



**UNITED STATES MARINE CORPS**  
HEADQUARTERS BATTALION  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
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BnO 1752.1A  
SAPR

BATTALION ORDER 1752.1A

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 1752.1C

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. Cancellation. BnO 1752.1

3. 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.

4. 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) 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.

(2) Restricted Reporting. 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 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. Only a SARC or SAPR VA may receive a Restricted Report. Victims may change a restricted report to an unrestricted report at any time.

(3) 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.

(4) 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 Defense Department 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.

(5) 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.

(6) The Catch a Serial Offender (CATCH) Program. This 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 Defense Department Form 2910-4, Catch a Serial Offender (CATCH) Program Explanation and Notification Form for SAPR-Related Inquiry (SRI) 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.

(7) Confidentiality. 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 (MRE) 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).

#### c. Tasks

##### (1) Commanding Officer (CO)

(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) Appoint in writing, a minimum of two SAPR VAs per battalion or squadron or equivalent command. 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).

(c) Immediately report all Unrestricted Reports of Sexual Assault to the Naval Criminal Investigative Service (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.

(d) Address situations where the person who reported the sexual assault feels safe, but uncomfortable. Service Members shall initiate the transfer request and submit the request to the CO. No one can request an ET on behalf of the Service Member. The CO shall document the date and time the request is received and shall provide the servicing SARC a copy of all ET requests. 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 judge advocate, and the available evidence based on an available MCIO investigation's information. Adult military dependents are eligible for an ET. Service Members must request the ET on behalf of their adult military dependent victims.

(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 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.

d. Coordinating Instructions

(1) A High-Risk Response Team (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 multi-disciplinary 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.

(2) The process for suspensions, revocations, and recommendations for reinstatement can be found in Reference (f).

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

6. 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.

N. M. ROLLINS

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