement. Discussions outside of these individuals is prohibited.

(2) SAPR Program applicability:

(a) All active duty and reserve component service members.

1. Service Members who were victims of sexual assault prior to enlistment or commissioning or while not performing active service are eligible to receive full SAPR services and either reporting option. Support shall be provided to active duty and reserve Service Members regardless of when or where the sexual assault occurred.

2. In accordance with reference (a) and (b) prior-to-military service victimization includes adult sexual assault (including stranger sexual assault and intimate partner sexual assault, if the victim is no longer in the same intimate relationship) and sexual assault that was perpetrated on the Service Member while he or she was still under the age of 18 years old.

(b) Military dependents 18 years of age or older who are eligible for treatment in the military healthcare system, at installations in the continental United States and outside of the continental United States (OCONUS), and who were victims of sexual assault perpetrated by someone other than a spouse or intimate partner.

(c) Victims of domestic violence involving sexual assault are provided full services from the FAP. This includes sexual assault by a spouse or intimate partner and sexual assault on military dependents under the age of 18. Military dependents who are over the age of 18 and incapable of self-care, are also eligible for FAP services.

(d) Non-SAPR-eligible persons can be offered limited SAPR services from a SARC and SAPR VA while awaiting a warm handoff. In addition, limited medical and SAPR services shall be provided to:

1. DoD civilian employees and their family dependents 18 years of age and older when they are stationed or performing duties OCONUS and eligible for treatment in the military healthcare system at military installations or facilities OCONUS. Refer to references (a) and (b) for

reporting options available to DoD civilians and their family dependents who are 18 years of age or older.

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

(3) The Installation SARC will be appointed by the Commanding General (CG), in writing, and will be a full-time civilian employee, Non Appropriated Fund pay band 4 or above, utilizing the appropriate standardized position description provided by Headquarters Marine Corps SAPR.

(4) The CG or his designee will evaluate the Installation SARC's performance of SAPR procedures and program implementation.

(5) On-call coverage of the Installation 24/7 Sexual Assault Support Line will be properly maintained by certified and appointed SARCs and SAPR VAs. The 24/7 Sexual Assault Support Line will provide immediate victim support, a callback response within 15 minutes, and a 2-hour in-person response time from the time of the initial phone call.

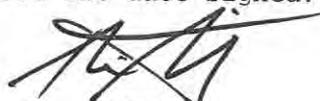
(6) The CG, or, at the CG's discretion, the Chief of Staff will chair the monthly CMG.

5. Administration and Logistics

- a. This Order will be posted to all command information boards.
- b. All forms referred to in this Order may be obtained from the SARC.
- c. The SAPR workspace program is available to credentialed SAPR personnel and can be found at www.thegearlocker.org.
- d. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/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/TC, MCAGCC.
- b. Signal. This Order is effective the date signed.


R. MARTINEZ
Chief of Staff

DISTRIBUTION: A

INSTALLATION SEXUAL ASSAULT RESPONSE COORDINATOR RESPONSIBILITIES

1. Co-chair the CMG, with the Installation Commander, and chair the Sexual Assault Response Team, per reference (a). Maintain meeting minutes and agendas and provide regular updates to the Installation Commander on the status of all unrestricted sexual assault cases. Hold CMG meetings at the MAGTF/TC, MCAGCC Commanding General's Conference Room and send location changes via encrypted email, if applicable.
2. Coordinate with the Government and External Affairs (GEA) Directorate to ensure the command's SAPR webpage is current and support information is accurate, to include display of the command 24/7 Support Line and the DoD Safe Helpline Line. Also coordinate with GEA to ensure a dedicated cell phone is established for the purposes of maintaining a 24/7 response Support Line.
3. Safeguard all confidential information pertaining to victims. Send all emails that contain PII encrypted, and do not authorize any staff member to retain, print, copy, or disseminate information, messages, or correspondence revealing the victim's PII.
4. Ensure posting of the command's SAPR policy letter throughout the common areas.
5. Post SARC photographs/posters in all unit common areas, such as company/section read boards, male and female bathrooms, along with contact information, reporting options, and exceptions to confidentiality. Maintain a list of where all posters are located for quality assurance.
6. Maintain monthly liaison with the local military treatment facilities (MTFs), ensuring they are using the established 24/7 Support Line.
7. Within 24 hours, or as soon as practical, of a filed report of sexual assault, obtain initial victim information from the SAPR VA via phone, in person, or encrypted email for input in the Defense Sexual Assault Incident Database (DSAID).
8. If the Installation receives a Restricted or Unrestricted Report of sexual assault of a service member and is not the primary SARC for the unit/command that the service member is assigned to, the command SARC shall be notified prior to any other notifications being made.
9. Ensure all duty personnel have the SAPR VA/UVA and SARC's point-of-contact information in the event a sexual assault victim needs assistance. If a UVA is on duty watch stander status, he or she will be considered a mandated reporter first and is required to contact a duty UVA or the 24/7 SAPR Support line with all SAPR-related inquiries. Ensure required information postings are in the Duty binder under "Duty SAPR SOP." Provide all new joins with the SAPR VA/SARC contact information at the New Join brief along with the unit's pamphlets and resources on how to report a sexual assault. Include the SAPR VA/SARC on the command's check-in/out sheet.
10. In collaboration with the SAPR VA/UVA, track case support services provided to a sexual assault victim from initial report through disposition and resolution. Track/report sexual assault numbers. Track the dispositions of all military sexual assault cases in Monthly/Quarterly/Annual Reports. Explain the expedited transfer process to the victim. Explain the purpose of

the VLC as it relates to legal services for sexual assault victims. Coordinate with the FAP when a sexual assault occurs because of intimate partner violence or abuse or involves child abuse or neglect.

11. Service members who file an Unrestricted Report of sexual assault shall be informed by the SARC, SAPR VA, or the Service member's commanding officer (CO), or civilian supervisor equivalent (if applicable), at the time of making the report, or as soon as practicable, of the Expedited Transfer option. Service members may request a temporary or permanent Expedited Transfer from their assigned command or installation, or to a different location within their assigned command or installation in accordance with DoDI 6495.02. Service members shall initiate the transfer request and submit the request to their COs. The CO shall document the date and time the request is received and will approve or disapprove each request within 72 hours of receipt.

(1) A presumption shall be established in favor of transferring a Service member (who initiated the transfer request) following a credible report (see Glossary) of sexual assault. The DoDI 6495.02, March 28, 2013 Change 3, 05/24/2017 ENCLOSURE 5 52 CO, or the appropriate approving authority, shall make a credible report determination at the time the expedited request is made after considering the advice of the supporting judge advocate, or other legal advisor concerned, and the available evidence based on an MCIO's investigation's information (if available).

(2) If the Expedited Transfer is disapproved because there was no credible report, the grounds on which it was disapproved must be documented. A commander can always transfer a victim on other grounds, e.g., on humanitarian grounds, through a process outside of the Expedited Transfer process.

12. Ensure the Line of Duty (LOD) determination for Reservists is processed through the unit's Limited Duty Coordinator (Unrestricted Report) or through Wounded Warrior Regiment, Reserve Medical (Restricted Report).

13. Assist the Commander in meeting SAPR training requirements by creating a fiscal year training plan in collaboration with S-3 for all Marines/Sailors, SAPR UVAs, and first responders.

a. Training plans shall include all SAPR annual training requirements for Marines/Sailors, to include Take-A-Stand, Step-Up, and other customized trainings as directed by HQMC SAPR, pre- and post-deployment training, as required. Maintain and track all training rosters and ensure entry in Marine Corps Training Information Management System (MCTIMS).

b. Support SAPR VAs in completing annual continuing education requirements. Monitor and track progress on a quarterly basis.

14. Supervise the SAPR VAs/UVAs during the performance of advocacy duties. Assign SAPR VA cases and provide oversight of all sexual assault cases, ensuring SAPR VAs are providing appropriate referrals and care.

15. Ensure SAPR VAs complete a Victim Reporting Preference Statement (VRPS) 2910 and a DSAID Form 2965 for all sexual assault cases, and provide it to the SARC within 24 hours or as soon as practical of a sexual assault in person or via encrypted email. Enter data in DSAID within 48 hours of victim

response. If the victim is a Reservist, send information to Marine Forces Reserve via encrypted email for DSAID data entry.

16. Ensure local resources are maintained and updated quarterly or as soon as updated information becomes available; obtain an updated list of MAGTFTC, MCAGCC and Morongo Basin resources from SAPR. Maintain copies of appointment letters, to include credentialing for all assigned SAPR VAs/UVAs and SARCs; maintain documents in the command turnover binder.

17. Establish and maintain an appropriate MOU between MAGTFTC, MCAGCC and off-base non-military authorities (e.g., Staff Judge Advocate (SJA), NCIS, and San Bernardino County Sheriff's Department) for all incidents of sexual assault involving military personnel to identify protocol and utilization of SAPR services for MAGTFTC, MCAGCC.

18. Meet all units' SAPR administrative requirements as described in the references. Conduct a Command Team SAPR Resource brief to commanders within 30 days of assuming command. If there is an allegation of a sexual assault, follow procedures per the references and the Commander's Checklist for Unrestricted Reports. Obtain the checklist from the SARC.

19. In areas where the SAPR VA is not co-located with the SARC, when authorized by the commander and with support of the SJA, establish a MOU between military and civilian agencies. In instances where the victim is not a Marine, respond to the scene and do a warm handoff to the appropriate service. When located on a sister service installation, coordinate with the installation services.

20. Review and the maintain SAPR SOP annually to ensure it is aligned with established policies. Develop, maintain, and reconcile the budget for events (e.g. Sexual Assault Awareness and Prevention Month and implement prevention and response campaigns as requested by HQMC SAPR.

21. Ensure the VA/UVA provides the signed original of the VRPS for all applicable cases to the Installation SARC within 10 business days.

a. For units aboard the installation, the VRPS shall be forwarded to the Installation SARC.

b. Forward the VRPS of all cases that involve victims who are currently stationed at the installation, for tenant commands, to the Installation SARC.

22. Maintain DoD Sexual Assault Advocate Certification Program certification documents, training certificates, appointment letters, and continuing education hours for SAPR VAs within their area of responsibility. Establish a program for tracking certifications and provide notification to professionals prior to expiration of the required certificates.

23. Establish written protocols for resources regarding victim care and support, to include; sister-service facilities, off-base entities, and other non-military agencies.

24. Form professional liaisons and propose an MOU, in consultation with the applicable SJA, with community support services, to include civilian sexual assault service providers, emergency shelters, hospitals, legal assistance, and other military and civilian services as appropriate.

VICTIM ADVOCATE RESPONSIBILITIES

These responsibilities apply to Victim and Unit Victim Advocates.

1. Ensure that accurate up-to-date information about victim support services, point of contact (POC) for local resources (e.g. where the Sexual Assault Forensics Exam (SAFE) is performed, Military One Source, Marine and Family Programs, NCIS, DoD Safe Support Line, MTFs, local crisis centers, VWAP representatives, Chaplain, and VLC) are made available to provide appropriate referrals to victims of sexual assault. Obtain copies of these resources from SAPR.
2. Post a photograph of the unit UVAs in the unit's common areas, such as company/section read boards, male and female bathrooms within MAGTFTC, MCAGCC, along with contact information, reporting options, and exceptions to confidentiality. Provide the SARC with a list of where all posters are located. Conduct and document a quarterly quality assurance check of all poster locations.
3. Notify the SARC via phone or encrypted email immediately of all sexual assault pertaining to command personnel who filed a sexual assault report. Initial contact information for DSAID and results of the Safety Assessment Tool shall be provided via encrypted email or in person within 24 hours and every 30 days thereafter or as soon as practical of a filed sexual assault. Obtain Safety Assessment Tools from SAPR. Coordinate local resources, such as NCIS; local hospitals, where SAFE is performed; and counseling services, if applicable. Notify the SARC immediately via phone or encrypted email of all expedited transfer requests.
4. Provide training and education for all Marines and Sailors within the command, active and reserve in accordance with reference (a). Training includes SAPR annual, pre/post deployment, Take-A-Stand (Noncommissioned Officers), Step-Up (Junior Marines), and other trainings as directed by HQMC SAPR. Maintain a copy and provide a copy of the sign-in roster to S-3 for MCTIMS input. Track and post the correct code. Conduct New Join briefs and sign check in/out sheets.
5. In areas where the uniformed SAPR VA is not co-located with the SARC, when authorized by command and with support of the SJA, establish an MOU between military and civilian agencies. In instances where the victim is not a Marine, respond to the scene and do a warm handoff to the appropriate service. When located on a sister service installation, coordinate with the installation services. Obtain a list of POCs from SAPR.
7. Maintain a copy of all required documentation and provide a copy to the supporting SARC for the Command SAPR turnover binder. Ensure completion of required continuing education to maintain credentialing status. Provide the SARC with copies of completed training certificates.
8. Attend the monthly CMG meeting and provide updated information to the victim. Notify the SARC via phone or face-to-face in cases of Permanent Change of Station or End of Active Service and coordinate a warm handoff with the SARC.
9. Victims of sexual assault may elect a restricted or an unrestricted report process. However, if an assault is reported to the command prior to

the victim electing a process, the restricted reporting is no longer an option. The SAPR VA/UVA shall write on any available space on the VRPS, 'Restricted Reporting not available'.

10. Should a Reservist report an incident of sexual assault, if elected, SAPR services are available to that victim. An LOD determination is required. The UVA or SARC in collaboration with command's Limited Duty Coordinator will support the Reservist through the LOD process. In the event that a restricted report is filed, the UVA is authorized to act as direct liaison and will ensure that the privacy of the request is maintained and that members within the command DO NOT have access to information regarding the request for medical benefits. Do not coordinate any parts of a Restricted Report LOD determination through the chain of command or Limited Duty Coordinator. The point of contact to send all restricted report LOD determinations is the Wounded Warrior Regiment, or Marine Forces Reserve crisis line.

HEALTHCARE PERSONNEL AND CHAPLAIN RESPONSIBILITIES

Healthcare Personnel

1. Ensure that all healthcare personnel are aware of the policies for providing services to military victims of sexual assault.
2. Notify the SARC by calling the 24/7 SAPR Support Line whenever a Marine or their family member 18 years of age and older presents and discloses a sexual assault.
3. Be prepared to provide support to the SAPR VAs and/or SARC with victims of sexual assault and the facilitation of the SAFE kit, which will be coordinated in collaboration with the Naval Hospital Twentynine Palms.
4. Provide routine care and follow-up for victims who request medical or mental health services and referrals related to the sexual assault.

Chaplain

1. Ensure that all military religious service personnel within MAGTF/TC, MCAGCC have completed SAPR training in accordance with the references.
2. Be prepared to provide spiritual support to victims within the command as needed. Inform victims of available SAPR services and refer them to the SARC/SAPR VA when appropriate.