



**UNITED STATES MARINE CORPS**  
**MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION**  
**MARINE CORPS BASE QUANTICO**  
**3250 CATLIN AVENUE**  
**QUANTICO VA 22134-5001**

IN REPLY REFER TO  
MCINCR-MCBO 1752.3A  
B 19  
29 JAN 2024

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE ORDER  
1752.3A

From: Commander, Marine Corps Installations National Capital  
Region-Marine Corps Base Quantico  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR SEXUAL ASSAULT PREVENTION AND  
RESPONSE (SAPR) PROGRAM (SHORT TITLE: SAPR SOP FOR MCINCR-MCBQ)

Ref: (a) DoDD 6495.01 W/Ch 5  
(b) DoDI 6495.02 Volume 1 W/Ch 7  
(c) DoDI 6495.02 Volume 2  
(d) DoDI 6495.02 Volume 3  
(e) MCO 1752.5C  
(f) NAVMC 1752.5

Encl: (1) MCINCR-MCBQ SAPR Office Reporting Retaliation Resource  
(2) MCINCR-MCBQ SAPR Office Reporting Outside of the  
Chain of Command Resource  
(3) Catch A Serial Offender (CATCH) Program Victim Info Sheet  
(4) Commander and Management SAPR Procedures  
(5) Sexual Assault Medical Forensic Exam Resources

1. Situation

a. Background. Sexual assault is a crime that contradicts Marine Corps core values, dismantles safe working environments, and exhibits behavior incompatible with a thriving culture of prevention. The objective of the Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) Sexual Assault Prevention and Response (SAPR) program is to sustain a culture free of sexual assault, by fostering an environment of prevention, education, and appropriate accountability thereby enhancing the safety and well-being of all personnel. The SAPR Program shall implement victim-centered care that is gender-responsive, culturally competent, and recovery-oriented. Such a climate fundamentally affords proficient care for victims of sexual assault, ensures accountability for offenders, and eliminates toxic behaviors, such as retaliation, ostracism, maltreatment, reprisal, and sexual harassment.

b. Scope

(1) This Order applies to MCINCR-MCBQ and utilizes resources to provide direction, guidance, and tasks to MCINCR-MCBQ Major Subordinate Commands (MSCs), Tenant Commands and Activities, and additional organizations serving under the General Courts-Martial Convening Authority (GCMCA) of the Commander, MCINCR-MCBQ, in accordance with the references.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) This Order standardizes local reporting protocol, procedures, and requirements for all commands supported by the MCINCR-MCBQ SAPR Program.

(3) This Order equips all commands with the essential resources to improve their capability to support victims of sexual assault, in order for commands to meet mission requirements, prevent sexual violence, and cultivate an ethical and equitable climate intolerant of retaliation.

(4) This Order educates personnel on what constitutes as sexual assault and that it is a crime incompatible with Marine Corps values and punishable under the Uniform Code of Military Justice (UCMJ) and other federal and local civilian laws.

2. Cancellation. MCINCR-MCBQ 1752.3

3. Mission. MCINCR-MCBQ executes a comprehensive SAPR program producing essential procedures to effectively prevent and swiftly respond to allegations of sexual assault.

4. Execution

a. Commander's Intent

(1) Purpose. It is pivotal to ensure that all individuals who are tasked with assisting personnel aboard the Installation in the SAPR program are provided with adequate information pertaining to all policies, procedures, and resources available to respond to reports of sexual assault.

(2) Method. This Order distinctly mandates that all personnel, especially those who become victims of sexual assault, are treated fairly, with dignity, sensitivity, and without prejudice.

(a) Sexual assault victims shall be given priority, and treated as emergency cases regardless of whether physical injuries are evident, per the references. Upon request, victims will receive appropriate healthcare (medical, emotional, psychological, and social) services unless he or she refuses care. The identity of a victim of sexual assault will be handled with care and released only to those who are required to know. Victims have two methods of reporting sexual assault: Unrestricted and Restricted.

1. In the case of an Unrestricted Report; information should be limited to the Unit Commander, Provost Marshal's Office (PMO), or Naval Criminal Investigative Service (NCIS).

2. In the case of a Restricted Report; information shall be limited to the Sexual Assault Response Coordinator (SARC) and/or the Sexual Assault Prevention and Response Victim Advocate (SAPR VA) who is providing direct-care support services and case management.

(b) The safety of the victim is always paramount. Victims who choose to make a Restricted Report will have that choice fully honored. Victims who choose to make an Unrestricted Report must feel confident that their personal safety will be protected and that they will be safeguarded from coercion, ostracism, discrimination, or reprisal.

1. Ending retaliation is critical to effectively addressing sexual assault and sexual harassment. Too often, military victims of sexual

assault and complainants of sexual harassment disclose they were subjected to abusive behavior by their co-workers, experienced exclusion by their peers, or disruption of their career. As victims make the arduous choice to report sexual assault or sexual harassment, the Installation is committed to eliminating retaliatory behavior, improving resources for reporters, and providing tools for Commanders, supervisors, first responders, and peers to prevent and respond to retaliation against those who report violations.

2. If witnesses, SAPR personnel, Equal Opportunity (EO) personnel, first responders, or bystanders who intervene, experience incidents of retaliation of any type, they can report such incidents to the Command Inspector General (CIG), Command Staff Judge Advocate (SJA), Military Criminal Investigative Organization (MCIO), or the chain of command.

3. Additional definitions regarding retaliation, avenues to report, important considerations when reporting, resources, and local points of contact are contained in enclosure (1) and reference (b).

(3) End State. A clearly defined SAPR Standing Operating Procedures (SOP) that upholds the integrity of the SAPR program, while supporting mission readiness, training, and education.

b. Concept of Operations. This Order defines who is eligible for SAPR support services, what actions are to be taken upon receipt of an allegation of sexual assault, when action is required, where operational and administrative resources are located, how the SAPR program is maintained, and why proper implementation is critical to unit readiness and mission success. This Order should be used in conjunction with the references, and any applicable MARADMINs or Memoranda for the Record, to ensure compliance with policies and procedures established by the Commandant of the Marine Corps (CMC) and the Department of Defense (DoD).

(1) The Commander, MCINCR-MCBQ shall receive a SAPR Command Resource Brief and certificate of attendance within 30 days of assuming command in accordance with reference (e) and (f).

(2) The Commander, MCINCR-MCBQ shall publish a command policy statement, within 90 days of assuming command, regarding sexual assault awareness and prevention that supports the SAPR program objectives in accordance with reference (e).

(a) The SAPR policy statement shall emphasize that sexual assault is a crime and not compatible with Marine Corps core values.

(b) The SAPR policy statement will also stress the importance of cultivating respectful climates and prevention-focused leadership, as well as highlight reporting options within the SAPR program.

(c) Ensure a copy of the SAPR policy statement is posted in the command's common and high traffic areas.

(3) Implementation of the SAPR program aboard the Installation shall be managed by the MCINCR-MCBQ Installation SARC.

(4) The MCINCR-MCBQ Installation SARC shall be assigned as a primary staff member of the MCINCR-MCBQ headquarters staff, reporting directly to the Commander, MCINCR-MCBQ. Appointments shall occur after all SAPR-related

training and Department of Defense (DoD) Sexual Assault Advocate Certification Program (D-SAACP) certification is complete.

(5) In addition to the MCINCR-MCBQ Installation SARC, the SAPR office supporting staff shall consist of one full-time civilian SAPR Program Assistant, two civilian SAPR VAs, and one service member (as needed during periods of extended vacancies).

(6) As directed, the MCINCR-MCBQ Installation SARC shall;

(a) Be responsible for the tactical execution of the SAPR program for MCINCR-MCBQ personnel and MSCs;

(b) Provide base operational support to Tenant Commands and Activities;

(c) Supply base operational support to those National Capital Region (NCR) Tenant Activities who receive limited operational and/or administrative support from MCINCR-MCBQ, such as the Marine Corps Embassy Security Group, Wounded Warrior Regiment, Marine Helicopter Squadron One, Marine Corps Cyberspace Operations Group, Marine Corps Information Operations Center, Marine Aviation Detachment Naval Air Station Patuxent River, Marine Corps Systems Command, and Naval Health Clinic Quantico per the current regulations, command and control guidelines, and Memorandums of Agreement/Understanding.

(d) Provide contingency protocols to maintain a continuity of operations (COOP) in the event of a natural disaster, emergency, pandemic, inclement weather, or other events impacting normal operations.

1. Protocols shall adhere to the Commander's intent contained within the applicable Operations Order (OPORD) and reassessed as needed.

2. Protocols will incorporate safety measures for the staff and clients, access to resources, and timely reporting of illness, injury, and damage to government property. Health protection measures and force health protection guidance shall also be posted, as needed.

(e) Implement contingency protocols for gaps in SAPR personnel, scheduled and unscheduled leave, deployment, vacant billets, government shutdown, or suspensions/revocations of SAPR personnel. The following contingency plan is designed to minimize risk and disruption of SAPR services during these special circumstances:

1. Ensure at least one D-SAACP credentialed and appointed SARC and two SAPR VAs are available for COOP, SAPR support services, staffing of the MCINCR-MCBQ Installation 24/7 Sexual Assault Support Line, Department of Defense Sexual Assault Incident Database (DASID) case management, and the processing of transfers (i.e., Expedited Transfer, Permanent Change of Station (PCS), or Permanent Change of Assignment (PCA)).

2. Should additional support be required to provide coverage during periods of extended leave or vacancies, beyond that provided by local MSCs and Tenant Commands and Activities, request additional SAPR support from Marine Corps Installations Command (MCICOM) SARC or the surrounding Marine Corps commands within the National Capital Region (NCR).

3. Notify the Commander, MCINCR-MCBQ within 24-hours of having knowledge of a situation where a D-SAACP credentialed and appointed SARC or SAPR VA has been arrested, accused of a violation, named in a complaint, or is the subject of an investigation as outlined in reference (f).

4. Notify the MCICOM SARC and the Headquarters Marine Corps (HQMC) SAPR office of any Lead/Command SARC or SAPR VA suspension or revocation in compliance with reference (f), Chapter 3.

5. Adhere to the protocols pertaining to the suspension and revocation of SAPR personnel in accordance with reference (e), Chapter 3.

(f) Supervise, manage, and coordinate support for the MCINCR-MCBQ 24/7 Sexual Assault Support Line. Detailed response instructions for the MCINCR-MCBQ 24/7 Sexual Assault Support Line are in the 'Duty SAPR VA Resource Binder.'

1. The tour of duty is Monday to Monday (7-days) with the change-over process occurring at 0900 each Monday.

2. Support shall be provided by military and civilian Lead/Command SARCs and SAPR VAs from each command aboard the Installation to provide 24-hours, 7-days per week sexual assault response capability by staffing the MCINCR-MCBQ 24/7 Sexual Assault Support Line on a rotational basis, as directed by the references.

3. Analyze availability and non-availability submissions on a quarterly basis (first week of October, January, April, and July) to formulate and publish a Duty SAPR VA roster.

4. Verify that personnel are D-SAACP credentialed, appointed in writing by their current Commanding Officer, and not pending any administrative or disciplinary action.

5. Brief the oncoming Duty SAPR VA on their roles and responsibilities while staffing the MCINCR-MCBQ 24/7 Sexual Assault Support Line.

6. Review the contents of the Duty SAPR VA Resource Binder, check-out of the government cell phone to the Duty SAPR VA along with the SAMFE crisis response clothing bag and toiletries prior to the Duty SAPR VA assuming their post.

7. Audit the MCINCR-MCBQ 24/7 Sexual Assault Support Line monthly and additionally as needed.

8. Sexual assault victims shall be treated as emergency cases in accordance with reference (b). First responders are required to respond in a timely manner. Response times for the Duty SAPR VA is 2-hours in-person and 15 minutes for a return call and may be impacted by local conditions.

(7) Commanders and law enforcement personnel shall immediately notify the Commander, MCINCR-MCBQ, the MCINCR-MCBQ Installation SARC, and their supporting Lead/Command SARC of all reports of sexual assault that occur on

and off the Installation that involves MCINCR-MCBQ Marines and military dependents 18-years and older.

(a) Incidents involving victims eligible for the SAPR program, can obtain support services by calling the MCINCR-MCBQ SAPR office at (703) 784-3557, the MCINCR-MCBQ 24/7 Sexual Assault Support Line at (703) 432-9999, or their Lead/Command SARC and SAPR VAs.

(b) Incidents involving dependents younger than the age of 18 are reported directly to law enforcement and are not eligible for the SAPR program. Assistance can be obtained by calling the MCINCR-MCBQ Family Advocacy Program at (703) 784-2570 or the MCINCR-MCBQ Family Advocacy Program 24 Hour Victim Advocacy Helpline at (703) 350-1688.

(c) When a victim is a civilian and the alleged offender is an active-duty service member in a unit covered by this Order, he or she can receive information and referral assistance by calling the MCINCR-MCBQ SAPR office at (703) 784-3557 or the MCINCR-MCBQ 24/7 Sexual Assault Support Line at (703) 432-9999.

(d) Commands shall provide the supporting Lead/Command SARC direct and unimpeded access to the Commander, MCINCR-MCBQ as well as the immediate commander(s) of the Service member victim and alleged Service member offender.

(8) A Unit Commander who receives an Unrestricted Report of an incident of sexual assault shall immediately refer the matter to the appropriate MCIO.

(a) Commanders shall not conduct internal, command-directed investigations on sexual assault allegations (i.e., no referrals to appointed Command Investigators or Inquiry Officers) or delay immediately contacting the MCIOs while attempting to assess the credibility of the report.

(b) Commanders will be responsive to a victim's desire to discuss his or her case with the Commander, MCINCR-MCBQ who is tasked by the Military Service with oversight responsibility for the SAPR program in accordance with reference (b).

(9) When the alleged perpetrator is the Commander or in the victim's chain of command, such victims shall be informed of the opportunity to go outside the chain of command to report the offense to other Commanding Officers or an Inspector General.

(a) Victims shall be informed that they can also seek assistance from the DoD Safe Helpline at (877) 995-5247.

(b) Victims shall be informed that legal services are optional and may be declined, in whole or in part, at any time. At the time of reporting, victims must be informed of the availability of legal assistance and the right to consult with Victims' Legal Counsel in accordance with references (a) and (b). The Regional Victims' Legal Counsel Office can be contacted at (703) 784-4514 during normal business hours from 0800-1630.

(c) Additional resources for reporting outside of the chain of command are provided in enclosure (2).

(10) In conjunction with legal services, victims can request resources for psychological services. Counseling services can provide action-oriented strategies that assess daily living struggles and high-risk behaviors that can impact performance and relationships. If a victim of sexual assault requests counseling services, a proper "warm hand-off" or referral will be made to the following local or national agencies for counseling services;

(a) DoD Safe Helpline online chat platform at:  
<https://www.safehelpline.org/> or call (877) 995-5247;

(b) 988 Suicide & Crisis Lifeline at <https://988lifeline.org/>  
or call 988;

(c) Military One Source 24/7 online live chat platform at:  
<https://www.militaryonesource.mil/non-medical-counseling/> or call (800) 342-9647;

(d) MCINCR-MCBQ Community Counseling Program at:  
<https://quantico.usmc-mccs.org/marine-family-support/prevention-and-counseling/community-counseling>  
or call (703) 784-2570;

(e) MCINCR-MCBQ Family Advocacy Program 24 Hour Victim Advocacy Helpline at: <https://quantico.usmc-mccs.org/marine-family-support/military-family-life/family-advocacy-program> or call (703) 350-1688;

(f) MCINCR-MCBQ Command Chaplain at:  
<https://www.quantico.marines.mil/Offices-Staff/Chaplain/> or call (703) 784-2518;

(g) Fort Alexander T. Augusta Military Medical Center at:  
<https://belvoirhospital.tricare.mil/Patient-Resources/Mental-Health-Care-Guide> or call (855) 227-6331 to schedule an appointment;

(h) Walter Reed National Military Medical Center at:  
<https://walterreed.tricare.mil/Health-Services/Mental-Health> or call (301) 295-0500;

(i) TRICARE Mental Health Care at:  
<https://www.tricare.mil/CoveredServices/Mental> or call the Military Health System (MHS) Nurse Advice Line at (800) 874-2273;

(j) Veterans Health Administration at: <https://www.va.gov/health-care/health-needs-conditions/military-sexual-trauma/> or call the Veteran Affairs D.C. Regional Contact Number at (202) 745-8000;

(k) Naval Health Clinic Quantico Behavioral Health Clinic at:  
<https://quantico.tricare.mil/Health-Services/Mental-Health-Substance-Abuse>  
or call (703) 784-1779;

(l) Naval Health Clinic Quantico Tele-BH (Behavioral) Integrated Referral Management and Appointing Center at (855) 227-6331, or

(m) Primary Care Manager.

(11) Victims have two methods of reporting: Unrestricted and Restricted Reporting.

(a) The Restricted Reporting option allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., SARC, SAPR VA, or healthcare personnel), and receive medical treatment, including emergency care, counseling, and assignment of a SARC and SAPR VA, without triggering an investigation.

1. The victim's report provided to healthcare personnel (including the information acquired from a Sexual Assault Forensic Exam (SAFE) kit, SARCs, or SAPR VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents or an established EXCEPTION applies in accordance with reference (b).

2. If reporting a sexual assault that occurred prior to or while not performing active service or inactive training, National Guard and Reserve members will be eligible to receive timely access to SAPR advocacy services from a SARC and a SAPR VA, and the appropriate non-medical referrals, if requested, in accordance with section 584(a) of the National Defense Authorization Act (NDAA) for FY 2012, as amended by Section 1724 of the NDAA for FY 2014 in accordance with reference (b).

3. They also have access to a Special Victims' Counsel or Victims' Legal Counsel (SVC/VLC) in accordance with reference (b) and are eligible to file a Restricted or Unrestricted Report.

(b) Reports of prior-to-military service sexual assault shall be handled in accordance with the procedures for Restricted and Unrestricted Reports outlined in reference (b), as appropriate based on the type of report made (Restricted or Unrestricted).

(12) Reserve Component members can report at any time, and do not have to wait to be performing active service or be in inactive training to file their report.

(13) Adult military dependents 18 years of age and older who are eligible for treatment in the military healthcare system, at installations in the continental United States (CONUS) 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 may file Unrestricted or Restricted reports of sexual assault.

(14) The following non-military individuals who are victims of sexual assault are only eligible for limited emergency care medical services at a military treatment facility (MTF), unless that individual is otherwise eligible as a Service member or TRICARE (<http://www.tricare.mil>) beneficiary of the military health system to receive treatment in a MTF at no cost to them.

(a) At this time, they are only eligible to file an Unrestricted Report. They will also be offered the LIMITED SAPR services to be defined as the assistance of a SARC and a SAPR VA while undergoing emergency care OCONUS. These 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 health system (MHS) at military



installations or facilities OCONUS.

2. These DoD civilian employees and their family dependents 18 years of age and older only have the Unrestricted Reporting option.

(b) 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. DoD contractor personnel only have the Unrestricted Reporting option. Additional medical services may be provided to contractors covered under reference (b) as applicable.

(c) Service members who were victims of sexual assault PRIOR to enlistment or commissioning are eligible to receive SAPR services under either reporting option.

1. The DoD shall provide support to Service members regardless of when or where the sexual assault took place.

2. The SARC or SAPR VA will assist a victim to complete a DD Form 2910 and provide advocacy services and the appropriate referrals, if requested, for victimization occurring prior-to-military service.

3. 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 a child.

4. Reports of prior-to-military service sexual assault will be handled in accordance with the procedures for Restricted and Unrestricted Reports outlined in reference (b), as appropriate based on the type of report made (Restricted or Unrestricted).

(15) This instruction does NOT apply to victims of sexual assault perpetrated by a spouse or intimate partner, or military dependents under the age of 18 who are sexually assaulted.

(a) The Family Advocacy Program (FAP), as described in Volume 2 of DoD Manual 6400.1 and MCO 1754.11A, provides the full range of services to those individuals.

(b) When a sexual assault occurs as a result of domestic abuse or involves child abuse, the Installation SARC and the Installation FAP staff will direct the victim to FAP.

(c) The Installation FAP staff will provide the data necessary for the Installation SARC to generate a Defense Sexual Assault Incident Database (DSAID) entry.

(16) Victims covered by reference (b) are eligible to file a Restricted Report, providing they did not personally report the sexual assault incident to law enforcement (including MCIOs); and they did not previously elect to make an Unrestricted Report with a SARC or SAPR VA by signing a DD Form 2910 on the same sexual assault incident. Victims covered by reference (b) are eligible to file Restricted Reports even if:

(a) They disclosed the sexual assault incident to their commander

or to personnel in the chain of command;

(b) 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

(c) The MCIO investigation into the sexual assault incident has been closed.

(17) The Unrestricted Reporting option triggers an investigation, command notification, and allows a person who has been sexually assaulted to access healthcare treatment and the assignment of a SARC and a SAPR VA.

(a) When a sexual assault is reported through Unrestricted Reporting, a SARC shall be notified, respond, or direct a SAPR VA to respond, offer the victim healthcare treatment and a SAFE, and inform the victim of available resources.

(b) The SARC or SAPR VA will explain the contents of the DD Form 2910 so that the victim can decide whether to elect a reporting option.

1. If the victim elects the Unrestricted Reporting option, a victim may not change from an Unrestricted to a Restricted Report.

2. If the Unrestricted Reporting option is elected, the completed DD Form 2701, "Initial Information for Victims and Witnesses of Crime," which sets out victim's rights and points of contact, shall be distributed to the victim in Unrestricted Reporting cases by DoD law enforcement agents, SARCs, and SAPR VAs. Additional policy and guidance are provided in reference (b).

(18) Regardless of the method of reporting, eligible sexual assault victims will have access to SAPR personnel for either information and referrals or full SAPR support services (i.e., advocacy, escorts, and case management) under the guidance of the supporting SARC.

(19) Sexual assault victims may disclose information to whomever he or she chooses, but an official report is made in the SAPR program when a DD Form 2910, is signed and filed with a SARC or SAPR VA, or when a MCIO investigator initiates an investigation.

(20) For Restricted and Unrestricted Reporting purposes, although a victim can disclose a sexual assault to healthcare personnel, Chaplains, and military attorneys, the victim must contact a SARC or SAPR VA if the victim desires to file an official report with the SAPR program and complete the DD Form 2910.

(21) Unless a DD Form 2910 is filed with a SARC or SAPR VA, a report to a Chaplain or military attorney may not result in the rendering of SAPR services or investigative action because of Military Rule of Evidence (MRE) 503: Communication to Clergy and MRE 502: Attorney-Client privilege associated with speaking to these individuals. A Chaplain or military attorney should advise the victim to consult with a SARC or SAPR VA to understand the full scope of services available or obtain the victim's consent to facilitate contact with a SARC or SAPR VA.

(22) State laws that require disclosure of Personally Identifiable

Information (PII) of the adult sexual assault victim or alleged perpetrator to local or State law enforcement are preempted by reference (e).

(23) A safety assessment will be conducted for the purposes of ensuring the victim, and possibly other persons, are not in physical jeopardy.

(a) A safety assessment will be available to all service members, adult military dependents, and civilians who are eligible for SAPR services, even if the victim is not physically located on the installation.

(b) The Commander, MCINCR-MCBQ or the Deputy Commander, MCINCR-MCBQ will identify installation personnel who have been trained and are able to perform a safety assessment of each sexual assault victim, regardless of whether he or she filed a Restricted or Unrestricted Report.

(c) Individuals tasked to conduct safety assessments must occupy positions that do not compromise the victim's reporting options.

(d) The safety assessment will be conducted as soon as possible, understanding that any delay may impact the safety of the victim.

(24) For Unrestricted Reports, if a victim is assessed to be in a high-risk situation, the assessor will immediately contact the Commander, MCINCR-MCBQ or the Deputy Commander, MCINCR-MCBQ. The victim's Commanding Officer will immediately stand up a multi-disciplinary High-Risk Response Team (HRRT) in accordance with reference (b). This will be done even if the victim is not physically located on the Installation.

(a) If a victim is assessed to be in a high-risk situation, the victim's immediate Commander shall chair the HRRT.

(b) At a minimum, the HRRT will include the alleged offender's immediate Commander, the victim's SARC and SAPR VA, the MCIO, the judge advocate and the VWAP/VLC assigned to the case, the victim's healthcare provider or mental health and counseling services provider, and the personnel who conducted the safety assessment.

(c) The HRRT makes its first report to the Commander, MCINCR-MCBQ who is the Case Management Group (CMG) chair and the MCINCR-MCBQ Installation SARC who is the CMG co-chair within 24-hours of being activated. This notification shall be accomplished via telephone and followed-up by email.

(d) The HRRT members will coordinate a briefing schedule for the CMG chair and co-chair, with briefings occurring at least once a week while the victim is considered high-risk.

(e) A final report will be provided to the CMG chair and CMG co-chair once it is determined that the victim is no longer in a high-risk status. The final report will include details of actions taken to mitigate or eliminate the identified risk(s).

(f) Responsibility of the HRRT members shall not be delegated and all reporting requirements shall comply with references (b) and (f).

(25) For Restricted Reports, if the victim is assessed to be in a high-risk situation, it may qualify as an exception to Restricted Reporting,

which is necessary to prevent or mitigate a serious and imminent threat to the health or safety of the victim or another person.

(a) The MCINCR-MCBQ Installation SARC will be immediately notified by the supporting Command/Lead SARC or SAPR VA.

(b) The Command/Lead SARC or MCINCR-MCBQ Installation SARC will consult with the supporting Staff Judge Advocate (SJA), or other legal advisor concerned, who will advise as to whether an exception to Restricted Reporting applies in accordance with the guidance within reference (b).

(c) If the SJA determines that the victim is not in a high-risk situation, then the report will remain Restricted.

(d) The Command/Lead SARC or MCINCR-MCBQ Installation SARC will ensure a safety assessment is conducted and properly documented within DSAID.

(26) Service members who file an Unrestricted Report of sexual assault shall be informed by the SARC or SAPR VA at the time of making the report, or as soon as practicable, of the option to request an Expedited Transfer. The Expedited Transfer approval and denial process will comply with the procedures for Commanders in reference (f). A service member may request:

(a) A temporary or permanent Expedited Transfer from their assigned command or installation to a different command or installation; or

(b) A temporary or permanent Expedited Transfer to a different location within their assigned command or installation.

(c) Instructions on submitting and processing an Expedited Transfer request is contained in reference (f), Chapters 1-2. However, the Marine Corps now utilizes NAVMC 1752-3 instead of a letter format.

(27) Information regarding Restricted Reports should only be released to persons authorized to accept Restricted Reports or as authorized by law or DoD regulation. Improper disclosure of confidential communications under Restricted Reporting or improper release of medical information are prohibited and may result in disciplinary action pursuant to the UCMJ or other adverse personnel or administrative actions.

(28) Information regarding Unrestricted Reports should only be released to personnel with an official need-to-know or as authorized by law. Improper disclosure of confidential communications under Unrestricted Reporting or improper release of medical information are prohibited. A violation may result in disciplinary action pursuant to the UCMJ, other adverse personnel, or administrative actions.

(29) The Installation SAPR office will retain the DD Form 2910, "Victim Reporting Preference Statement" and DD Form 2911, "DoD Sexual Assault Forensic Examination (SAFE) Report," for 50 years, regardless of whether the service member filed a Restricted or Unrestricted Report properly secured under double lock and key as defined in reference (e). If the victim had a SAFE, the SAFE Kit will be retained in accordance with reference (b).

(30) The designated Commander will submit a written incident report no later than 8-Days after whichever happens first:

(a) An Unrestricted Report of sexual assault has been made to a SARC or SAPR VA through a DD Form 2910; or

(b) An independent investigation has been initiated by an MCIO.

(c) This 8-Day incident report will be completed in accordance with references (a) and (b) via the HQMC SharePoint site:

[https://usmc.sharepoint-mil.us/sites/DCMRA\\_family\\_mfc\\_sapr/SitePages/default.aspx](https://usmc.sharepoint-mil.us/sites/DCMRA_family_mfc_sapr/SitePages/default.aspx)

(31) The Catch a Serial Offender (CATCH) Program is voluntary and allows an eligible adult sexual assault victim to submit an anonymous entry into the CATCH database to discover if the suspect in their report may have also assaulted another person (i.e., a "potential match"). The CATCH website is located at: <https://www.sapr.mil/CATCH>. Eligible adult sexual assault victims who file a Restricted or Unrestricted Report with a DD Form 2910, will be notified of a potential match in accordance with enclosure (3) and reference (b) including those:

(a) Who file, or have already filed, a Restricted Report with a DD Form 2910. If notified of a potential match, the Restricted Reporting victim can decide whether to convert to Unrestricted and participate in the investigation. The Restricted Report will not be converted based on the information provided to the CATCH Program without the victim's written permission on a revised DD Form 2910.

(b) Who file, or have already filed, an Unrestricted Report with a DD Form 2910 and the identity of their suspect was not disclosed by the victim or uncovered by law enforcement, to include MCIOs (e.g., third-party report with no suspect identification). If notified of a potential match, the Unrestricted Reporting victim can decide whether he or she now wants to participate in the investigation.

(32) For a Restricted Report, the victim's report provided to healthcare personnel (including the information acquired from a sexual assault medical forensic examination, SARCs, or SAPR VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents or an established EXCEPTION is exercised in accordance with reference (b). The Restricted Reporting option applies to service members and their military dependents 18-years of age and older. For additional persons who may be entitled to Restricted Reporting, see eligibility criteria in reference (b). Only a SARC or SAPR VA may receive a Restricted Report.

(33) Officers, enlisted leaders, and military law enforcement, to include MCIOs, investigators, SARCs, and SAPR VAs, must also receive updated information on the changes to eligibility for Restricted Reporting contained in reference (b) and this Order.

(34) A victim's election to make a Restricted Report does not preclude a command from reporting or the MCIO from investigating a sexual assault. Information provided by the victim or obtained from the victim (including the sexual assault forensic examination), the SARC, SAPR VA, or healthcare provider will remain confidential and will not be disclosed to military law enforcement (to include MCIOs) or command, unless an exception to Restricted Reporting applies.

(35) Any threat to life or safety of a service member who is a victim of sexual assault shall be immediately reported to command and DoD law enforcement authorities. A request to transfer the victim under these circumstances will be handled per established Service regulations.

(a) Safety issues are NOT handled through an Expedited Transfer. They are handled through a fast safety move following applicable DoD and Service-specific procedures. An Expedited Transfer may take longer than a safety move.

(b) The intent behind the Expedited Transfer Policy is to address situations where a victim feels safe, but uncomfortable. For example, where a victim is experiencing ostracism and retaliation. Additionally, the Expedited Transfer Policy is to assist in the victim's recovery by moving the victim to a new location, where there is expected to be less knowledge of the circumstances of the sexual assault.

(c) Instructions on submitting and processing an Expedited Transfer request is contained in reference (f), Chapters 1-2. However, the Marine Corps now utilizes NAVMC 1752-3 instead of a letter format.

(d) Resources for reports of retaliation are contained in reference (b) and enclosure (1) of this Order.

(36) In Unrestricted Reporting cases, Commanders shall execute the following procedures regarding Military Protective Orders (MPOs) in accordance with reference (b):

(a) Require the SARC or the SAPR VA to inform sexual assault victims protected by an MPO, in a timely manner, of the option to request an Expedited Transfer from the assigned command.

(b) Notify the appropriate civilian authorities via the MCIO of the issuance of an MPO and of the individuals involved in the order, in the event an MPO has been issued against a service member and any individual involved in the MPO does not reside on a military installation at any time during the duration of the MPO.

(37) The Commander, MCINCR-MCBQ or the Deputy Commander, MCINCR-MCBQ shall chair the multi-disciplinary Case Management Group (CMG) meetings monthly to review individual cases of Unrestricted Reporting of sexual assault, facilitate monthly victim updates, direct system coordination, accountability, and victim access to quality services in accordance with reference (b).

(a) Ensure monthly attendance of CMGs.

(b) The Commander of the tenant organization and their designated Lead/Command SARC shall be invited to the CMG meetings when a service member in his or her unit or area of responsibility is the victim of a sexual assault.

1. Provide appropriate information to the Commander, MCINCR-MCBQ, to coordinate support services.

2. When operational commitments or other exigent circumstances make the commander's participation impossible, the designated acting commander shall attend the CMG for each case reviewed.

3. Senior Enlisted Advisors are encouraged to attend with the commanding officer but may not attend in lieu of commanding officer.

4. An acting letter must be provided to the CMG chair and maintained with CMG minutes if the commanding officer sends personnel in their place in accordance with the references.

5. 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 references (b) and (e).

(38) Quarterly CMG meetings are conducted no less than quarterly, with additional reviews as necessary in accordance with reference (f).

(a) The Quarterly CMG does not replace the monthly CMG.

(b) The Quarterly CMG is comprised of CMG and community members.

(c) The CMG Co-Chair maintains meeting minutes and provides them to MF SAPR via the SAPR Workspace in accordance with reference (f).

(d) Topics include SAPR training, prevention efforts, systemic issues, and MOUs.

(e) The CMG Chair convenes a Quarterly CMG as often as necessary to mitigate systematic concerns.

(39) Commanders will conduct, within 120 days after the Commander assumes command and at least annually thereafter while retaining command, a climate assessment of the command or unit for purposes of preventing and responding to sexual assaults in accordance with reference (b). The climate assessment will include an opportunity for service members to express their opinions regarding the manner and extent to which their leaders, including Commanders, respond to allegations of sexual assault and complaints of sexual harassment and the effectiveness of such response.

(40) SARCs and SAPR VAs will collaborate with designated Special Victim Investigation and Prosecution (SVIP) Capability personnel during all stages of the investigative and military justice process in accordance with reference (b), to ensure an integrated capability, to the greatest extent possible.

(a) The MCINCR-MCBQ Installation SARC and the Installation FAP staff will coordinate when a sexual assault occurs as a result of domestic abuse, domestic violence, or involves child abuse, to ensure the victim is directed to FAP.

(b) The SARC or SAPR VA will provide initial support until the FAP Program Manager or FAP Victim Advocate is contacted, and a proper "warm hand-off" is conducted for further care, advocacy, and case management.

(c) If the FAP Program Manager receives a report of an adult sexual assault case, the MCINCR-MCBQ Installation SARC will be notified in order to make a DSAID open with limited entry.

(41) The Commander, MCINCR-MCBQ and Senior Commanders will publicize, by all means available, how to report a sexual assault allegation and how to seek assistance for a sexual assault, including associated reports of retaliation at their locations.

(a) This effort shall include publicizing the availability of resources outside a victim's immediate chain of command (i.e., MCINCR-MCBQ Installation SARC, SAPR VAs, and the DoD Safe Helpline).

(b) Information regarding sexual assault reports and associated reports of retaliation will only be disclosed to personnel with an official need-to-know or as authorized by law.

c. Tasks

(1) Chief of Staff, MCINCR-MCBQ

(a) Notify the Commander, MCINCR-MCBQ, immediately of all reports of sexual assault. Contact the MCINCR-MCBQ Installation SARC to initiate SAPR support services or provide information and referral assistance. Contact can be made via the 24/7 MCINCR-MCBQ Sexual Assault Support Line at (703) 432-9999 or via the MCINCR-MCBQ SAPR Office at (703) 784-3557 during working hours from 0800-1630.

(b) Provide notification to the Commanding General, Marine Corps Installations Command and determine if a Commander's Critical Information Requirements (CCIR) Report is needed.

(c) When directed by the Commander, MCINCR-MCBQ, chair the monthly CMG meetings for all MCINCR-MCBQ MSCs, Tenant Commands and Activities, and additional units serving under the General Court-Martial Convening Authority (GCMCA) of the Commander, MCINCR-MCBQ in accordance with reference (b).

(d) Verify that applicable information is elevated to the CMG for monthly updates if a Marine elects to file a complaint of retaliation in connection with a sexual assault and authorizes that their case be reviewed, in order to track the complaint from initiation to resolution. Verify that support services are provided for the victim in compliance with reference (b).

(e) Verify that the SAPR Quarterly CMG meetings are being conducted in accordance with reference (b).

(f) Notify the Commander, MCINCR-MCBQ, and the MCINCR-MCBQ Installation SARC immediately when a victim is assessed to be in a high-risk situation. This will initiate the immediate call to stand-up a multi-disciplinary High Risk Response Team (HRRT) in accordance with the guidance in reference (f), Chapter 4. This will be done even if the victim is not physically located on the Installation.

(g) Receive a SAPR Command Resource Brief and certificate of attendance within 30 days of the Commander, MCINCR-MCBQ assuming command in accordance with reference (e) and (f).

(2) Commanders/Directors of Major Subordinate Commands, Tenant Commands and Activities



(a) Ensure that all leaders, supervisors, and subordinate commands are familiar with this Order, the enclosures herein, and are in compliance with the references of this Order. Ensure that the contents of this Order are prominently displayed in high-traffic areas around the command.

(b) If there is an allegation of sexual assault, ensure that the procedures outlined in the references are effectively completed. Actions must be focused on ensuring the physical safety, emotional security, and medical treatment of the victim and notification to the appropriate MCIO.

(c) Ensure compliance with the "Commander, MCINCR-MCBQ SAPR Response Procedures" located in enclosure (4) of this Order.

(d) Receive a SAPR Command Resource Brief and certificate of attendance within 30 days of assuming command in accordance with reference (e) and (f).

(e) Commanders shall publish a command policy statement, within 90 days of assuming command, regarding sexual assault awareness and prevention that supports the SAPR program objectives in accordance with references (b) and (e).

1. The SAPR policy statement shall emphasize that sexual assault is a crime and not compatible with Marine Corps core values.

2. The SAPR policy statement will also stress the importance of cultivating respectful climates and prevention-focused leadership, as well as highlight reporting options within the SAPR program.

(f) Notify Naval Criminal Investigative Service Resident Agency (NCISRA) Quantico of all Unrestricted Reports of sexual assault at (703) 784-2993. An internal investigation is not authorized prior to, or in lieu of, contacting the appropriate MCIO or law enforcement when responding to allegations of sexual assaults.

(g) Notify the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC immediately of all reports of sexual assault in order to initiate SAPR support services or to provide information and referral assistance. Contact can be made via the 24/7 MCINCR-MCBQ Sexual Assault Support Line at (703) 432-9999 or via the MCINCR-MCBQ SAPR Office at (703) 784-3557 during working hours from 0800-1630.

1. Upon notification, the MCINCR-MCBQ Installation SARC and/or supporting Lead/Command SARC shall respond, or direct a SAPR VA to respond, in order to offer the victim healthcare treatment resources.

2. In geographic locations where there is no SARC on-site, the on-call Duty SAPR VA will respond from the MCINCR-MCBQ 24/7 Sexual Assault Support Line at (703) 432-9999 and offer the reporting options, review the contents of the DD Form 2910, discuss options for healthcare treatment, provide the contact information of the nearest SAPR office in the region, and conduct a "warm hand-off" of care and support services. The MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC will be notified.

(h) Collaborate with the MCINCR-MCBQ Installation SARC and/or supporting Lead/Command SARC to obtain the basic information for the

Operations Event/Incident Report (OPREP-3) Serious Incident Report (SIR) per the references. A case summary and offender information shall be provided by the MCIO.

1. Ensure an OPREP-3 SIR is submitted upon notification of a sexual assault, utilizing the example format located in MCO 3504.2A.

2. The Victim's Commanding Officer (CO) shall submit an OPREP-3 SIR when the victim is a Marine or other service member assigned to a Marine Corps unit.

3. The Alleged Offender's CO shall submit the OPREP-3 SIR when the victim is a civilian or military dependent and the alleged offender is a Marine or service member assigned to a Marine Corps unit.

4. OPREP-3 SIRs are not required for reports of sexual assault that occurred prior to service, unless a concern for media inquiry exists.

5. The Victim's CO or the Alleged Offender's CO shall notify the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC when the OPREP-3 SIR has been submitted to the Communications Center. Notification can be made via email or telephone.

(i) The Victim's CO shall ensure the SAPR 8-Day Incident Report is submitted via the HQMC SharePoint no later than the 8th day from the initial report.

1. The HQMC SharePoint is located at: [https://usmc.sharepoint-mil.us/sites/DCMRA\\_family\\_mfc\\_sapr/SitePages/default.aspx](https://usmc.sharepoint-mil.us/sites/DCMRA_family_mfc_sapr/SitePages/default.aspx).

2. The Victim's CO shall notify the MCINCR-MCBQ Installation SARC and/or supporting Lead/Command SARC when the SAPR 8-Day Incident Report has been submitted via the eHQMC portal in order to document compliance per reference (b). Notification can be made via email or telephone.

(j) Consult with the SJA in conjunction with local authorities and the U.S. State Department (if applicable) to confirm current jurisdictional reporting requirements for sexual assault cases off base and in foreign countries.

(k) Attend the monthly and quarterly MCINCR-MCBQ SAPR CMG as directed by the references, in support of any open Unrestricted sexual assault cases within the command.

1. Provide appropriate information to the Commander, MCINCR-MCBQ, to coordinate support services.

2. When operational commitments or other exigent circumstances make the commanding officer's participation impossible, the designated acting commanding officer shall attend the CMG for each case reviewed.

3. Senior Enlisted Advisors are encouraged to attend with the commanding officer but may not attend in lieu of commanding officer.

4. An acting letter must be provided to the CMG chair and maintained with CMG minutes if the commanding officer sends personnel in their place in accordance with the references.

5. 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 commanding officer's duty, per references (b) and (e).

(l) Ensure all SAPR personnel are properly appointed as SARCs and SAPR VAs and credentialed via the DoD Sexual Assault Advocate Certification (D-SAACP) program.

(m) Provide support for the MCINCR-MCBQ 24/7 Sexual Assault Support Line by ensuring that all D-SAACP credentialed and appointed Command SARCs and SAPR VAs are reasonably available for duty on a rotational basis. The MCINCR-MCBQ 24/7 Sexual Assault Support Line is staffed on a 7-day rotational basis to respond to victims of sexual assault in compliance with reference (f), Chapter 9.

(n) Ensure all locations, including foreign posts, have a 24/7 sexual assault response capability published throughout the command.

(o) Ensure that SAPR VAs are included on the check-in/check-out sheet, notated with proper documentation, and are participating in the unit's new-join brief if applicable.

1. The supporting Lead/Command SARC can provide this support, should the SAPR VAs be unavailable.

2. Additional check-in/check-out support is available at the MCINCR-MCBQ SAPR Office at (703) 784-3557 during working hours from 0800-1630.

(3) Installation SARC, MCINCR-MCBQ

(a) Maintain coordinated efforts and resources, regardless of the location of the sexual assault, to direct optimal and safe administration of Unrestricted and Restricted Reporting options with appropriate protection, medical care, counseling resources, and advocacy.

(b) Provide guidance, assistance, and base operational support to MCINCR-MCBQ MSCs, Tenant Command and Activities, and additional organizations/units serving under the GCMCA of the Commander, MCINCR-MCBQ, to allow for the effective administration of the SAPR Program.

(c) Notify the Commander and the Chief of Staff, MCINCR-MCBQ immediately of all reports of sexual assault that occur on and off the Installation that involves MCINCR-MCBQ Marines, military dependents 18-years and older, or when the victim is a civilian and the alleged offender is an active-duty service member assigned to a unit covered by this Order.

(d) Verify that NCISRA-Quantico has been notified of all Unrestricted Reports of sexual assault per the references. Verify eligibility for SAPR support services as stated in the references.

(e) Coordinate with the Office of Counsel and Command SJA for guidance on all matters not covered by this Order pertaining to

jurisdictional reporting requirements Outside Contiguous United States (OCONUS) and resources authorized for organizations not co-located with their parent command aboard MCINCR-MCBQ.

(f) Coordinate with the Office of Special Trial Counsel, Office of Counsel, Command SJA, Command Inspector General, or the Human Resources and Organizational Management Branch for guidance on all matters not covered by this Order pertaining to Unrestricted Reports made by, or against, any non-service member (i.e., civilian government employees, contractors, U.S. citizens, and foreign nationals) on or off the Installation or OCONUS.

(g) Facilitate timely access to comprehensive medical and psychological treatment, including emergency care treatment and services if requested by the victim. Sexual assault victims shall be given priority and treated as emergency cases per the references. Additional victim support services and resources are located on the MCINCR-MCBQ SAPR website: <https://www.quantico.marines.mil/Offices-Staff/Sexual-Assault-Prevention-Response/>

(h) Emergency care shall consist of emergency medical care and the offer of a Sexual Assault Medical Forensic Exam (SAMFE).

1. The victim shall be advised that even if a SAMFE is declined the victim shall be encouraged (but not mandated) to receive medical care, psychological care, and victim advocacy.

2. Local SAMFE resources and protocols are contained in enclosure 5 of this Order.

3. Comply with the SAMFE Kit Collection and Preservation as outlined in BUMEDINST 6310.11A and enclosure (8) of OPNAVINST 1752.1C.

4. For Restricted SAMFE Kits, the Sexual Assault Medical Forensic Examiner will collect, package, and forward the SAMFE Kit to the NCIS Consolidated Evidence Facility in Norfolk, Virginia in accordance with enclosure (9) of BUMEDINST 6310.11A.

5. For Restricted SAMFE Kits collected at civilian medical facilities, the examiner will forward the SAMFE Kit in accordance with their internal local procedures, if a Memorandum of Agreement/Understanding is not in effect.

6. Information regarding procedures shall be maintained by the MCINCR-MCBQ SAPR office in the medical resource's binder.

(i) Provide liaison with healthcare providers from Fort Alexander T. Augusta Military Medical Center, Walter Reed National Military Medical Center, and other military treatment facilities (MTFs) to assist with medical and counseling services related to care for victims of sexual assault. Provide referrals to the MCINCR-MCBQ Community Counseling Program at (703) 784-2570 for victims requiring ancillary services, as requested. Contact information for local Sexual Assault Medical Forensic Exams is contained within enclosure (5) of this Order.

1. Advise eligible TRICARE beneficiaries who are victims of sexual assault seeking access to medical resources and support services, that they are responsible for ensuring that the services they are requesting have

been discussed with their healthcare provider, are covered by military healthcare benefits, and that the appropriate medical referrals and insurance approvals are made.

2. Advise victims who are not beneficiaries of the Military Healthcare System that they may be able to obtain a SAMFE Kit through a local civilian healthcare provider at no cost to them in accordance with the Violence Against Women Act.

(j) Collaborate with Lead/Command SARC and SAPR VAs to assist with access to services. Provide liaison with local civilian emergency medical facilities for medical and counseling services related to care for victims of sexual assault. Mary Washington Healthcare operates four emergency departments within the local area:

1. Mary Washington Hospital at 1001 Sam Perry Blvd Fredericksburg, VA 22401. Additional information is listed on their website <https://www.marywashingtonhealthcare.com/locations/mary-washington-hospital/> or call (540) 741-1100;

2. Stafford Hospital at 101 Hospital Center Boulevard Stafford, VA 22554. Additional information is listed on their website <https://www.marywashingtonhealthcare.com/locations/stafford-hospital/> or call (540) 741-9000;

3. Emergency Department at Lee's Hill at 10401 Spotsylvania Ave Suite 103 Fredericksburg, VA 22408. Additional information is listed on their website <https://www.marywashingtonhealthcare.com/locations/emergency-outpatient-center/> or call (540) 741-0555; and

4. Opening in February 2024, Emergency Department and Outpatient Center at Harrison Crossing at 5501 Plank Rd., Suite 100 Fredericksburg, VA 22407. Services are listed on their website <https://www.marywashingtonhealthcare.com/our-services/emergency-services/harrison-crossing/>

(k) Safeguard all confidential information pertaining to victims and any PII.

(l) Ensure all known case information is accurately entered into the DSAID within 48-hours of victim response and that DD Form 2910 is utilized and stored in accordance with the references, if applicable. If the victim is a Reservist, information will be sent to Marine Corps Forces Reserve (MARFORRES) via encrypted email for DSAID data entry.

(m) Track and record completion of the OPREP-3 SIR, SAPR 8-Day Incident Report, and Commander's Critical Information Requirements (CCIRs), if applicable.

(n) Conduct and/or confirm that monthly safety assessments have been completed for all open cases for the purposes of ensuring the victim, and possibly other persons, are not in physical jeopardy. A safety assessment will be made available to all service members, adult military dependents, and civilians who are eligible for SAPR services, even if the victim is not physically located on the Installation. Ensure that the applicable information is updated into DSAID.

(o) Immediately contact the Commander, MCINCR-MCBQ or Chief of Staff, MCINCR-MCBQ, when a victim is assessed to be in a high-risk situation. This will initiate the immediate call to stand-up a multi-disciplinary HRRT in accordance with the guidance in reference (f), Chapter 4. This will be done even if the victim is not physically located on the Installation.

(p) Coordinate with the Commander, MCINCR-MCBQ and publish the Fiscal Year (FY) MCINCR-MCBQ SAPR monthly and quarterly CMG calendar each year prior to the beginning of the FY for long-range planning purposes.

1. Organize the meetings to take place with the Commander, MCINCR-MCBQ and/or Chief of Staff in the Commander's Conference Room at Lejeune Hall or via a secured virtual platform during the last week of the month, when feasible.

2. Forward a reminder message to all attendees approximately 2-weeks prior and any time or date changes as they are received from the Commander, MCINCR-MCBQ.

3. Co-chair the monthly SAPR CMG meetings and chair the quarterly SAPR CMG meetings for the Commander, MCINCR-MCBQ, MCINCR-MCBQ MSCs, Tenant Commands and Activities, and additional units/organizations serving under the GCMCA of the Commander, MCINCR-MCBQ in accordance with the references.

4. Provide administrative assistance to the supporting Lead/Command SARC in order for them to present their relevant case information during the CMG.

5. If a Marine chooses to file a complaint of retaliation in connection with a sexual assault and authorizes the information to be discussed at the CMG, elevate that information to the CMG chair for monthly updates to ensure that the complaint is tracked from initiation to resolution and support services are provided in compliance with the references.

6. Maintain the SAPR CMG minutes, attendance records, and/or DD Form 2910-5 "Monthly Case Management Group Meeting Notes for the Sexual Assault Prevention and Response Program," and/or DD Form 2910-6 "Quarterly Case Management Group Meeting Notes for the Sexual Assault Prevention and Response Program" in accordance with the references.

7. Verify the monthly safety assessment, referrals for support services, and relevant CMG updates have been completed in DSASID in coordination with the supporting Lead/Command SARC or civilian SAPR VA.

(q) Confirm Service members and eligible dependents who file an Unrestricted Report of sexual assault have been informed, at the time of making the report, of the option to request an Expedited Transfer in accordance with the procedures listed in reference (b), Chapters 1-2 of reference (f).

1. Verify that outgoing Expedited Transfers are initiated using the new NAVMC 1752-3, "USMC Sexual Assault Prevention and Response Request for Expedited Transfer" form.

2. If a Marine chooses to request an Expediated Transfer in connection with an Unrestricted Report of sexual assault, elevate that information to the CMG chair for monthly updates to ensure that the Expediated Transfer is tracked from initiation to final check-out.

3. Follow up with the supporting Lead/Command SARC to verify that all coordination has been completed between the loosing and gaining commands, in compliance with reference (b) and Chapters 1-2 of reference (f).

4. Coordinate with Lead/Command SARCs for all incoming Expediated Transfers (and PCS/PCA transfers with open Unrestricted Cases) to track the required in-briefs and safety assessments. Notify the CMG chair of any additions to the monthly CMG to ensure that newly assigned personnel are aware of local support services and that their case status is being monitored.

(r) Provide support in researching current information regarding OCONUS resources, SAMFEs, and how to obtain advocacy services in a foreign country, as requested. Cross-reference, as applicable, with reporting protocols annotated in existing Memorandums of Agreement/Understanding.

(s) Maintain a copy of the required documentation for each supported Lead/Command SARC and SAPR VA (i.e., Appointment Letter, Supervisor's Statement of Understanding (Page 10 of DD Form 2950), Victim Advocacy 40-hour Certificate of Training, Command SARC Certificate of Training (if applicable), and D-SAACP Credentialing Certificate) in compliance with reference (b), and Chapter 8 of reference (f), in order to facilitate proper staffing of the MCINCR-MCBQ Installation 24/7 Sexual Assault Support Line.

(t) Plan, host, and instruct United States Marine Corps (USMC) Victim Advocate Training and Command SARC Courses throughout the FY. Personnel assigned duties as a SARC or SAPR VA shall complete initial training as directed by reference (c).

(u) Coordinate and facilitate the SAPR Command Resource Brief for the Commander, MCINCR-MCBQ and the MSCs, within 30 days of assuming command, in accordance with the procedures listed in reference (b) and (g).

1. Include the Chief of Staff, MCINCR-MCBQ, and Sergeant Major, MCINCR-MCBQ, and invite the Command Chaplain, MCINCR-MCBQ to attend during the Commander's SAPR Command Resource Brief.

2. Discuss information about the installation and community-based victim support resources throughout the Command's AOR and highlight the SAPR Workspace for additional victim-related resources.

3. Provide certificates of attendance for required personnel.

(v) Conduct quality assurance audits of the following monthly:

1. The DoD Safe Helpline website: <https://www.safehelpline.org/> for the Installation's zip code of 22134; Report the results via the eHQM SharePoint Portal for SAPR.

2. Documentation for supported Lead/Command SARCs and SAPR VAs (Appointment Letters and D-SAACP credentialing documents), Duty assignment roster, Permanent Change of Station (PCS)/Expiration of Active Service (EAS)

dates, and D-SAACP continuing education for Major Subordinate Commands (MSC) SAPR VAs.

3. Inbound roster for local Commanders.

(w) Conduct quality assurance audits of the following quarterly:

1. The MCINCR-MCBQ SAPR webpage. Verify that local resources and contact information is current, and that the Installation's 24/7 Sexual Assault Support Line and the DoD Safe Helpline Line telephone numbers are properly displayed. Coordinate with the Installation webmaster for any updates and changes to content.

2. Policies and procedures to improve victim care and support services.

3. MCINCR-MCBQ 24/7 Sexual Assault Support Line response procedures.

4. Jurisdictional reporting requirements for OCONUS and authorized support resources for supported organizations not co-located with their parent command aboard MCINCR-MCBQ.

(x) Monitor the Enterprise Task Management Software Solution (ETMS2) system for inbound tasks and respond accordingly.

(y) Ensure SAPR-related posters, resources, and policy statement documents are prominently displayed in facilities and common areas aboard the Installation using the most current template published on the eHQM SharePoint Portal for SAPR in accordance with reference (b).

(z) Create and execute a local SAPR community outreach and awareness campaign, to include the planning of local events to promote Sexual Assault Awareness and Prevention Month and training events for by-stander intervention. Promote the DoD Safe Helpline on all outreach materials and the MCINCR-MCBQ website: <https://www.quantico.marines.mil/>

(aa) Manage proper protocols for maintenance requests with the Marine Corps Association and Base Facilities. Maintain accountability for:

1. All government garrison property accounts;

2. Assigned government owned vehicle;

3. Information technology equipment (laptops, cell phones, and printers); and

4. Appropriated funds in conjunction with the Comptroller's office and in accordance with the applicable regulations.

(ab) Supervise personnel and perform all duties in accordance with the regulations and guidelines set forth in the references and/or as directed by the Commander, MCINCR-MCBQ.

(4) Marine Forces/Command SARCs Assigned to Tenant Commands and Activities



(a) Become familiar with the contents of the references, this Order, and the enclosures herein.

(b) Ensure compliance with this Order and knowledge of the local resources contained within the enclosures.

(c) Notify the MCINCR-MCBQ Installation SARC immediately of all reports of sexual assault in order to initiate base operational support or to provide information and referral assistance. Contact can be made via the 24/7 MCINCR-MCBQ Sexual Assault Support Line at (703) 432-9999 or via the MCINCR-MCBQ SAPR Office at (703) 784-3557 during working hours from 0800-1630.

(d) Notify the MCINCR-MCBQ Installation SARC of any Expedited Transfer requests to or from the Installation for CMG monitoring purposes.

(e) Ensure all known case information is accurately entered into the DSAID within 48-hours of a victim response and that the DD Form 2910 is utilized and stored in accordance with the references under double lock and key. If the victim is a Reservist, information will be sent to MARFORRES via encrypted email for DSAID data entry.

(f) Provide the original DD Form 2910 in-person, via certified mail, or via encrypted email to the MCINCR-MCBQ Installation SARC for filing in compliance with reference (f), Chapter 5. Provide a copy to the victim.

(g) Collaborate with SAPR VAs in order to facilitate the support services requested by the victim. The resource feature on the DoD Safe Helpline website: <https://www.safehelpline.org/>, can also be utilized to obtain geographical resources within CONUS and OCONUS. Additional listings of national and federal agencies can be obtained from the MCINCR-MCBQ SAPR office.

(h) Attend the monthly and quarterly MCINCR-MCBQ SAPR CMG meetings as directed by the references. The FY CMG calendar is published each year prior to the beginning of the FY for long-range planning purposes.

(i) After the monthly CMG, 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 case in accordance with references (b) and (e). Ensure victims are notified upon adjudication of military justice proceedings. These duties are non-delegable.

(j) Screen suitable personnel for training and assignment as a Lead/SARC or SAPR VA in accordance with the references.

1. Maintain SAPR personnel documentation (Appointment Letter, Supervisors Statement of Understanding (page 10 of DD Form 2950), Victim Advocacy 40-hour Certificate of Training, SARC Certificate (if applicable), and D-SAACP Credentialing Certificate, etc.) in a known secured location.

2. Ensure the command has provided a copy of the required documents to the MCINCR-MCBQ Installation SARC, in order to facilitate proper staffing of the Installation's 24/7 Sexual Assault Support Line in compliance with reference (f), Chapter 9, and to provide accurate referrals for victims.

SAPR documentation can be sent via email, delivered in-person, or faxed to (703) 784-3260.

(k) Notify the HQMC SAPR office and the MCINCR-MCBQ Installation SARC of any SAPR VA suspensions or revocations in compliance with reference (f), Chapter 3.

(l) Ensure a copy of the command's SAPR policy statement, Lead/Command SARC and SAPR VA posters are posted throughout the command's common areas. Conduct quality assurance checks on a bi-annual basis and maintain documentation of the specific locations.

(m) Provide support for the MCINCR-MCBQ 24/7 Sexual Assault Support Line.

1. Forward periods of non-availability on a quarterly basis (first week of October, January, April, and July) to the MCINCR-MCBQ SAPR office.

2. Personnel shall be D-SAACP credentialed, appointed in writing within their current command, and not pending any administrative or disciplinary action.

3. Detailed instructions for staffing of the MCINCR-MCBQ 24/7 Sexual Assault Support Line are provided in the 'Duty SAPR VA Resource Binder.' This binder is checked out along with a government cell phone, SAMFE response clothing, and toiletries prior to standing duty.

4. The tour of duty is Monday to Monday (7-days) with the change-over process occurring at 0900 each Monday.

(n) Assist the Command in creating a FY SAPR Training Plan in order to meet annual SAPR training requirements. For MSCs, provide the MCINCR-MCBQ Installation SARC with a copy of the command's FY SAPR Training Plan prior to the beginning of the FY in compliance with reference (b) and Chapter 6 of reference (f).

1. Training plans shall include all SAPR training requirements for Marines/Sailors, to include SAPR Annual Training for Leaders (for Officers and Staff Noncommissioned Officers), Take-A-Stand (for Noncommissioned Officers), Step-Up (for junior Marines), Pre-Deployment/Post-Deployment Training, and other trainings as directed by HQMC SAPR in compliance with reference (b) and reference (f), Chapter 6.

2. Maintain and track all sign-in rosters and verify entry into the Marine Corps Total Force System as directed by reference (b) and reference (f), Chapter 6.

(o) Coordinate and facilitate the SAPR Command Resource Brief for the Commanding General/Commanding Officer within 30 days of assuming command, in accordance with the procedures listed in reference (b) and (g).

1. Include the Deputy Commanding General, Chief of Staff, and/or Executive Officer, and Sergeant Major, and invite the Command Chaplain to attend during the Commanding General/Commanding Officer's SAPR Command Resource Brief.

2. Discuss information about the installation and community-based victim support resources throughout the Command's AOR and highlight the SAPR Workspace for additional victim-related resources.

3. Provide certificates of attendance for required personnel.

(p) Perform all duties in accordance with the references.

(5) SAPR VAs Assigned to MSCs and Tenant Commands and Activities

(a) Become familiar with the contents of the references, this Order, and the enclosures herein.

(b) Ensure compliance with this Order and knowledge of the resources listed in the enclosures.

(c) Notify the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC immediately of all reports of sexual assault in order to initiate base operational support or to provide information and referral assistance. Contact can be made via the 24/7 MCINCR-MCBQ Sexual Assault Support Line at (703) 432-9999 or via the MCINCR-MCBQ SAPR Office at (703) 784-3557 during working hours from 0800-1630.

(d) Review and complete the DD Form 2910 and the Safety Assessment Tool with victims of sexual assault.

1. Annotate the initial information for DSAID on DD Form 2965 (DSAID Data Form) for all reports of sexual assault. Provide the DD Form 2865 to the supporting Lead/Command SARC either in-person or transmit the information via telephone.

2. Provide the DD Form 2910 and the Safety Assessment Tool to the supporting Lead/Command SARC for uploading into DSAID. The DD Form 2910 will also be provided to the MCINCR-MCBQ Installation SARC either in-person or via encrypted email for filing per reference (b).

3. Provide all forms within 24-hours, or as soon as practical of a filed report of sexual assault. If the victim is a Reservist, information will be sent to MARFORRES for DSAID data entry. Ensure the safe and confidential handling of all forms, stored under double lock and key, until they are forwarded to the supporting Lead/Command SARC.

(e) At a minimum, provide a copy of DD Form 2910, DD Form 2701, VLC Information Brochure, the DoD CATCH a Serial Offender Program Victim Info Sheet located in enclosure (3), and the DoD Safe Helpline brochure to the victim. Provide additional resources and referrals, as requested.

(f) Notify emergency medical personnel immediately if a victim is suicidal, and law enforcement personnel if a victim is homicidal. Remain with the victim until their care has been handed-off and acknowledged by a first responder. Notify the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC via the 24/7 MCINCR-MCBQ Sexual Assault Support Line at (703) 432-9999 or via the MCINCR-MCBQ SAPR Office at (703) 784-3557 during working hours from 0800-1630.

(g) Ensure that each victim is aware of the methods to report retaliation and the resolution process contained in the references and in enclosure (1) of this Order, the Expedited Transfer request process contained in reference (f), Chapters 1-2, and information for requesting a military or civilian protective order.

(h) Notify the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC immediately in-person, over the phone, or via encrypted email of all Expedited Transfer requests to or from the Installation.

(i) Maintain an up-to-date listing of local victim support services in order to provide victim care and support, to include Sister service facilities and off-base, non-military agencies. Collaborate with the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC to facilitate the support services requested by the victim.

1. The resource feature on the DoD Safe Helpline website: <https://www.safehelpline.org/>, can also be utilized to obtain geographical resources within CONUS and OCONUS.

2. If needed, conduct additional research to locate MTFs, Military Health Clinics, local rape crisis centers, and facilities that conduct SAMFES, etc.; provide behavioral and mental health options (MTFs, Military Health Clinics, Marine and Family Services, Community Counseling Centers, Family Advocacy Program, Civilian Employee Assistance Program, etc.); provide pastoral support (Chaplains, local spiritual groups, and organizations); provide legal and law enforcement support (VLC, SJAs, Victim Witness Assistance Program, Naval Criminal Investigative Service, etc.); and 24/7 support services (DoD Safe Helpline, Sexual Assault Support Line, National Helplines, etc.) that victims can utilize where they are stationed.

3. Additional information on victim support services, resources, and listings of national and federal agencies can be obtained from the MCINCR-MCBQ SAPR office and the MCINCR-MCBQ SAPR website: <https://www.quantico.marines.mil/Offices-Staff/Sexual-Assault-Prevention-Response/>

(j) Attend the monthly and quarterly MCINCR-MCBQ SAPR CMG meetings as directed by reference (b). The FY CMG calendar is published each year prior to the beginning of the FY for long-range planning purposes.

(k) Ensure a copy of SAPR documentation (Appointment Letter, Supervisors Statement of Understanding (page 10 of DD Form 2950), Victim Advocacy 40-hour Certificate of Training, and D-SAACP Credentialing Certificate, etc.) is maintained in a known secured location.

1. Ensure copies have been provided to the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC in order to facilitate proper staffing of the Installation's 24/7 Sexual Assault Support Line and to provide accurate referrals for victims in compliance with reference (f), Chapter 9. SAPR documentation can be sent via email, delivered in-person, or faxed to (703) 784-3260.

2. Complete and maintain documentation of the required D-SAACP continuing education (16 hours per year) in accordance with the references. Provide documentation of continuing education to your supporting Lead/Command SARC.

(l) Notify the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC of any SAPR VA suspensions or revocations in compliance with reference (f), Chapter 3.

(m) Ensure a copy of the command's SAPR policy letter is posted throughout the command's common areas and replaced upon a change of command. Maintain a record of each location to facilitate updates.

(n) Post the SAPR VA's photograph on the HQMC SAPR approved template throughout the command in common areas, barracks, chow halls, duty huts, company/section read boards, break areas, and/or restrooms.

1. The template must include the MCINCR-MCBQ 24/7 Sexual Assault Support Line, reporting options, and exceptions to confidentiality.

2. Maintain a list of all SAPR VA poster locations in the command's SAPR VA turnover binder. Conduct quality assurance checks on a bi-annual basis.

(o) Assist the Command in creating a FY SAPR Training Plan in order to meet annual SAPR training requirements. For MSCs, provide the MCINCR-MCBQ Installation SARC with a copy of the command's FY SAPR Training Plan prior to the beginning of the FY in compliance with reference (b) and Chapter 6 of reference (f).

1. Training plans shall include all SAPR training requirements for Marines/Sailors, to include SAPR Annual Training for Leaders (for Officers and Staff Noncommissioned Officers), Take-A-Stand (for Noncommissioned Officers), Step-Up (for junior Marines), Pre-Deployment/Post-Deployment Training, and other trainings as directed by HQMC SAPR in compliance with reference (b) and reference (f), Chapter 6.

2. Maintain and track all sign-in rosters and verify entry into the Marine Corps Total Force System as directed by reference (b) and reference (f), Chapter 6.

(p) Support the MCINCR-MCBQ 24/7 Sexual Assault Support Line in compliance with reference (f), Chapter 9.

1. Forward periods of non-availability on a quarterly basis (first week of October, January, April, and July) to the MCINCR-MCBQ SAPR office.

2. Personnel shall be D-SAACP credentialed, appointed in writing within their current command, and not pending any administrative or disciplinary action.

3. Detailed instructions for staffing of the MCINCR-MCBQ 24/7 Sexual Assault Support Line are provided in the 'Duty SAPR VA Resource Binder.' This binder is checked out to the Duty SAPR VA along with a government cell phone, SAMFE response clothing, and toiletries prior to standing duty.

4. The tour of duty is Monday to Monday (7-days) with the change-over process occurring at 0900 each Monday. If Monday is a federal holiday, the change-over process will occur at 0900 on the following Tuesday.

(q) Perform all duties in accordance with the references.

(6) Healthcare Personnel, Naval Health Clinic Quantico

(a) Ensure that all healthcare personnel are aware of the policies for providing services to military victims of sexual assault, the references, and this Order. Ensure that all personnel have gone through SAPR training in accordance with the references and are prepared to support victims of sexual assault with resources to the sexual assault.

(b) Notify the MCINCR-MCBQ Installation SARC and the supporting Navy National Capital Region (NCR), Naval District Washington SARC immediately on all reports of sexual assault in order to provide information and referral assistance.

1. Contact can be made via the 24/7 MCINCR-MCBQ Sexual Assault Support Line at (703) 432-9999 or via the MCINCR-MCBQ SAPR office at (703) 784-3557 during working hours from 0800-1630.

2. The Navy NCR SARC can be contacted via the 24/7 NCR Duty SAPR VA at (202) 258-6717 or the Navy NCR Fleet and Family Support Center (FFSC) at (202) 685-0229 during working hours.

(c) Attend the monthly and quarterly MCINCR-MCBQ SAPR CMG meetings as directed by the references. The FY CMG calendar is published each year prior to the beginning of the FY for long-rang planning purposes.

(d) Coordinate support agreements pertaining to civilian healthcare organizations providing support services to military personnel.

(7) Command Chaplain, MCINCR-MCBQ and Chaplains Assigned to MSCs, Tenant Commands and Activities

(a) Ensure all military religious service personnel are aware of the policies for providing services to military victims of sexual assault, the references, and the content of this Order.

(b) Ensure all personnel complete the required SAPR training in accordance with the references.

(c) Be prepared to provide pastoral and/or spiritual support to victims within the command.

1. If a victim requests to file a report of sexual assault, refer them to the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC.

2. Additional resources will be provided, such as a SAPR VA, VLC, counseling options, and medical resources and the Restricted Reporting option may still be available.

3. Contact can be made via the 24/7 MCINCR-MCBQ Sexual Assault Support Line at (703) 432-9999 or via the MCINCR-MCBQ SAPR Office at (703) 784-3557 during working hours from 0800-1630.

(d) Attend the monthly and quarterly MCINCR-MCBQ SAPR CMG meetings as directed by reference (b). The FY CMG calendar is published each year prior to the beginning of the FY for long-range planning purposes.

(8) Command Duty Officer (CDO), MCINCR-MCBQ

(a) Ensure that all watch personnel are familiar with this Order and how to access SAPR resources while on duty.

(b) Notify the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC immediately of all reports of sexual assault in order to initiate base operational support or to provide information and referral assistance. Contact can be made via the 24/7 MCINCR-MCBQ Sexual Assault Support Line at (703) 432-9999 or via the MCINCR-MCBQ SAPR Office at (703) 784-3557 during working hours from 0800-1630.

(c) Maintain confidentiality by not discussing sexual assault cases with anyone except the Commander, MCINCR-MCBQ, Chief of Staff, Commanding Officer, SARC/SAPR VA, or law enforcement.

(d) Maintain confidentiality by entering only those personnel notified and not any PII (or any information that will identify the victim) into the CDO logbook. Protecting the privacy of the victim while making the proper notifications is paramount.

d. Coordinating Instructions

(1) This Order will be revised as substantial changes to the SAPR program occur. In the interim, this Order shall be used in conjunction with the references, and any applicable MARADMINS or Memoranda for the Record, to ensure compliance with policies and procedures established by the Department of Defense, Secretary of the Navy, and Commandant of the Marine Corps.

(2) Memoranda of Agreements/Understanding (MOA/MOU) pertaining to MCINCR-MCBQ will be initiated and/or revised, as directed, by the MCINCR-MCBQ Business Performance Office.

(a) A standard clause detailing SAPR support services and the notification process shall be included in the revision of each applicable MOA/MOU in compliance with the references.

(b) Specific attention will be paid to those commands not co-located aboard MCINCR-MCBQ.

(c) The Naval Health Clinic Quantico will coordinate support agreements pertaining to civilian healthcare organizations providing support services to military personnel.

(d) The MCINCR-MCBQ Installation SARC, the Office of Special Trial Counsel, Office of Counsel, and the Command SJA shall be consulted for each review and staffing pertaining to jurisdictional issues and services provided.

(3) Official taskers mandated by higher headquarters shall be forwarded via Enterprise Task Management Software Solution (ETMS2). Local requests for support, not mandated by the references, will be communicated directly via Senior Command Leadership or internally via the eMCINCR-MCBQ

SharePoint Portal. Coordination shall be made with the Assistant Chiefs of Staff, G-1, G-3, and G-8, as appropriate, on all taskers involving military personnel, civilian staffing, funding, major events, and site visits aboard MCINCR-MCBQ.

(4) Augmentation for temporary collateral assignments, such as support for inspections or advisory panels, shall be reviewed by the MCINCR-MCBQ Chief of Staff and MCINCR-MCBQ Installation SARC on a case-by-case basis and subject to availability of personnel.

(a) The MCINCR-MCBQ SAPR Program Assistant and SAPR Officer-In-Charge/Staff Non-Commissioned Officer-In-Charge are authorized to provide administrative support to the MCINCR-MCBQ Command Inspection Program upon completion of mandatory training requirements for all augment inspectors in compliance with MCO 5040.6J.

(b) Inspections pertaining to Functional Area 1752, SAPR will be conducted under the direction of the MCINCR-MCBQ Installation SARC or a supporting Lead/Command SARC.

(5) Travel. A SARC or SAPR VA may be called upon to assist with arranging travel plans for the victim either in conjunction with the Legal Services Support Section (LSSS) or directly with the command for medical or administrative reasons.

(a) Flights for Victims. To ensure victim privacy for non-military justice related travel, the Lead/Command SARC or SAPR VA is responsible for communicating with the receiving MCINCR-MCBQ Installation SARC and VLC to ensure flight information is appropriately passed to the victim. For military justice related travel, the LSSS shall be the lead for travel coordination and funding processes.

(b) Lodging for Victims. For military justice-related lodging, the Lead/Command SARC or SAPR VA will work closely with the LSSS to ensure that the accused and the victim, are not staying in the same lodging facilities when reservations are made.

## 5. Administration and Logistics

### a. Administration

(1) Recommendations for changes to this Order shall be submitted to the MCINCR-MCBQ SAPR Office (B 19).

(2) Records created as a result of this Order shall comply with current records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule, SECNAV M-5210.1, and in compliance with reference (f), Chapter 8.

(3) The online SAPR 8-Day Incident Report can be accessed via the HQMC SharePoint at:  
[https://usmc.sharepoint-mil.us/sites/DCMRA\\_family\\_mfc\\_sapr/SitePages/default.aspx](https://usmc.sharepoint-mil.us/sites/DCMRA_family_mfc_sapr/SitePages/default.aspx)

(4) The following DD forms will be used for Restricted and Unrestricted Reporting, retaliation reporting, and to request the return of



personal property in Restricted Reporting cases. The DD Forms can be downloaded via the DoD Directives Division website at <https://www.esd.whs.mil/dd/>

(a) DD Form 2910, "Victim Reporting Preference Statement." Used to elect a reporting option (Restricted or Unrestricted) by the adult sexual assault victim in the SAPR Program.

(b) DD Form 2910-1, "Replacement of Lost DD Form 2910, Victim Reporting Preference Statement." While not a common occurrence, if a sexual assault victim requests a copy of a previously filed DD Form 2910, and the original paper or electronic copy cannot be located, the victim can complete a DD Form 2910-1. If separated, the former or retired service member will sign the DD Form 2910-1, and then send the form to the nearest SARC or the HQMC SAPR office. When completing the DD Form 2910-1, victims may elect to convert their original reporting option from Restricted to Unrestricted. The DD Form 2910-1 will take the place of the original DD Form 2910 and will be uploaded to the DSAID File Locker for document retention purposes.

(c) DD Form 2910-2, "Retaliation Reporting Statement for Unrestricted Sexual Assault Cases." Used to file a retaliation report within the SAPR Program related to an existing Unrestricted Report. Retaliation reports can also be filed outside the SAPR Program, see "Resources for Victims to Report Retaliation, Reprisal, Ostracism, Maltreatment, Sexual Harassment, or to Request an Expedited/Safety Transfer or Military Protective Order (MPO)/Civilian Protective Order (CPO)" in reference (b). Persons eligible to file a DD Form 2910-2 include:

1. Adult sexual assault victim who have previously made a Unrestricted Report of sexual assault.
2. Adult sexual assault victim's adult family member (e.g., spouse, son, daughter).
3. Witness.
4. Bystander who intervened.
5. SARC or SAPR VA on the case.
6. Responder.
7. Other party to the incident (e.g., friend, co-worker).

(d) DD Form 2910-3, "Return of Victim's Personal Property in Restricted Reporting Sexual Assault Cases Collected During a Sexual Assault Forensic Examination (SAFE)." The SARC or SAPR VA will use the DD Form 2910-3, to document the adult sexual assault Restricted Reporting victim's request, to describe the personal property requested, and to identify the Restricted Reporting Case Number (RRCN) that identifies the SAFE Kit in question, in accordance with reference (b). This return of personal property request is not applicable for individuals who obtained a sexual assault forensic exam at a civilian facility, and whose kit and personal property are maintained by civilian law enforcement.

(e) DD Form 2910-4, "Catch a Serial Offender (CATCH) Program Explanation and Notification Form for SAPR Related Inquiry (SRI) CATCH Entries."

(f) DD Form 2910-5, "Monthly Case Management Group (CMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program."

(g) DD Form 2910-6, "Quarterly Case Management Group (CMG) Meeting Notes for the Sexual Assault Prevention and Response Program (SAPR)."

(h) DD Form 2910-7, "High-Risk Response Team (HRRT) Meeting Notes for the SAPR Program."

(i) DD Form 2701, "Initial Information for Victims and Witnesses of Crime."

(j) DD Form 2965, "Defense Sexual Assault Incident Database (DSAID) Data Form."

(k) USMC Safety Planning for Victims of Sexual Assault (includes the Safety Screening Tool and Victim Safety Planning Worksheet).

(l) Automated SAPR 8-Day Incident Report (formerly called the SAPR 8-Day Brief).

(m) DD Form 2911, "Department of Defense (DoD) Sexual Assault Forensic Examination (SAFE) Report."

1. If the victim had a SAFE, the Restricted Report DD Form 2911 will be retained for 50 years, consistent with DoD guidance for the storage of PII.

2. The 50-year time frame for the DD Form 2911 will start from the date the victim signs the DD Form 2910, but if there is no DD Form 2910, the timeframe will start from the date the SAFE Kit is completed. Restricted Report forms will be retained in a manner that protects confidentiality.

3. If the victim had a SAFE, the SAFE Kit will be retained in accordance with reference (b) in a location designated by the Military Service concerned.

4. When the forensic examination is conducted at a civilian facility through an MOU or an MOA with the DoD, the requirement for the handling of the forensic kit will be explicitly addressed in the MOU or MOA. The MOU or MOA with the civilian facility will address the processes for contacting the supporting Lead/Command SARC and for contacting the appropriate DoD agency responsible for accepting custody of the forensic kit.

(n) NAVMC 1752-3, "USMC Sexual Assault Prevention and Response Request for Expedited Transfer." The purpose of this NAVMC form is to provide COs, SARCs, and Manpower Management (MM) the process for service member and SAPR-eligible dependents for Expedited Transfer requests. Information will be accessed by SAPR and MM authorized personnel with a need-to-know- to meet the purpose. Information is voluntary; however, failure to provide the information could result in an inability to curtail current tour of duty for the service member.

(o) DD Form 2950, "Department of Defense (DoD) Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for New Applicants."

(p) DD Form 2950-1, "Department of Defense (DoD) Sexual Assault Advocate Certification Program (D-SAACP) Renewal Application Packet."

(q) Storage and retention protocols for the new DD Forms 2910-4, 2910-5, 2910-6, and 2910-7 will be implemented once promulgated by DoD, as measures to enhance victim care and support. The new DD Forms will standardize and facilitate oversight and management of the support rendered to service members making Unrestricted Reports of adult sexual assault and associated retaliation allegations.

(r) Adult sexual assault victims and retaliation reporters can request a copy of their reporting preference form and associated documentation (i.e., DD Forms 2910, 2910-1, 2910-2, and 2910-3) directly from a SARC or SAPR VA:

1. The DD Form 2910 and DD Forms 2910-1, 2910-2, and 2910-3 will be retained for 50 years for both Restricted and Unrestricted Reports in accordance with reference (b).

2. SARCs or designated SAPR VAs who have been authorized to have DSAID access will upload DD Forms 2910, 2910-1, 2910-2, and/or 2910-3 into the DSAID File Locker within 48-hours of the form being completed. In deployed locations, such as areas of combat that have internet connectivity issues, the timeframe is extended to 96-hours.

3. The DSAID File Locker will be the only DoD-authorized database for the electronic retention of DD Forms 2910, 2910-1, 2910-2, and 2910-3 in order to ensure the protection of PII and to make reports more easily retrievable in one centralized database in accordance with reference (b).

(5) Commander, MCINCR-MCBQ and Commanders in comparable locations, will direct that "Reporting Options for Adult Victims of Sexual Assault" are posted in high-traffic locations (including dining facilities). Posted information will include:

(a) Location, phone numbers, and emails for the supporting Lead/Command SARC and SAPR VAs.

(b) Location, phone number and email to contact the SVC/VLC Program.

(c) Process for reporting to an individual outside the chain of command of the service member, explicitly to include contact information for the DoD Safe Helpline at (877) 995-5247 or a SARC and other personnel outside their chain of command.

(d) Information for the DoD Safe Helpline for crisis intervention, 24/7 worldwide.

(e) Information for the CATCH Program.

(f) Information regarding services furnished by the Secretary of Veterans Affairs to survivors of sexual trauma. This should also be posted in areas where sexual assault prevention staff normally post notices or information.

(g) Commander, MCINCR-MCBQ and Commanders in comparable locations, will direct that "Reporting Options for Retaliation Related to an Unrestricted Report of Adult Sexual Assault" are posted in high-traffic locations in accordance with reference (b). Posted information will include:

1. "Reporting Options for Adult Victims of Sexual Assault." However, not all retaliation reporters will be eligible for an SVC/VLC.

2. Information for the Office of Inspector General (OIG) Hotline for Whistleblower Reprisal Complaints at (800) 447-8477.

3. Information about how individuals who believe they have been retaliated against related to a report of sexual assault may report retaliation allegations, including:

a. Adult sexual assault victim who have previously made an Unrestricted Report of sexual assault;

b. Adult sexual assault victim's adult family member (e.g., spouse, son, daughter);

c. Witness;

d. Bystander (who intervened);

f. SARC or SAPR VA on the case; or

g. Responder.

(6) For individuals choosing not to file an official report of sexual assault through a DD Form 2910, SAPR Program Managers, SARCs, and SAPR VAs authorized to use DSAID (including the Military Service Academy SARCs) will utilize the "SAPR Related Inquiry (SRI) Module" in DSAID to document these instances as either Sexual Assault Victim Inquiries, Retaliation Reporter Inquiries, or Persons Inquiring as to Reporting Processes or Resources.

b. Logistics. Coordination shall be made with the host Comptroller to ensure adequate funding is available for approved spending plans, operating costs, training events, and to facilitate the execution of allocated funds, when applicable.

(1) The MCINCR-MCBQ SAPR Office is located at 715-A, Broadway Street, Marine Corps Association (MCA) Annex Building, 3rd floor, Quantico, VA, 22134, commercial (703) 784-3557 or DSN 278-2557.

(2) The MCINCR-MCBQ 24/7 Sexual Assault Support Line is contracted with a network carrier via a mobile device.

(3) The MCINCR-MCBQ SAPR website is:  
<https://www.quantico.marines.mil/Offices-Staff/Sexual-Assault-Prevention-Response/>

(4) The MCINCR-MCBQ SAPR group mailbox is:  
[SMB\\_QUANTICO\\_SAPRO@usmc.mil](mailto:SMB_QUANTICO_SAPRO@usmc.mil)

6. Command and Signal

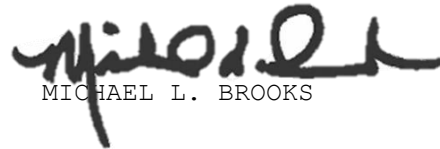
a. Command

(1) This Order is applicable to military personnel, civilian government employees, contractors, family members, and visitors aboard the Installation and all personnel assigned to organizations serving under the GCMCA of the Commander, MCINCR-MCBQ.

(2) When assigned to an official sexual assault case, report all case information directly to the MCINCR-MCBQ Installation SARC and/or the supporting Lead/Command SARC while carrying out sexual assault advocacy responsibilities in order to meet the notification requirements and maintain confidentiality protocols.

(3) Major Subordinate Commands, Tenant Commands and Activities are responsible for implementing the provisions within this Order, as well as developing appropriate internal policies and procedures to enhance the command climate, reporting process, and preventative efforts of the SAPR program within their command.

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



MICHAEL L. BROOKS

DISTRIBUTION STATEMENT: A



**Sexual Assault  
Prevention &  
Response  
Office**



715 Broadway Street  
MCA Annex, Bldg. 715-A, 3rd Floor  
Quantico, 22134  
Office: 703.784.3557  
24/7 Sexual Assault Support Line: 703.432.9999

## Reporting Retaliation

**Retaliation** includes one of the following actions when taken against a Service member because that member made or is preparing to make a protected communication, such as reporting a criminal offense. Service members and Department of the Navy personnel shall not retaliate against a Service member because the member reported a criminal offense and may be punished under the Uniform Code of Military Justice as an orders violation under Article 92.

<b>Ostracism</b> Wrongfully excluding a military member from social acceptance, privilege, or friendship with the intent to do any of the following: inflict emotional distress, discourage the reporting of a criminal offense, or otherwise discourage the due administration of justice.	<b>Reprisal</b> Taking or threatening to take an unfavorable personnel action, or withholding or threatening to withhold a favorable personnel action, or any other act of retaliation against a DoD member.
<b>Restriction</b> Preventing or attempting to prevent members of the Armed Forces from making or preparing to make lawful communications to Members of Congress and/or an Inspector General.	<b>Maltreatment</b> The cruelty toward, oppression of, or maltreatment of any individual subject to one's orders.

The following individuals are **eligible to report retaliation** through the SAPR Program by speaking with a SAPR VA or SARC:

▪ Adult sexual assault victims who have made an unrestricted report	▪ Sexual Assault Prevention and Response Coordinator (on the specific case)
▪ Adult sexual assault victim's adult family member	▪ Sexual Assault Prevention and Response Victim Advocate (on the specific case)
▪ Witness to a sexual assault	▪ Other responders (on the specific case)
▪ Bystander (who intervened)	▪ Other party to the incident (friend, co-worker, etc.)

## MCINCR-MCBQ Reporting and Assistance Resources

<b>Installation Sexual Assault Prevention and Response Coordinator</b> (703) 784-3557	<b>Command Inspector General</b> (703) 784-2277 <b>Department of Defense Inspector General</b> (800) 424-9098	<b>Installation Equal Opportunity Advisor</b> (703) 432-0764
<b>Installation 24/7 SAPR Support Line Sexual Assault Prevention and Response Victim Advocate</b> (703) 432-9999	<b>Naval Criminal Investigative Service Resident Agency Quantico</b> (703) 784-2993	<b>Installation Victim Witness Assistance Program</b> (703) 784-2354
<b>Regional Victims' Legal Counsel</b> (703) 784-4514	<b>Installation Command Chaplain</b> (703) 784-2518	<b>DoD Safe Helpline</b> (877) 995-5247



## Reporting Outside of the Chain of Command

Service members who have been sexually assaulted and/or retaliated against because they have reported, or plan to report, a sexual assault have the option to report the assault and/or retaliation outside of their chain of command.

**Options for reporting** an assault outside of the chain of command include:

▪ Sexual Assault Prevention and Response Coordinator (can be from any Command or Installation)
▪ Sexual Assault Prevention and Response Victim Advocate (Uniformed or Civilian)
▪ DoD Safe Helpline
▪ Naval Criminal Investigative Service (can file a report directly)
▪ Inspector General of the Marine Corps (for cases involving retaliation)

## MCINCR-MCBQ Reporting and Assistance Resources

Installation Sexual Assault Prevention and Response Coordinator	(703) 784-3557
Installation 24/7 SAPR Support Line Sexual Assault Prevention and Response Victim Advocate	(703) 432-9999
DoD Safe Helpline	(877) 995-5247
Naval Criminal Investigative Service Resident Agency Quantico	(703) 784-2993
Inspector General of the Marine Corps	(866) 243-3887





DEPARTMENT OF DEFENSE  
SEXUAL ASSAULT PREVENTION  
AND RESPONSE OFFICE

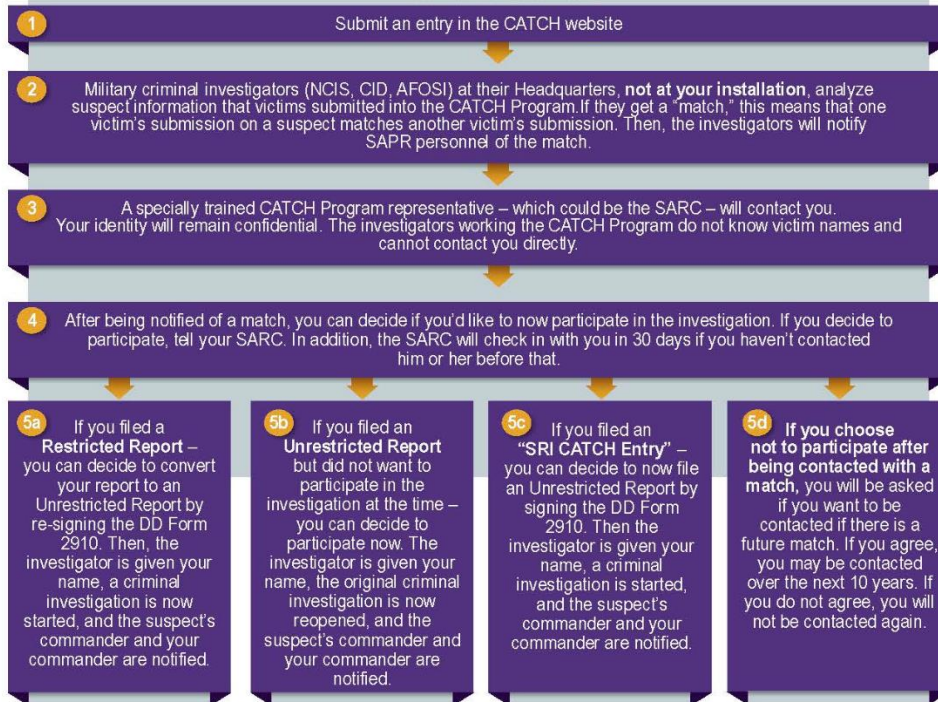


## Catch a Serial Offender (CATCH) Program Victim Info Sheet

The CATCH Program gives adult sexual assault victims who filed Restricted Reports, 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.

**To make a CATCH entry**, contact the Sexual Assault Response Coordinator (SARC) or Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA). They will explain the program and provide you a username and password to gain access to the CATCH website. You are eligible if you filed a sexual assault report with a DD Form 2910 and the name of the suspect is not known by law enforcement. However, if you do not want to file a sexual assault report, you can still participate in CATCH by submitting a "SAPR-related Inquiry (SRI) CATCH Entry." Your entry is anonymous. If your entry "matches" another entry or an investigation, you will be contacted by SAPR personnel, not an investigator, and you will then decide whether to participate in the investigation. **Your participation in the CATCH Program is voluntary.** If there is a match, your name will not be automatically provided to law enforcement without your permission. **You may decline to participate in the process at any point, even after being notified that there was a potential match.** There shall be no adverse consequences if you do not agree to participate.

### CATCH PROGRAM



### FREQUENTLY ASKED QUESTIONS

► Do I have to provide my name?

*No, you cannot share your name; the process is anonymous.*

► What information do you need about the suspect?

*The top 5 things that we would like you to provide, but only if you know them, are the suspect name, suspect phone number or social media username(s), suspect rank, date of offense, and location of the sexual assault. You can provide as much information as you can remember and feel comfortable sharing. You only need to complete one field to be able to submit an entry.*

► How long do you keep my entry in the CATCH system?

*Each entry is kept for 10 years. This means that you could be contacted at any time over the next 10 years if there is a potential match, as long as you don't opt out and your contact information doesn't change.*

► I have more questions. Who can I speak with before deciding?

*If you are eligible, your SARC or SAPR VA can offer you a referral to a Special Victims' Counsel or Victims' Legal Counsel, who is your personal attorney (not a prosecutor or a defense attorney). They can help answer your legal questions about the CATCH Program.*

For more information on the CATCH Program, visit the Sexual Assault Prevention and Response Office CATCH webpage at [www.sapr.mil/CATCH](http://www.sapr.mil/CATCH)  
For confidential 24/7 crisis intervention, call or visit the DoD Safe Helpline at 877-995-5247 or [www.safehelpline.org](http://www.safehelpline.org)

*DoDI 6495.02, Vol. 1, March 28, 2013  
Incorporating Change 7, September 6, 2022*

ENCLOSURE 5

COMMANDER AND MANAGEMENT SAPR PROCEDURES

1. SAPR MANAGEMENT. Commanders, supervisors, and managers at all levels are responsible for the effective implementation of the SAPR program and policy. Military and DoD civilian officials at each management level shall advocate a strong SAPR program, and provide education and training that shall enable them to prevent and appropriately respond to incidents of sexual assault.
2. COMMANDER, MCINCR-MCBQ SAPR RESPONSE PROCEDURES. Each installation commander shall:
  - a. Develop guidelines to establish 24 hours, 7 days per week sexual assault response capability for their locations, including deployed areas. For SARCs that operate within deployable commands that are not attached to an installation, senior commanders of the deployable commands shall ensure that equivalent SAPR standards are met. All SARCs will have direct and unimpeded contact and access to the Commander, MCINCR-MCBQ (see Glossary), and the immediate commander of both the Service member victim and alleged Service member offender. The Commander, MCINCR-MCBQ will have direct contact with the SARC; this responsibility will not be delegated.
  - b. Require ALL supervisors, officer and enlisted, down to the most junior supervisor, to receive specialized training that explains:
    - (1) That ALL personnel in the victim's chain of command, officer and enlisted, are required when they become aware of allegations of retaliation, reprisal, ostracism, or maltreatment to take appropriate measures to protect the victim.
    - (2) What constitutes retaliation, reprisal, ostracism, and maltreatment in accordance with Reference (au), and Military Whistleblower Protections and procedures for reporting allegations of reprisal in accordance with Reference (am).
    - (3) The resources available for victims (listed in Enclosure 4 of this volume) to report instances of retaliation, reprisal, ostracism, maltreatment, or sexual harassment or to request a transfer or MPO.
    - (4) That victims who reported a sexual assault or sought mental health treatment for sexual assault have the opportunity to discuss issues related to their military career with the GO/FO that the victim believes are associated with the sexual assault.
  - c. Ensure that a safety assessment will be available to all Service members, adult military dependents, and civilians who are eligible for SAPR services, even if the victim is not physically located on the installation.
    - (1) Identify installation personnel who have been trained and are able to perform a safety assessment of each sexual assault victim, regardless of whether he or she filed a Restricted or Unrestricted Report. Individuals tasked to conduct safety assessments must occupy positions that do not compromise the victim's reporting options.
    - (2) The safety assessment will be conducted as soon as possible.

3. COMMANDER SAPR RESPONSE PROCEDURES. Each Commander shall:

a. Respond appropriately to incidents of sexual assault. Use the “Commander’s 30-Day Checklist for Unrestricted Reports” to facilitate the response to the victim and an alleged offender, and an appropriate response for a sexual assault within a unit. The “Commander’s 30- Day Checklist for Unrestricted Reports” is located in the SAPR Policy Toolkit, on [www.sapr.mil](http://www.sapr.mil). This 30-day checklist may be expanded by the Military Services to meet Service-specific requirements and procedures.

b. Meet with the SARC within 30 days of taking command for one-on-one SAPR training. The training shall include a trends brief for unit and area of responsibility, the confidentiality and “official need to know” requirements for both Unrestricted and Restricted Reporting, and the requirements of 8-day incident report in accordance with section 1743 of Reference (o). The Sexual Assault Incident Response Oversight Report template is located in the SAPR Policy Toolkit, on [www.sapr.mil](http://www.sapr.mil). The commander must contact a judge advocate for training on the MRE 514 privilege.

c. Require the SARC to:

(1) Be notified of every incident of sexual assault involving Service members or persons covered in this Instruction, in or outside of the military installation when reported to DoD personnel. When notified, the SARC or SAPR VA shall respond to offer the victim SAPR services. All SARCs shall be authorized to perform victim advocate duties in accordance with service regulations, and will be acting in the performance of those duties.

(a) In Restricted Reports, the SARC shall be notified by the healthcare personnel in accordance with Enclosure 7 of this volume or the SAPR VA.

(b) In Unrestricted Reports, the SARC shall be notified by the DoD responders or healthcare personnel.

(2) Provide the victim’s Commander, MCINCR-MCBQ and immediate commander the information regarding an Unrestricted Report within 24 hours of an Unrestricted Report of sexual assault.

(3) If the victim is a civilian and the alleged offender is a Service member, the immediate commander of that Service member shall be provided relevant information, to include any SAPR services made available to the civilian. The MCIO provides the commander of the alleged offender with information, to the extent available, regarding the victim, and SAPR services offered, if any, to file the 8-day incident report in accordance with section 1743 of Reference (o).

(4) Provide the Commander, MCINCR-MCBQ with non-PII, as defined in the Glossary, within 24 hours of a Restricted Report of sexual assault. This notification may be extended to 48 hours after the report of the incident if there are extenuating circumstances in the deployed environment. Command and installation demographics shall be taken into account when determining the information to be provided. To ensure oversight of victim services for Restricted Report cases, the SARC will confirm in his or her report that the victim has been offered SAPR advocacy services; received explanation of the notifications in the DD Form 2910; offered medical and mental health care; and informed of eligibility for a Special Victim's Counsel or Victim's Legal Counsel. An 8-day incident report is not required for Restricted Reports in accordance with section 1743 of Reference (o).

(5) Be supervised and evaluated by the Commander, MCINCR-MCBQ or deputy Commander, MCINCR-MCBQ in the performance of SAPR procedures in accordance with Enclosure 6 of this volume.

(6) Receive SARC training to follow procedures in accordance with Enclosure 6 of this volume. Upon implementation of the D-SAACP, standardized criteria for the selection and training of SARCs and SAPR VAs shall include the application criteria in DD Form 2950 and comply with specific Military Service guidelines and certification requirements.

(7) Follow established procedures to store the DD Form 2910 pursuant to Military Service regulations regarding the storage of documents with PII. Follow established procedures to store the original DD Form 2910 and ensure that all Federal and Service privacy regulations are adhered to.

d. Evaluate healthcare personnel per Military Service regulation in the performance of SAPR procedures as described in Enclosure 7 of this volume.

e. Require adequate supplies of SAFE Kits be maintained by the active component. The supplies shall be routinely evaluated to guarantee adequate numbers to meet the need of sexual assault victims.

f. Require DoD law enforcement and healthcare personnel to comply with prescribed chain of custody procedures described in their Military Service-specific MCIO procedures. Modified procedures applicable in cases of Restricted Reports of sexual assault are explained in Enclosure 8 of this volume.

g. Require that a CMG is conducted on a monthly basis in accordance with Enclosure 9 of this volume.

(1) Chair or attend the CMG, in accordance with the requirements in Enclosure 9 of this volume. Direct the required CMG members to attend.

(2) Commanders shall provide victims of a sexual assault who filed an Unrestricted Report monthly updates regarding the current status of any ongoing investigative, medical, legal, status of an Expedited Transfer request or any other request made by the victim, or command proceedings regarding the sexual assault until the final disposition (see Glossary) of the reported assault, and to the extent permitted pursuant to Reference (al), Reference (ab), and section 552a of Reference (z). This is a non-delegable commander duty. This update must occur within 72 hours of the last CMG. Commanders of NG victims who were sexually assaulted when the victim was on title 10 orders and filed Unrestricted Reports are required to update, to the extent allowed by law and regulations, the victim's home State title 32 commander as to all or any ongoing investigative, medical, and legal proceedings and of any actions being taken by the active component against subjects who remain on title 10 orders.

h. Ensure that resolution of Unrestricted Report sexual assault cases shall be expedited.

(1) A unit commander who receives an Unrestricted Report of a sexual assault shall immediately refer the matter to the appropriate MCIO, to include any offense identified by the UCMJ. A unit commander shall not conduct internal command directed investigations on sexual assault (i.e., no referrals to appointed command investigators or inquiry officers) or delay immediately contacting the MCIOs while attempting to assess the credibility of the report.

(2) The final disposition of a sexual assault shall immediately be reported by the accused's commander to the assigned MCIO. Dispositions on cases referred by MCIOs to other DoD law enforcement agencies shall be immediately reported to the MCIOs upon their final disposition. When requested by MCIOs, commanders shall provide final disposition of sexual assault cases. Service legal officers are responsible for entering and approving the final case disposition input into DSAID and notifying the SARC of the disposition results.

i. Appoint a point of contact to serve as a formal liaison between the MCINCR-MCBQ Installation SARC and the installation FAP staff (or civilian domestic resource if FAP is not available for a Reserve Component victim) to direct coordination when a sexual assault occurs within a domestic relationship or involves child abuse.

j. Ensure appropriate training of all military responders be directed and documented in accordance with training standards in Enclosure 10 of this volume. Direct and document appropriate training of all military responders who attend the CMG.

k. Identify and maintain a liaison with civilian sexual assault victim resources. Where necessary, it is

strongly recommended that an MOU or MOAs with the appropriate local authorities and civilian service organizations be established to maximize cooperation, reciprocal reporting of sexual assault information, and consultation regarding jurisdiction for the prosecution of Service members involved in sexual assault, as appropriate.

l. In accordance with section 1565b(a)(2) of Reference (d), a Service member or a dependent who is the victim of sexual assault shall be informed of the availability of legal assistance and the services of a SARC and SAPR VA as soon as the member or dependent seeks assistance from a SARC, a SAPR VA, an MCIO, a victim or witness liaison, or a trial counsel. The member or dependent shall also be informed that the legal assistance and the services of a SARC or a SAPR VA are optional and may be declined, in whole or in part, at any time.

m. Direct that DoD law enforcement, not affiliated with an MCIO, when applicable, and VWAP personnel provide victims of sexual assault who elect an Unrestricted Report the information outlined in and References (ac) and (al) throughout the investigative and legal process. The completed DD Form 2701 shall be distributed to the victim in Unrestricted Reporting cases by DoD MCIO in accordance with Reference (aa).

n. Require that investigation descriptions found in the Appendix to Enclosure 12 in this Instruction be used to report case dispositions.

o. Establish procedures to protect Service member victims and/or their dependents, SARCs, SAPR VAs, witnesses, healthcare providers, bystanders, and others associated with a report of sexual assault allegation from retaliation, reprisal, ostracism, and maltreatment.

(1) Protect victims of sexual assault from retaliation, ostracism, maltreatment, and reprisal in accordance with References (am) and (au). Require the SARC or SAPR VA to inform victims of the resources, listed in Enclosure 4 of this volume, to report instances of retaliation, reprisal, ostracism, maltreatment, or sexual harassment or to request a transfer or MPO and/or CPO or to consult with an SVC/VLC.

(2) Require SARCs and SAPR VAs to advise victims who reported a sexual assault or sought mental health treatment for sexual assault that they have the opportunity to discuss issues related to their military career with a GO/FO that the victim believes are associated with the sexual assault.

p. Require that sexual assault reports be entered into DSAID through interface with MCIO case management systems, or by direct data entry by authorized personnel.

q. Designate an official, usually the SARC, to generate an alpha-numeric RRCN.

r. Appoint a healthcare provider, as an official duty, in each MTF to be the resident point of contact concerning SAPR policy and sexual assault care.

s. Submit an 8-day incident report in writing after an Unrestricted Report of sexual assault has been made in accordance with section 1743 of Reference (o). The 8-day incident report will only be provided to personnel with an official need to know.

**4. MOUs OR MOAs WITH LOCAL CIVILIAN AUTHORITIES.** The purpose of MOUs and MOAs is to:

a. Enhance communications and the sharing of information regarding sexual assault prosecutions, as well as of the sexual assault care and forensic examinations that involve Service members and eligible TRICARE beneficiaries covered by this Instruction.

b. Collaborate with local community crisis counseling centers, as necessary, to augment or enhance their sexual assault programs.

c. Provide liaison with private or public sector sexual assault councils, as appropriate

d. Provide information about medical and counseling services related to care for victims of sexual assault in the civilian community, when not otherwise available at the MTFs, in order that military victims may be offered the appropriate healthcare and civilian resources, where available and where covered by military healthcare benefits.

e. Where appropriate or required by MOU or MOA, facilitate training for civilian service providers about SAPR policy and the roles and responsibilities of the SARC and SAPR VA.

## 5. LINE OF DUTY (LOD) PROCEDURES

a. Members of the Reserve Components, whether they file a Restricted or Unrestricted Report, shall have access to medical treatment and counseling for injuries and illness incurred from a sexual assault inflicted upon a Service member when performing active service, as defined in section 101(d)(3) of Reference (d), and inactive duty training.

b. Medical entitlements remain dependent on a LOD determination as to whether or not the sexual assault incident occurred in an active service or inactive duty training status. However, regardless of their duty status at the time that the sexual assault incident occurred, or at the time that they are seeking SAPR services (see Glossary), Reserve Component members can elect either the Restricted or Unrestricted Reporting option (see Glossary in Reference (c)) and have access to the SAPR services of a SARC and a SAPR VA.

c. Any alleged collateral misconduct by a Service member victim associated with the sexual assault incident will be excluded from consideration as intentional misconduct or gross negligence under the analysis required by section 1074a(c) of Reference (d) in LOD findings for healthcare to ensure sexual assault victims are able to access medical treatment and mental health services.

d. The following LOD procedures shall be followed by Reserve Component commanders.

(1) To safeguard the confidentiality of Restricted Reports, LOD determinations may be made without the victim being identified to DoD law enforcement or command, solely for the purpose of enabling the victim to access medical care and psychological counseling, and without identifying injuries from sexual assault as the cause.

(2) For LOD determinations for sexual assault victims, the commander of the Reserve command in each component and the directors of the Army and Air NG shall designate individuals within their respective organizations to process LODs for victims of sexual assault when performing active service, as defined in section 101(d)(3) of Reference (d), and inactive duty training.

(a) Designated individuals shall possess the maturity and experience to assist in a sensitive situation, will have SAPR training, so they can appropriately interact with sexual assault victims, and if dealing with a Restricted Report, to safeguard confidential communications and preserve a Restricted Report (e.g., SARCs and healthcare personnel). These individuals are specifically authorized to receive confidential communications, as defined by the Glossary of this volume, for the purpose of determining LOD status.

(b) The appropriate SARC will brief the designated individuals on Restricted Reporting policies, exceptions to Restricted Reporting, and the limitations of disclosure of confidential communications as specified in section 5 of Enclosure 4 of this volume. The SARC and these individuals, or the healthcare provider may consult with their servicing legal office, in the same manner as other recipients of privileged information for assistance, exercising due care to protect confidential communications in Restricted Reports by disclosing only non-identifying information. Unauthorized disclosure may result in disciplinary action.

(3) For LOD purposes, the victim's SARC may provide documentation that substantiates the victim's duty status as well as the filing of the Restricted Report to the designated official.

(4) If medical or mental healthcare is required beyond initial treatment and follow-up, a licensed

medical or mental health provider must recommend a continued treatment plan.

(5) Reserve Component members who are victims of sexual assault may be retained or returned to active duty in accordance with Table 1 and section 12323 of Reference (d).

(a) A request described in Table 1 submitted by a Reserve Component member must be answered with a decision within 30 days from the date of the request, in accordance with Reference (n).

(b) If the request is denied, the Reserve Component member may appeal to the first GO/FO in his or her chain of command. A decision must be made on that appeal within 15 days from the date of the appeal, in accordance with Reference (n).

**Table 1. Retention or Return to Active Duty of Reserve Component Members for LOD Determinations to Ensure Continuity of Care**

If a member of the Reserve Component...		Then...
Is expected to be released from active duty before the determination is made regarding whether he or she was assaulted while in the LOD in accordance with section 12323 of Reference (d)...	And the sexual assault was committed while he or she was on active duty	The Secretary concerned, upon the member's request, may order him or her to be retained on active duty until the LOD determination.
Is not on active duty and the LOD determination is not completed...		The Secretary concerned, upon the member's request, may order him or her to be recalled to active duty for such time as necessary for completion of the LOD determination. A member eligible for this retention or recall shall be informed as soon as practicable after the alleged assault of the option to request continuation on active duty for the LOD.

#### **6. EXPEDITED TRANSFER REQUESTS FOR SERVICE MEMBER SEXUAL ASSAULT VICTIMS**

a. Any threat to life or safety of a Service member shall be immediately reported to command and DoD law enforcement authorities (see Glossary) and a request to transfer the victim under these circumstances will be handled in accordance with established Service regulations.

(1) Safety issues are NOT handled through an Expedited Transfer. They are handled through a fast safety move following applicable DoD and Service-specific procedures. (An Expedited Transfer may take longer than a safety move.)

(2) The intent behind the Expedited Transfer policy in this enclosure is to address situations where a victim feels safe, but uncomfortable. An example of where a victim feels uncomfortable is where a victim may be experiencing ostracism and retaliation. The intent behind the Expedited Transfer policy is to assist in the victim's recovery by moving the victim to a new location, where no one knows of the sexual assault.

b. 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, or civilian supervisor equivalent (if applicable), at

the time of making the report, or as soon as practicable, of the option to 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 section 673 of Reference (d). The Service members shall initiate the transfer request and submit the request to their commanders. The commanders shall document the date and time the request is received.

(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 commander, 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). 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.

(2) Expedited Transfers of Service members who report that they are victims of sexual assault shall be limited to sexual assault offenses reported in the form of an Unrestricted Report.

(a) Sexual assault against adults is defined in the Glossary of Reference (c) and includes rape and sexual assault in violation of Article 120 of the UCMJ (section 920 of Reference (d)), and forcible sodomy in violation of Article 125 of the UCMJ (section 925 of Reference (d)). This Instruction does not address victims covered under FAP.

(b) If the Service member files a Restricted Report in accordance with Reference (c) and requests an Expedited Transfer, the Service member must affirmatively change his or her reporting option to Unrestricted Reporting on the DD Form 2910, in order to be eligible for an Expedited Transfer.

(3) When the alleged perpetrator is the commander or otherwise in the victim's chain of command, the SARC shall inform such victims of the opportunity to go outside the chain of command to report the offense to MCIOs, other commanding officers or an Inspector General. Victims shall be informed that they can also seek assistance from a legal assistance attorney, the DoD Safe Helpline, or an SVC/VLC. The relationship between an SVC/VLC and a victim in the provision of legal advice and assistance will be the relationship between an attorney and client, in accordance with section 1044e of Reference (d).

(4) In accordance with this Instruction, adult sexual assault victims who file Unrestricted Reports are eligible to request an Expedited Transfer. The requesting Service member victim's commander will review, approve or disapprove, and track requests for Expedited Transfers.

(a) In accordance with section 531 of Public Law 116-283 (Reference (bh)), the application submitted by a Service member for a change of station or unit transfer must be approved or disapproved by the Service member's commander within 5 CALENDAR DAYS of the submission of the application.

(b) If the application is disapproved by the commander, the Service member will be given the opportunity to request a review by the first GO/FO in his or her chain of command. The GO/FO must make a decision within 5 CALENDAR DAYS of submission of the request for review.

(c) Upon receipt of the Expedited Transfer request from a Service member, the commander must immediately notify the SARC of the Expedited Transfer request. Service member victims not working with SARC will be referred to the installation or appropriate command-level SARC. Once notified of the Service member victim's request, the SARC will immediately:

1. Inform the requesting Service member victim of the Expedited Transfer process, to include information about services and support, and the MANDATORY INTAKE MEETING with the gaining MCINCR-MCBQ Installation SARC or appropriate command-level SARC ("gaining SARC") upon arrival at a new installation, if the request is approved. The SARC will also inform the requesting Service member



victim that at the conclusion of the intake meeting with the gaining SARC, the Service member victim may elect to continue or discontinue SAPR program service.

2. Advise the Service member victim of the requirement to have an intake meeting with the gaining commander, if the Service member victim seeks continued advocacy, legal, or healthcare (mental health or other medical) services at the new location, or if the investigation or legal proceeding involving the Service member victim's report is ongoing at the time of the transfer. If the Service member does not continue services and there is no ongoing investigative or legal proceeding, then the intake meeting with commander is not necessary. However, intake meeting with the SARC is still required. These are TWO SEPARATE REQUIREMENTS with different criteria.

3. Verify to the commander that the Service member victim has filed an Unrestricted Report through a DD Form 2910, and that it has been entered into the DSAID.

a. If a DD Form 2910 is not on file, the SARC will assist the Service member victim to file an Unrestricted Report through a DD Form 2910 or refer the Service member victim to the appropriate organization (i.e., FAP for domestic abuse sexual assault victims or other victim assistance program, if not otherwise eligible for SAPR services).

b. The SARC will not provide a copy of the signed DD Form 2910 to the commander; verbal confirmation that a DD Form 2910 was filed is sufficient.

4. Advise the Service member victim of the requirement to have an outbrief meeting with the losing MCINCR-MCBQ Installation SARC or appropriate command-level SARC ("losing SARC") if the Expedited Transfer request is approved.

5. Annotate the Expedited Transfer request and subsequent decision in DSAID, ensuring all fields are completed, upon receipt of the final decision.

(5) The commander shall expeditiously process a transfer request from a command or installation, or to a different location within the command or installation. The commander shall request and take into consideration the Service member's input before making a decision involving a temporary or permanent transfer and the location of the transfer. If approved, the transfer orders shall also include the Service member's dependents (if accompanied) or military spouse (if the military spouse consents). In most circumstances, transfers to a different installation should be completed within 30 calendar days from the date the transfer is approved. Transfers to a new duty location that do not require a change of station move should be completed within 1 week from the date the transfer is approved.

(6) The commander must approve or disapprove a Service member's request for a permanent change of station (PCS), permanent change of assignment (PCA), or unit transfer within 5 calendar days from receipt of the Service member's request. The decision to approve the request shall be immediately forwarded to the designated activity that processes PCS, PCA, or unit transfers (see Glossary).

(7) If the Service member's transfer request is disapproved by the commander, the Service member shall be given the opportunity to request review by the first GO/FO in the chain of command of the member, or an SES equivalent (if applicable). The decision to approve or disapprove the request for transfer must be made within 5 calendar days of submission of the request for review. If a civilian SES equivalent reviewer approves the transfer, the Secretary of the Military Department concerned shall process and issue orders for the transfer. All transfer requests must be reported in the Services' and NGB Annual Program Review submission; to include all disapproved transfer requests, and the reason for disapproval.

(8) Military Departments shall make every reasonable effort to minimize disruption to the normal career progression of a Service member who reports that he or she is a victim of a sexual assault.

(9) Expedited Transfer procedures require that a commander or the appropriate approving authority make a determination and provide his or her reasons and justification on the transfer of a Service member

based on a credible report of sexual assault. A commander shall consider:

- (a) The Service member's reasons for the request.
- (b) Potential transfer of the alleged offender instead of the Service member requesting the transfer.

1. Commanders have the authority to make a timely determination and to take action regarding whether a Service member who is alleged to have committed or attempted to commit a sexual assault offense should be temporarily reassigned or removed from a position of authority or from an assignment. This reassignment or removal must be taken not as a punitive measure, but solely for the purpose of maintaining good order and discipline within the member's unit in accordance with section 674 of Reference (d).

2. This determination may be made at any time after receipt of notification of an Unrestricted Report of a sexual assault that identifies the Service member as an alleged perpetrator.

- (c) Nature and circumstances of the offense.
- (d) Whether a temporary transfer would meet the Service member's needs and the operational needs of the unit.
- (e) Training status of the Service member requesting the transfer.
- (f) Availability of positions within other units on the installation.
- (g) Status of the investigation and potential impact on the investigation and future disposition of the offense, after consultation with the investigating MCIOs.
- (h) Location of the alleged offender.
- (i) Alleged offender's status (Service member or civilian).
- (j) Other pertinent circumstances or facts.

(10) Service members requesting the transfer shall be informed that they may have to return for the prosecution of the case, if the determination is made that prosecution is the appropriate action.

(11) Commanders shall directly counsel the Service member to ensure that he or she is fully informed regarding:

- (a) Reasonably foreseeable career impacts.
- (b) The potential impact of the transfer or reassignment on the investigation and case disposition or the initiation of other adverse action against the alleged offender.
- (c) The effect on bonus recoupment, if any.
- (d) Other possible consequences of granting the request.

(12) When an Expedited Transfer is approved, notification from the losing commander to the gaining commander will depend on whether there is an open case and continuation of services. If there is neither an open case nor continuation of services, no other action is needed. If there is an open case and services are requested, then notification to the gaining commander will occur to facilitate the investigation and access to services. This procedure applies to any sexual assault victim move (e.g., permanent change of station either on or before the member's normal rotation date, temporary duty inside or out of local area).

(a) When an Expedited Transfer is approved, the losing commander will NOT inform the gaining commander of the sexual assault incident unless one of the following applies:

1. Active criminal investigation.
2. Active legal proceeding.
3. Ongoing victim healthcare (medical or mental health) needs that are directly related to the sexual assault.
4. Ongoing monthly CMG oversight involving the victim or
5. Active SAPR victim support services.

(b) When an Expedited Transfer is approved, the losing commander will inform the gaining commander of the inbound Expedited Transfer if any of the circumstances in paragraphs 5.b.(11) (a)1.-4. are occurring.

1. The losing commander will limit the information given to objective facts about victim care provided, status of open investigations, and the status of ongoing legal proceedings in order to provide the gaining commander with some context for victim behavior and to facilitate the victim's access to advocacy, healthcare, MCIOs, and legal counsel.

2. The gaining commander will adopt processes to assure strict confidentiality. Only the immediate commander of the victim will be notified. The immediate commander may share the notification with the senior enlisted advisor, if deemed necessary to support the victim. All information shall be kept confidential to the extent authorized by law. Additional personnel will be notified by the commander only if they have direct input to the monthly CMG meeting. Every attempt must be made to limit access to the information that a victim has been transferred into the unit as a result of a sexual assault report.

(13) If a victim transfers from the installation, then the processes in Table 2 apply as appropriate.

Table 2. Victim Transfer Processes

IF	THEN
<ul style="list-style-type: none"> <li>• The victim does NOT seek continued services of a SARC or SAPR VA at the new location after the required intake meeting with the gaining SARC, and</li> <li>• The investigation or legal proceeding is ongoing at the original installation:</li> </ul>	<ul style="list-style-type: none"> <li>• The CMG responsibility remains with the original installation's CMG chair.</li> <li>• The victim will be asked if she or he would like to receive the monthly update from the CMG meetings.</li> <li>• If the victim wants the CMG updates, then the victim's new commander will participate in person or call in to the CMG meetings and this call in will be documented in the minutes of the CMG.</li> <li>• The new commander will provide the victim a monthly update of her or his case within 72 hours of the last CMG.</li> </ul>

Table 2. Victim Transfer Processes, continued

IF	THEN
<p>The victim DOES seek SAPR services at the new location:</p>	<ul style="list-style-type: none"> <li>• The advocacy responsibility transfers to the receiving SARC at the victim's new installation (if the victim consents to seek SAPR services at new location, after the required intake meeting with the gaining SARC), and then the CMG responsibility may transfer to the new location.</li> <li>• If the CMG does transfer to the location of the victim, then the MCIOs at the original installation (if there is an ongoing investigation) and the legal officer at the original installation (if there are ongoing legal proceedings) are required to call in to the CMG. This MCIO and legal officer call-in will be documented in the CMG notes.</li> </ul>
<ul style="list-style-type: none"> <li>• The victim seeks SAPR services at the new location, and</li> <li>• The Military Service determines that the CMG should stay at the original installation:</li> </ul>	<ul style="list-style-type: none"> <li>• The SARC at the new location must call in to the CMG meeting at the original location to report on victim services and any safety or retaliation-related issues. This SARC call-in will be documented in the CMG notes.</li> <li>• The victim's new commander must also call in to the CMG meeting and must provide the victim a monthly update of her or his case within 72 hours of the last CMG.</li> </ul>

(14) In addition to the current procedures stated in Paragraph 12 of this Enclosure, if the request for an Expedited Transfer is approved, the losing commander will:

(a) Notify both the losing SARC and the Service member victim in writing when the Expedited Transfer decision (approval or disapproval) is made to ensure continuity of advocacy services and capture of required data in DSAID. The Military Services may prescribe additional guidance on what constitutes written notification to the losing SARC.

(b) Immediately notify the appropriate personnel assignments entity to begin processing the transfer.

(c) Assign personnel, within the command if possible, to assist Service members with approved Expedited Transfers with any out-processing required for PCS moves, to include facilitating transportation, as necessary.

(d) Ensure Service members with approved Expedited Transfers receive a detaching evaluation, fitness report, or other evaluation in accordance with Service policy.

(e) Advise the Service member victim of the requirement to have an intake meeting with the gaining commander if the Service member victim seeks continued advocacy, legal, or healthcare (e.g., mental

health or other medical) services at the new location, or if the investigation or legal proceeding involving the Service member victim's report is ongoing at the time of the transfer.

1. If the Service member does not continue services and there is no ongoing investigative or legal proceeding, then the intake meeting with the gaining commander is not necessary.

2. However, an intake meeting with the SARC is still required. Explain that these are two separate requirements with different criteria.

(f) Notify the Service member victim of the requirement to have a single outbrief meeting with the losing SARC and an intake meeting (to be arranged by the losing SARC) with the gaining SARC. After the intake meeting with the gaining SARC, the Service member victim can decide whether to continue advocacy services at the new location.

(g) Ensure that the Service member victim is scheduled for an outbrief meeting with the losing SARC, so that the losing SARC can answer any remaining questions the Service member victim may have about the transfer process or facilitate any further scheduling.

(15) Losing and gaining SARCs' responsibilities after the approval of an Expedited Transfer are:

(a) The losing SARC will meet with the Service member victim to outbrief and address any SAPR questions about the transfer process. During the outbrief meeting, the losing SARC will inform the Service member victim that:

1. The Service member victim's case will be transferred to the installation or appropriate command-level SARC at the gaining location for a mandatory intake meeting. At installations with more than one SARC, the Lead SARC will be designated as the gaining SARC for the purposes of the Expedited Transfer and the intake meeting. The losing SARC will explain that:

a. The purpose of the intake meeting with the gaining SARC is to help the Service member victim understand the full range of support options at the new installation; facilitate appointments with mental health, medical, advocacy, legal services, or other response personnel at the new location; and help answer any questions the Service member victim may have.

2. After the intake meeting with the gaining SARC, Service member victims may decline any further SAPR services. If the Service member victim seeks continued advocacy, legal, or healthcare (mental health or other medical) services at the new location, or if the investigation or legal proceeding involving Service member victim's report is ongoing at the time of the transfer, the Service member victim must have an intake meeting with the gaining commander. The losing SARC will explain that the intake meeting with the commander and the intake meeting with the gaining SARC are TWO SEPARATE REQUIREMENTS with different criteria.

3. The intake meeting with the commander and the intake meeting with the gaining SARC will not occur at the same time without explicit victim consent. If the victim requests to meet with the commander and SARC at the same time, the SARCs will inform the Service member victim in advance that the communications with the gaining SARC and gaining commander in a joint meeting will not be privileged under MRE 514 of Reference (w).

(b) The losing SARC will facilitate the scheduling of the intake meeting with the gaining SARC, taking into account the Service member victim's leave and transfer or travel time. The losing SARC will provide the Service member victim with the gaining SARC's name and contact information, to include the address of the gaining SARC's office, as well as an appointment date and time.

(c) The losing SARC will follow existing procedures to transfer the case in DSAID to the gaining SARC after annotating all information on the Expedited Transfer. Losing SARCs are not required to obtain

Service member victim consent to transfer the case on the DD Form 2910, and will leave Section 7 ("Victim Consented to Transfer of (RR/UR) Case Documents to Another SARC") of the DD Form 2910 blank, since the intake meeting with the gaining SARC is mandatory.

(d) The gaining SARC will follow up with the Service member victim regularly to ensure the intake meeting occurs. During the intake meeting, the gaining SARC will explain the full range of support options at the new installation; facilitate appointments with mental health, medical, advocacy, legal services, or other response personnel; inquire as to any changes in victim's safety; and help answer any questions the Service member victim may have.

1. The gaining SARC will also explain that, after the intake meeting, Service member victims may decline any further SAPR services.

2. However, if there are any changes in victim's safety, then the SARC will facilitate a safety assessment in accordance with this Instruction (e.g., continued ostracism and bullying through social media that may impact victim's mental health, regardless of the transfer to a new location).

(e) The gaining SARC will coordinate with the gaining commander for a separate commander intake meeting, if required (criteria explained in Paragraph (15)(a)2 of this Enclosure).

(f) The gaining SARC will update the Service member victim's case in DSAID in accordance with the Service member victim's decision for continued services.

(g) The gaining SARC will confirm that the appropriate CMG oversight action is taken in the Service member victim's case in accordance with existing DoD policy in this Instruction, depending on whether the victim seeks continued services of a SARC or SAPR VA at the new location and whether the investigation or legal proceeding is ongoing at the original installation. The gaining SARC must confirm this to ensure that, if continued CMG oversight is required, that it does indeed occur and the victim's case does NOT inadvertently disappear from the CMG agenda.

(16) Require that Expedited Transfer procedures for Reserve Component members, Army NG, and Air NG members who make Unrestricted Reports of sexual assault be established by commanders within available resources and authorities. If requested by the Service member, the command should allow for separate training on different weekends or times from the alleged offender or with a different unit in the home drilling location to ensure undue burden is not placed on the Service member and his or her family by the transfer. Potential transfer of the alleged offender instead of the Service member should also be considered. At a minimum, the alleged offender's access to the Service member who made the Unrestricted Report shall be controlled, as appropriate.

(17) Even in those court-martial cases in which the accused has been acquitted, the standard for approving an Expedited Transfer still remains whether a credible report has been filed. The commander shall consider all the facts and circumstances surrounding the case and the basis for the transfer request.

## 7. EXPEDITED TRANSFERS FOR ADULT MILITARY DEPENDENTS

a. The SAPR policy regarding Expedited Transfers is expanded to allow the transfer of a Service member whose adult military dependent makes an Unrestricted Report of sexual assault unrelated to domestic abuse. FAP will support victims whose circumstances meet the definition of domestic abuse in accordance with the policy in DoDI 6400.06 (Reference (bi)).

(1) In accordance with section 531 of Reference (bh), the application submitted by a Service member for a change of station or unit transfer must be approved or disapproved by the Service member's commander within 5 calendar days of the submission of the application.

(2) If the application is disapproved by the commander, the Service member will be given the

opportunity to request review by the first GO/FO in his or her chain of command. The GO/FO must make a decision within 5 calendar days of submission of the request for review.

b. Service members must request the Expedited Transfer on behalf of their adult military dependent victims.

c. Adult military dependent sexual assault victims are eligible to request Expedited Transfers through the SAPR Program if:

(1) The victim has filed an Unrestricted Report through a DD Form 2910 in the SAPR Program.

(2) The sexual assault suspect is a Service member or if the suspect has a military nexus (e.g., adult military dependent, DoD civilian employee, or government contractor personnel), or the alleged sexual assault occurred on a DoD installation or facility.

d. The Expedited Transfer will include the Service member and the Service member's dependents, even if they are geographically separated. While the Military Service concerned will ultimately determine whether the Service member will be transferred at the same time as the dependents, the Military Service should favorably consider the Service member's request that:

(1) Only the Service member's dependents be transferred; or

(2) The dependents be transferred expeditiously, and the Service member's transfer be delayed (e.g., the Service member may be deployed and wants to finish the deployment term, or the Service member is in training and wants to complete the training).

e. Service members who request an Expedited Transfer because their adult dependent was the victim of a reported sexual assault will submit the request to their commander, who will follow guidance outlined in this Instruction to make Expedited Transfer determinations. The Service member's commander will:

(1) Assign personnel, within the command if possible, to assist Service members with approved dependent Expedited Transfers with the out-processing required for PCS moves, to include facilitating transportation, as necessary.

(2) Ensure Service members with approved dependent Expedited Transfers receive a detaching evaluation, fitness report, or other evaluation in accordance with Service policy.

f. While adult dependents are not required to meet with commanders, the Military Services will follow the other procedures described in this enclosure to ensure that the losing and gaining SARCs coordinate the transfer of the adult dependent's case, as well as facilitate the intake meeting with the gaining SARC at the new installation.

g. These procedures involving the mandatory losing SARC outbrief meeting and gaining SARC intake meeting underscore DoD responsibility to ensure that Service members and their adult dependents who elect an Expedited Transfer have the best chances for success and recovery at their new location.

8. MILITARY PROTECTIVE ORDERS (MPO). In Unrestricted Reporting cases, commanders shall execute the following procedures regarding MPOs:

a. Require the SARC or the SAPR VA to inform sexual assault victims protected by an MPO, in a timely manner, of the option to request transfer from the assigned command in accordance with section 567(c) of Reference (k).

b. Notify the appropriate civilian authorities of the issuance of an MPO and of the individuals involved in the order, in the event an MPO has been issued against a Service member and any individual involved in the

MPO does not reside on a military installation at any time during the duration of the MPO pursuant to Reference (j).

(1) An MPO issued by a military commander shall remain in effect until such time as the commander terminates the order or issues a replacement order.

(2) The issuing commander shall notify the appropriate civilian authorities of any change made in a protective order, or its termination, in accordance with Reference (j).

(3) When an MPO has been issued against a Service member and any individual involved in the MPO does not reside on a military installation at any time during the duration of the MPO, notify the appropriate civilian authorities of the issuance of an MPO and of the individuals involved in the order. The appropriate civilian authorities shall include, at a minimum, the local civilian law enforcement agency or agencies with jurisdiction to respond to an emergency call from the residence of any individual involved in the order.

c. Military commanders will, through their installation law enforcement agency, place an active MPO in the National Crime Information Center (NCIC) for the duration of the order. Installation law enforcement will initiate a police report for the MPO, creating the required Originating Agency Case Number, and place the MPO in the NCIC Protective Order File, using PROTECTION ORDER CONDITIONS (PCO) Field Code 08 with the following mandatory caveat in the miscellaneous field: "THIS IS A MILITARY PROTECTIVE ORDER AND MAY NOT BE ENFORCEABLE BY NON-MILITARY AUTHORITIES. IF SUBJECT IS IN POSSIBLE VIOLATION OF THE ORDER, ADVISE THE ENTERING AGENCY (MILITARY LAW ENFORCEMENT)."

d. Advise the person seeking the MPO that the MPO is not enforceable by civilian authorities off base and that victims desiring protection off base should seek a civilian protective order (CPO). Off base violations of the MPO should be reported to the issuing commander, DoD law enforcement, and the relevant MCIO for investigation.

(1) Pursuant to section 1561a of Reference (d), a CPO shall have the same force and effect on a military installation as such order has within the jurisdiction of the court that issued such order. Commanders, MCIOs, and installation DoD law enforcement personnel shall take all reasonable measures necessary to ensure that a CPO is given full force and effect on all DoD installations within the jurisdiction of the court that issued such order.

(2) If the victim has informed the SARC of an existing CPO, a commander shall require the SARC to inform the CMG of the existence of the CPO and its requirements. After the CPO information is received at the CMG, DoD law enforcement agents shall be required to document CPOs for all Service members in their investigative case file, to include documentation for Reserve Component personnel in title 10 status.

e. MPOs in cases other than sexual assault matters may have separate requirements.

f. The issuing commander will fill out the DD Form 2873, "Military Protective Order (MPO)," and is required to provide the victim(s) and the alleged offender(s) with copies of the completed form. Verbal MPOs can be issued, but need to be subsequently documented with a DD Form 2873, as soon as possible.

g. Require DoD law enforcement agents document MPOs for all Service members in their investigative case file to include documentation for Reserve Component personnel in title 10 status. The appropriate DoD law enforcement agent representative to the CMG shall brief the CMG chair and co-chair on the existence of an MPO.

h. If the commander's decision is to deny the MPO request, document the reasons for the denial. Denials of MPO requests go to the Commander, MCINCR-MCBQ or equivalent command level (in consultation with a judge advocate) for the final decision.

i. The number of MPO(s) issued, to include violations, must be included in the Services' and NGB



Annual Program Review submission, as required by Reference (k).

9. COLLATERAL MISCONDUCT IN SEXUAL ASSAULT CASES

a. Collateral misconduct by the victim of a sexual assault is one of the most significant barriers to reporting assault because of the victim's fear of punishment. Some reported sexual assaults involve circumstances where the victim may have engaged in some form of misconduct (e.g., underage drinking or other related alcohol offenses, adultery, fraternization, or other violations of certain regulations or orders). Commanders shall have discretion to defer action on alleged collateral misconduct by the sexual assault victims (and shall not be penalized for such a deferral decision), until final disposition of the sexual assault case, taking into account the trauma to the victim and responding appropriately so as to encourage reporting of sexual assault and continued victim cooperation, while also bearing in mind any potential speedy trial and statute of limitations concerns.

b. In accordance with Secretary of Defense Memorandum (Reference (aw)), the initial disposition authority is withheld from all commanders within the Department of Defense who do not possess at least special court-martial convening authority and who are not in the grade of O-6 (i.e., colonel or Navy captain) or higher, with respect to the alleged offenses of rape, sexual assault, and forcible sodomy; all attempts to commit such offenses, in violation of Articles 120, 125, and 80 of the UCMJ (sections 920, 925, and 880 of Reference (d)); and all other alleged offenses arising from or relating to the same incident, whether committed by the alleged offender or alleged to have been committed by the sexual assault victim (collateral misconduct). Commanders may defer taking action on a victim's alleged collateral misconduct arising from or relating to the sexual assault incident until the initial disposition action for the sexual assault investigation is completed.

c. Commanders and supervisors should take appropriate action for the victim's alleged collateral misconduct (if warranted), responding appropriately in order to encourage sexual assault reporting and continued cooperation, while avoiding those actions that may further traumatize the victim. Ultimately, victim cooperation should significantly enhance timely and effective investigations, as well as the appropriate disposition of sexual assaults.

d. Subordinate commanders shall be advised that taking action on a victim's alleged collateral misconduct may be deferred until final disposition of the sexual assault case. The Military Departments shall establish procedures so that commanders and supervisors are not penalized for deferring alleged collateral misconduct actions for the sexual assault victim until final disposition of the sexual assault case.

c. Commanders shall have the authority to determine, in a timely manner, how to best manage the disposition of alleged misconduct, to include making the decision to defer disciplinary actions regarding a victim's alleged collateral misconduct until after the final disposition of the sexual assault case, where appropriate. For those sexual assault cases for which the victim's alleged collateral misconduct is deferred, Military Service reporting and processing requirements should take such deferrals into consideration and allow for the time deferred to be subtracted, when evaluating whether a commander took too long to resolve the collateral misconduct.

## Sexual Assault Medical Forensic Exam Resources

1. A detailed listing of resources can be accessed via the MCINCR-MCBQ SAPR website at: <https://www.quantico.marines.mil/Offices-Staff/Sexual-Assault-Prevention-Response/>

2. Forensic Services: Victims have the option to coordinate their Sexual Assault Medical Forensic Exam (SAMFE) independent of a SARC or SAPR VA or to request assistance in coordinating a SAMFE.

<b>Type of Facility</b>	Civilian
<b>Name</b>	Mary Washington Hospital Emergency Room
<b>Address</b>	1001 Sam Perry Blvd., Fredericksburg, VA 22401
<b>Telephone Number</b>	(540) 741-1100
<b>Business Hours</b>	24/7
<b>Notes</b>	The Emergency Room staff will contact the Hospital's Sexual Assault Medical Forensic Examiner 'On Call.' The Examiner will provide additional guidance upon initial telephone contact.

<b>Type of Facility</b>	Civilian
<b>Name</b>	INOVA Ewing Forensic Assessment and Consultation Team (FACT) Department
<b>Telephone Number</b>	(703) 776-4001
<b>Business Hours</b>	24/7
<b>Notes</b>	Victims can contact an INOVA FACT Nurse directly. The Sexual Assault Medical Forensic Examiner will provide additional guidance upon initial telephone contact. For direction and access to the facility, contact the nurse.

<b>Type of Facility</b>	Military
<b>Name</b>	Fort Alexander T. Augusta Military Medical Center Emergency Room
<b>Address</b>	9300 DeWitt Loop, Fort Belvoir, VA 22060

<b>Telephone Number</b>	(571) 231-3126
<b>Business Hours</b>	24/7
<b>Notes</b>	The Emergency Room staff will contact the INOVA Ewing Forensic Assessment and Consultation Team (FACT) Department. The Sexual Assault Medical Forensic Examiner will provide additional guidance upon initial telephone contact.