



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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BnO 1752.1
SAPR

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BATTALION ORDER 1752.1

From: Commanding Officer
To: Distribution List

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE STANDARD OPERATING PROCEDURES

Ref: (a) DoDI 6495.02 W/Ch 2
(b) DoDD 6495.01 W/Ch 1
(c) SECNAVINST 1752.4B
(d) MCO 1752.5C
(e) MARADMIN 285/16
(f) CCO 1752.1A

Encl: (1) SAPR Victim Advocate Responsibilities
(2) HQBN SAPR Resources

1. Situation. The safety and well-being of the Marines and Sailors of Headquarters Battalion (HQBN) are fundamental to our mission. An attack as vile as sexual assault degrades mission readiness and is counter to our core values of honor, courage, and commitment. We must aggressively seek to prevent any such assault, respond promptly to all reported allegations, and ensure victims receive appropriate services and support. References (a) through (f) provide Department of Defense (DoD), Department of the Navy (DON), and local policy and procedural guidance regarding the Sexual Assault Prevention and Response (SAPR) Program. This order establishes SAPR policy and procedures for HQBN. Enclosure (1) provides SAPR Victim Advocate (VA) responsibilities. Enclosure (2) provides SAPR resources that are readily available to any victim of sexual assault.

2. Mission. Provide victim advocacy support across HQBN by training in awareness, prevention, and bystander intervention; taking appropriate action in response to allegations of sexual assaults; providing timely assistance and support to victims, including treating victims with sensitivity, dignity, and respect; and holding offenders accountable with due process in order to uphold the integrity of the SAPR program and ensure the safety of the victim.

3. Execution

a. Commander's Intent. The purpose of the HQBN SAPR program is to provide guidance, delineate responsibilities, and establish procedures and training guidelines for awareness, reporting, prevention, and response to a sexual assault. Sexual assault is a crime incompatible with our core values. Leaders shall create a culture of intolerance to this unacceptable behavior. Every Marine and Sailor must understand what constitutes sexual assault, the consequences of such behavior, and the appropriate actions to take in preventing or reporting incidents. Victim safety is paramount, and victims who choose to make a report shall be protected from coercion, ostracism, discrimination, maltreatment or reprisal.

b. Concept of Operations. This program will focus on prevention, awareness, training, and education while emphasizing support and services for sexual assault victims. All personnel are encouraged to make Unrestricted

Reports of sexual assault in order to have extended support services from the Command; however, victims of sexual assault have two methods of reporting the assault: Restricted and Unrestricted Reporting. Regardless of the method of reporting, all sexual assault victims will have access to the Installation Sexual Assault Response Coordinator (SARC) and SAPR VA; victims will be provided care, counseling, and advocacy through the SAPR program.

(1) Restricted Reporting. By definition, Restricted Reports can come only from the victim themselves. This process allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e. a SARC, SAPR VA, military healthcare personnel, or Victim's Legal Counsel (VLC)) and receive medical treatment, including emergency care, counseling, and assignment of a SAPR VA, without triggering an official investigation. Under these circumstances, the victim's report and any details provided to specified individuals will not be reported to law enforcement or to the command. Victims are cautioned to only disclose a sexual assault to specified individuals to avoid third party reporting.

(a) If a victim discloses a sexual assault to a Marine or Sailor in his/her direct chain of command, that Marine or Sailor becomes a mandatory reporter. If the investigation begins after the formal election of a Restricted Report, the victim may maintain the Restricted Report and the victim's communication will remain confidential or the victim may choose to convert the report to Unrestricted.

(b) Only a SARC or SAPR VA may receive a Restricted or an Unrestricted Report and subsequently file a DD Form 2910 Victims Reporting Preference Statement (VRPS). Providing information to a Chaplain does not result in an official sexual assault report and is privileged information.

(2) Unrestricted Reporting. Unrestricted reporting is a process that an individual, Command, or Naval Investigative Services (NCIS) uses to report and/or disclose, a sexual assault; this includes all suspected, alleged, or actual sexual assaults made known to command, law enforcement, and DoD employees, other than those authorized to receive Restricted Reports. In Unrestricted Reporting, only "need to know" information regarding the sexual assault will be disclosed to the Commander, Installation SARC, supporting SAPR VA, and law enforcement personnel to initiate a formal investigation. Marines and Sailors who have the courage to report that they have been sexually assaulted should feel confident that they will be treated with sensitivity, dignity, and respect. Victims shall receive appropriate medical care, including emergency care, counseling, VLC, Chaplain Services, and assignment of a SAPR VA. Victim well-being is paramount at all times; therefore, victims can request a military protective order (MPO) and/or Expedited transfer if applicable.

(3) Applicability. SAPR services are available for Service Members and their military dependents age 18 years of age and older. When a sexual assault occurs as a result of domestic violence or any type of child abuse, the Family Advocacy Program (FAP) VA must be contacted to take the report; however, in the event that a FAP VA is unavailable or in-route, the SARC or SAPR VA will provide support until a proper "warm hand-off" is conducted, to provide a continuity of care, advocacy, and case management for the victim.

c. Tasks

(1) Executive Officer

(a) Provide guidance and support to HQBN SAPR VAs as necessary.

(b) Conduct a thorough review of the SAPR program on a quarterly basis to ensure compliance with the references.

(c) Review SAPR VA nominees submitted by the Company Commanders and make recommendations to the Commanding Officer.

(d) Ensure HQBN maintains a minimum of two qualified, credentialed SAPR VAs at all times.

(e) Assist the Commanding Officer in collaborating with the Installation SARC, SAPR VAs, and/or law enforcement to collect information required to complete the SAPR 8-day Incident Report in accordance with Chapter 3 of reference (d).

(2) Adjutant

(a) Submit an OPREP-3 SIR upon notification of a sexual assault in accordance with Chapter 3 of reference (d).

(3) Sergeant Major

(a) Advise the Commanding Officer in the support of victims of sexual assault.

(b) Attend the monthly Case Management Group (CMG) with the Commanding Officer in support of any open unrestricted sexual assault case within HQBN.

(4) S-3

(a) Coordinate with the company training clerks and SAPR VAs to schedule all annual and grade/rank appropriate training for the SAPR program.

(b) Document the completion of all SAPR training and maintain the records for inspection purposes in accordance chapter 9 of reference (d).

(5) Chaplain. Maintain confidentiality and privileged communication with victims for all Restricted and Unrestricted Reports of sexual assault, and facilitate access to the SAPR program at the victim's discretion.

(6) Company Commanders

(a) Establish a command climate of prevention that is predicated on mutual respect and trust, that recognizes and embraces diversity, and that values the contributions of every member of the command.

(b) Screen and nominate prospective candidates to receive training and appointment as SAPR VA per Chapter 5 of reference (d).

(7) Directors and Section OICs

(a) Establish a climate of prevention that is predicated on mutual respect and trust, that recognizes and embraces diversity, and that values the contributions of every member of the command.

(b) Nominate prospective candidates to receive training and appointment as SAPR VA.

(c) Ensure protection of the victim, SAPR VAs in the unit, and the Command SARC (if appointed) from coercion, ostracism, discrimination, maltreatment and reprisal.

(8) SAPR VA. Ensure compliance with responsibilities outlined in enclosure (5) and all references.

(9) Individual Marines and Sailors

(a) Treat every reported sexual assault incident with the utmost care and seriousness by following proper guidelines per references (a) thru (f).

(b) Ensure all victims of sexual assault are treated fairly, with sensitivity, dignity, and without prejudice.

(c) Immediately inform the chain of command of an alleged, suspected, or actual sexual assault.

(d) If you believe you are a victim of a sexual assault, get to a safe place immediately and contact a SAPR VA, Installation SARC, or call the MAGTF/TC/MCAGCC 29 Palms 24/7 Sexual Assault Support Line, (760)799-0273. Your Restricted Reporting option will be preserved by contacting personnel with confidential communications (SARC, SAPR VA, VLCs, or military healthcare providers) or through privileged communications with the Chaplain.

(e) Report any retaliation, reprisal, maltreatment or ostracism to the SARC or SAPR VA if you have a restricted report.

(f) Report any retaliation, reprisal, maltreatment or ostracism to the command, VLC, NCIS, SARC, SAPR VA, or Inspector General if you have an unrestricted report.

4. Administration and Logistics. Forward all recommended changes or inquiries regarding this order to the lead SAPR VA.

5. Command and Signal

a. Command. This order is applicable to all personnel assigned to HQBN.

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


A. J. MARTINEZ

DISTRIBUTION: A

SAPR Victim Advocate Responsibilities

1. Background. SAPR VAs provide victims of sexual assault with comprehensive emotional assistance and support, as well as information on the medical, legal, and administrative processes of the SAPR program. SAPR VAs will ensure all victims of sexual assault receive fair, conscientious, and unbiased treatment. SAPR VAs are the Command's sexual assault resource and shall execute the SAPR program at the lowest level and will work closely with the Installation SARC.

2. Eligibility. The Company Commanders are responsible for nominating the SAPR VAs. SAPR VAs must be selected in accordance with Chapter 5 of reference (d). SAPR VAs must complete the 40-hour SAPR VA training certified by the Department of Defense (DoD) Sexual Assault Advocate Certification Program (D-SAACP). Trained SAPR VAs will complete letters of recommendation, background investigation, code of ethics, and supervisor and commander statements of understanding as required by the DoD Sexual Assault Prevention and Response Office (SAPRO).

3. Responsibilities. The SAPR VAs will:

a. Complete all eligibility requirements prior to receiving appointment by the Commanding Officer.

b. Submit a copy of the appointment letter, statement of understanding, training certificate, and D-SAACP certification to the lead SAPR VA and Installation SARC.

c. Become familiar with the following items:

(1) SAPR Definitions as provided in Appendix A of reference (d).

(2) SAPR Resources available to victims and SAPR VAs as available on the DoD SAPR website, SAPR VA workspaces on the HQMC SharePoint portal, and across the installation.

(3) Administrative requirements as provided in chapter 5 and 7 of reference (d).

d. SAPR VAs may request access to the SAPR VA SharePoint workspace by emailing the Marine Corps approved 40-hour training certificate, a signed appointment letter, and a copy of the D-SAACP certification to SMB.Manpower.SAPR@usmc.mil.

e. Ensure that accurate up-to-date information about victim support services, POCs of local resources (e.g. where the Sexual Assault Forensics Exam (SAFE) is performed, Military One Source, NCIS, 24/7 Sexual Assault Support Line, DoD Safe Helpline, Military Treatment Facilities (MTF), local crisis centers, Victim Witness Assistance Program (VWAP) representatives, Chaplain, and VLC). All are available to provide appropriate referrals to victims of sexual assault.

f. Post Installation SARC, VA, and SAPR information within unit common areas, and conduct and document a quarterly quality assurance check of all poster locations.

g. Notify the installation SARC via phone or encrypted email immediately of all incidents of sexual assault, pertaining to command personnel, who filed a sexual assault report. Initial contact information for Defense Sexual Assault Incident Database (DSAID) and results of the Safety Assessment Tool shall be provided via encrypted email or in person within 24-hours or as soon as practical of a filed sexual assault. Coordinate local resources, such as NCIS, Naval Medical Clinic where SAFE is performed, and counseling services, if applicable. Notify the installation SARC immediately via phone and encrypted email of all expedited transfer requests. Provide a monthly update to the installation SARC and Commanding Officer for all referrals when supporting a victim.

h. Safeguard all confidential information pertaining to victims.

(1) All emails that contain PII will be sent encrypted; do NOT retain, print, copy, or disseminate information, messages, or correspondence revealing the victim's PII. Maintain the DD Form 2910 VRPS, in a secure file cabinet under double lock and key until it is handed off to the Installation SARC.

(2) Operate under confidentiality in all cases, except in those where a statutory or regulatory exception to confidentiality applies.

(3) With limited private office space, arrange to meet a victim at a more private, quiet location such as the Chapel or Marine and Family Programs.

i. Provide training and education for all Marines and Sailors within the Command, active and reserve in accordance with reference (d). Training includes SAPR annual, pre/post deployment, Take-A-Stand (Noncommissioned Officers), Step-Up (Junior Marines), and other training as directed by HQMC SAPR. Maintain and ensure a copy of the sign-in roster is provided to the HQBN S-3 for MCTIMS entry.

j. Provide general SAPR information during the check-in/out process.

k. Complete the VRPS, the DSAID DD Form 2965 for all sexual assault cases, and provide it to the installation SARC within 24-hours or as soon as practical of a sexual assault in person or via encrypted email. If the victim is a USMC Reservist, information will be sent to the MAGTGTC/MCAGCC 29 Palms Installation SARC and the MARFORRES SARC via encrypted email for DSAID data entry per paragraph (3.n) of this enclosure.

l. Track case support services provided to a sexual assault victim from initial report through disposition and resolution. Explain the expedited transfer process to the victim. Explain the purpose of the Victim's Legal Counsel as it relates to legal services for sexual assault victims. Coordinate with Family Advocacy Program when a sexual assault occurs as a result of domestic abuse, domestic violence, or involves child abuse.

m. Participate in the monthly Installation CMG when working with a victim who has an open Unrestricted case, providing updates and safety concerns as necessary. Provide updated information to the victim for all supported cases.

n. Notify the Installation SARC via phone or face-to-face in cases of PCS/EAS, and coordinate a warm handoff of cases with the Installation SARC when working with a victim.

o. Should a Reservist report an incident of sexual assault, if elected, SAPR services are available to that victim. A line of duty (LOD) determination is required. The SAPR VA or SARC, in collaboration with command's Limited Duty Coordinator, will support the Reservist through the LOD process. 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 USMC restricted report LOD determinations Marine Forces Reserve (MFR) crisis line at 877-432-2215.

HQBN SAPR Resource Contact List**Sexual Assault Support Helplines**

MCAGCC 24/7 Sexual Assault Support Line	760.799.0273
DoD Safe Helpline	877.995.5247

Sexual Assault Response Coordinators

Installation SARC – Ivan Norman	office 760.830.4997 work cell 760.401.2301
Installation Alt SARC – Londia Goodine	office 760.830.7332 work cell 760.401.7892

Medical

NHTP SAMFE Program Manager	760.830.2273
NHTP Emergency Room (24/7)	760.830.2354
NHTP SAPR VA Duty Line	760.668.1359

Law Enforcement

Naval Criminal Investigative Services (NCIS)	760.830.6549
PMO Dispatch	760.830.6809
PMO Desk Sergeant	760.830.6800/6810
Base Emergency	760.830.3333

Chaplain

HQBN Chaplain	760.830.4571
Duty Chaplain	760.861.4739 work cell 760.361.9728

Legal

Victim's Legal Counsel	760.830.5162/5159
Victim's Legal Counsel (After Hours)	760.212.6889
Staff Judge Advocate	760.830.6549

Victim Support

Family Advocacy	760.830.6345
Community Counseling Center	760.830.7277
Emergency	760.830.3333/3334 or 911