



UNITED STATES MARINE CORPS
SECURITY BATTALION
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QUANTICO VIRGINIA 22134

1752
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BATTALION ORDER 1752.5E

From: Commanding Officer, Security Battalion
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR SECURITY BATTALION SEXUAL
ASSAULT PREVENTION AND RESPONSE PROGRAM

Ref: (a) DoDI 6495.02 Vol. 1 W/Ch7
(b) DoDI 6495.02 Vol. 3
(c) DoDI 6495.03
(d) MCO 1752.5C
(e) MCINCR-MCBQO 1752.3A
(f) MCO 3504.2A
(g) NAVMC 1752.5
(h) MARADMIN 047/22

Encl: (1) Commander's Protocols for Prevention and Response
(2) SAPR Resources for Victims
(3) High Risk Response Team Protocols
(4) SAPR VA Suspensions, Revocation, and Reinstatement Templates
(5) OPREP-3/SIR Reporting Templates
(6) Expedited Transfer Procedures

1. Situation. Sexual assault is a crime that erodes unit cohesion, obstructs unit readiness and contradicts Marine Corps core values. The objective of the Security Battalion (SECBN) Sexual Assault Prevention and Response (SAPR) program is to sustain a culture free of sexual assault, through an environment of prevention, education, and appropriate accountability that enhances the safety and well-being of all personnel assigned to SECBN, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ). This order covers roles of the SECBN Command Team, SAPR Victim Advocates (VA), and duty officers, as well as procedures for training, reporting, and response.

2. Mission. All members of SECBN will contribute to a command climate conducive to reporting sexual assault, encouraging victims to receive support, and promoting education and skill building opportunities. Efforts must be assessed regularly for process improvement. The purpose of this mission is to establish and execute a SAPR program ensuring SECBN maintains a professional command equipped to combat sexual assault through prevention, education, and response in accordance with the references.

3. Execution

a. Commander's Intent

(1) Purpose. The Marines, Sailors, civilians, and contractors of SECBN are our greatest asset and the center of gravity for all we do. Leadership demands accountability to ensure corrective actions are taken to foster a command climate characterized by dignity, sensitivity and mutual respect. Such a climate fundamentally affords competent care for victims of sexual assault, ensures accountability for offenders, provides education, and eliminates toxic behaviors such as hazing, retaliation, ostracism, maltreatment, reprisal, offensive language, sexual harassment, etc.

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(2) Method. Implement and publicize a safe, supportive environment where members feel comfortable coming forward to inform the chain of command of situations that place individuals at risk of sexual assault, ensuring a safe emotional and physical environment for all members of the command.

(a) Victim safety is paramount at all times. It is essential that all personnel, especially those who become victims of sexual assault, are treated fairly, with dignity, sensitivity and without prejudice. Victims who choose to make a Restricted Report will have that choice honored to the fullest extent. Victims who choose to make an Unrestricted Report must feel confident that their personal safety will be protected and that they will be protected from coercion, ostracism, discrimination, or reprisal.

(b) Ending retaliation is crucial to effectively addressing sexual assault. If witnesses, SAPR personnel, Equal Opportunity personnel, first responders, or bystanders who intervene experience incidents of retaliation of any type, they will report such incidents to the Inspector General's Office, Office of the Staff Judge Advocate (OSJA), Military Criminal Investigative Organization (MCIO), or the chain of command. Additional definitions, avenues to report, important considerations when reporting, resources, and points of contact are contained in reference (a), (b) and (d).

(3) End State. A clearly defined SAPR standing operating procedures (SOP) that provides adequate resources and support in response to reports of sexual assault and the integrity of the SAPR program.

b. Concept of Operations. This order, with its enclosures, comprises the SAPR order and SOP for SECBN to provide policy and procedural guidance for response to reports of sexual assault within SECBN, MCINCR-MCBQ. This order should be used in conjunction with the references, and procedures contained in NAVMC 1752.5, reference (g) and any applicable MARADMINS.

(1) Due to the unique mission, training demographics, and geographical dispersion of SECBN, this order standardizes the SAPR program across all supported organizations of the command. Resources that support this program can be located at:

- SAPR Tool Kit/Locker: https://usmc.sharepoint-mil.us/sites/dcmra_family_mfc_sapr/SitePages/default.aspx
- <https://www.sapr.mil/policy>

(2) Service members and adult military dependent victims (military dependents 18-years and older) of sexual assault shall be given priority to comprehensive medical and psychological treatment, including emergency care treatment and services. Emergency care shall consist of emergency medical care and the offer of a Sexual Assault Forensic Examination (SAFE) regardless of whether physical injuries are evident. Sexual assault victims shall be advised that even if a SAFE is declined the victim shall be encouraged (but not mandated) to receive medical care, psychological care, and victim advocacy. Upon request, victims will receive appropriate healthcare (medical, emotional, psychological, and social) services unless he/she refuses care. Care will be provided to ensure the identity of a victim in an Unrestricted Report is released only to the unit commander, Provost Marshal Office (PMO) / law enforcement, or Naval Criminal Investigative Service (NCIS). In the case of a Restricted Report, it is the Sexual Assault Response Coordinator (SARC) and/or the SAPR VA who will provide direct care support services and case management.

(3) Department of War (DoW) civilian employees and their family dependents and DoW contractors may file an unrestricted report through the SAPR program and receive advocacy services of a SARC and SAPR VA. Victims are only eligible for Unrestricted Reporting and for limited emergency care medical services at an MTF, unless that individual is otherwise eligible as a service member or TRICARE beneficiary of the military health system to receive treatment in an MTF at no cost to them in accordance with reference (a).

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(4) The SECBN Commanding Officer (CO) will identify 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 for the purposes of ensuring the victim, and possibly other persons, are not in physical jeopardy. 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. Individuals tasked to conduct safety assessments must occupy positions that do not compromise the victim's reporting options. The safety assessment will be conducted as soon as possible, understanding that any delay may impact the safety of the victim.

(a) For Unrestricted Reports, if a victim is assessed to be in a high-risk situation, the assessor will immediately contact the SECBN CO, who will immediately stand up a multi-disciplinary High-Risk Response Team (HRRT) in accordance with the guidance in enclosure (3). This will be done even if the victim is not physically located on the installation.

(b) 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. The MCINCR-MCBQ SARC will be immediately notified. The MCINCR-MCBQ SARC will disclose the otherwise-protected confidential information only after consultation with the OSJA, or other legal advisor concerned, who will advise the MCINCR-MCBQ SARC as to whether an exception to Restricted Reporting applies, in accordance with the guidance in enclosure (4) of reference (a). If the SJA determines the victim is not in a high-risk situation, then the report will remain Restricted. The MCINCR-MCBQ SARC will ensure a safety assessment is conducted.

c. Tasks

(1) Commanding Officer

(a) Coordinate with the MCINCR-MCBQ SARC to receive the SAPR Command Resource Brief within 30 days of assuming command. Command teams are encouraged to attend. Maintain all certificates of attendance.

(b) Publish a command policy statement within 90 days of assuming command. Content should include and not be limited to: SAPR program objectives, reporting options, support services, prevention initiatives, proper contact information, and stress the importance of a respectful command climate. Post copies of this policy statement throughout high traffic and common areas.

(c) Establish and sign a command order/SOP for SAPR functions and responsibilities within SECBN.

(d) Coordinate with MCINCR-MCBQ SAPR VA Office for victim support to eliminate conflicts of interest that interfere with, or give the appearance of interfering with, victim care and command relationships. This applies to Restricted and Unrestricted Reports.

(e) Ensure 24/7 victim advocacy support is available to the unit. Contingency plans will be designed to minimize risk and disruption of SAPR services during special circumstances (e.g., SAPR personnel suspensions/revocations, inclement weather, natural disasters, government shutdown, etc.) in accordance with DoDI 6495.03, reference (d), Enclosure (4) and the procedures outlined in NAVMC 1752.5.

(f) Identify local MCINCR-MCBQ and community support services relevant for service members and civilian personnel victims.

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(g) Attend the MCINCR-MCBQ Case Management Ground (CMG) and provide victims who filed Unrestricted Reports with updates within 72 hours regarding the status of any ongoing investigative, medical, legal, and/or command proceedings concerning their sexual assault case in accordance with reference (a). Ensure victims are notified upon adjudication of military justice proceedings. These duties are non-delegable in accordance with reference (a).

(h) Proof of attendance for CMG meetings will be kept on file in the SAPR Office. Proof of completion of CMG post-72 hour meetings with victims will be kept in the CO's SAPR binder and on the SECBN SAPR SharePoint site.

(i) Ensure at least two SAPR VAs are credentialed and appointed at the battalion level. Commanders are encouraged to appoint more than two SAPR VAs if able. Ensure all security clearance background checks and training requirements are met in accordance with reference (d).

(j) Notify Commander MCINCR-MCBQ within 24 hours of having knowledge of a situation where a certified and appointed SAPR VA has been arrested, accused of a violation, named in a complaint, or is the subject of an investigation as outlined in reference (c). Specific administrative procedures pertaining to SAPR personnel suspensions and revocations will be followed in accordance with the procedures outlined in NAVMC 1752.5, reference (g). Should SECBN fall out of compliance, SECBN will utilize MCINCR-MCBQ SARC through the MCBQ SAPR Office.

(k) Ensure victims who have filed an Unrestricted Report of sexual assault that requests Expedited Transfers, that procedures to address situations where a victim feels safe, but uncomfortable, and to assist in the victim's recovery by moving the victim to a new location are followed via procedures outlined in NAVMC 1752.5, reference (g) and enclosure (6).

(2) Executive Officer

(a) Attend the CMG in the CO's absence.

(b) SAPR 8-Day Incident Reports shall be completed for victims of sexual assault who are Active-Duty service members and/or reserve members who file Unrestricted Reports.

(c) Immediately submit an Operations Event/Incident Report (OPREP-3) Serious Incident Report (SIR), in accordance with reference (d) and (f), for all Unrestricted Reports and allegations of sexual assault, to include prior-to-service incidents, incidents involving civilian victims and Marine offenders, and reports converted from Restricted to Unrestricted. For tracking purposes, notify the MCINCR-MCBQ SARC of the date and time submitted. An OPREP-3/SIR is not required for Restricted Reports of sexual assault. OPREP-3/SIR templates can be found in enclosure (5).

(d) Reporting will be completed only by the SECBN CO, Executive Officer (XO), or authorized acting capability. Protect the privacy of victims and alleged offenders to the maximum extent possible. Ensure privacy is maintained by limiting access to information to only those with an official need-to-know.

(e) Coordinate with the OSJA to determine what information to provide to an alleged offender of a sexual assault if member is in the command. Information should pertain to the investigative and legal process involved in an Unrestricted case of sexual assault.

(3) Company Commanders

(a) Ensure familiarization with this order.

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(b) Act as the initial commander for subordinate organizations.

(c) Attend Commander's Quarterly SAPR Council each quarter.

(d) Nominate a minimum of two Marines from each company to serve as SAPR VAs, for SECBN command in accordance with reference (d).

(e) Ensure each SAPR VA is credentialed and appointed, in accordance with reference (d).

(4) Lead SAPR VA

(a) Maintain a current copy of SAPR VA appointment letters for all supporting personnel and a copy of all training certifications, Defense Sexual Assault Advocate Certification Program (D-SAACP) certification credentialing, and documentation of, "Supervisor and Commander Statement of Understanding," in accordance with reference (d).

(b) Maintain a master SAPR program desktop binder for inspections and SAPR VA reference.

(c) Ensure SAPR VAs are listed on the check-in/check-out sheet and are participating in the new-join brief.

(d) Ensure administrative support is provided to the MCINCR-MCBQ SARC and SAPR VAs as needed.

(e) Ensure SECBN tracks and maintains SAPR VAs individual duty obligations to deconflict any command requirements during duty times.

(f) Conduct an annual self-assessment utilizing the current SAPR Functional Area Checklist and provide results to the Commanding Officer for corrective action as required.

(5) S-3

(a) Ensure SAPR Annual Training dates are coordinated with the lead SAPR VA and published for each Fiscal Year (FY).

(b) Assist in coordination and scheduling of locations for Annual Training events, Commander's Quarterly SAPR Council, and in-person training created by the SECBN SAPR VAs, etc.

(c) Ensure SAPR Annual Training is documented and entered into Marine Corps Training Information Management System (MCTIMS). Maintain signed SAPR training rosters, Letter of Instruction (LOIs), and SECBN FY Training Exercise and Employment Plan (TEEP)s, for a three year retention period.

(6) MCINCR-MCBO SARC

(a) Perform all SARC duties and administer the MCINCR-MCBQ SAPR program in accordance with references (a) through (g). The MCINCR-MCBQ SARC will have direct and unimpeded access to all levels of leadership within this command. Any concerns will be immediately disclosed to SECBN CO.

(b) Create and maintain collaborative relationships SECBN SAPR VAs. Promote timely and effective communication and customer service at all times. This includes in-person, e-mail

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correspondence, and telephonic communications. Collaborate with the SECBN SAPR VAs in accordance with reference (d).

(c) Provide the SAPR Command Resource Brief as needed and as requested in accordance with reference (d). Maintain certificates of attendance for SECBN personnel.

(d) Support SECBN CO as needed. Responsibilities include and are not limited to: providing temporary coverage, temporary additional duty, supporting additional administrative requirements, internal inspections, site- assist visits, etc.

(e) Maintain current copies of SECBN SAPR VAs appointment letters, documentation of D-SAACP certification, "Supervisor and Commander Statement of Understanding," and all required training certificates in accordance with reference (d).

(f) Coordinate with SAPR VAs to assist in education and skill building opportunities in support of the SECBN Training Plan.

(g) Maintain an up-to-date listing of local victim support services in order to provide appropriate referrals to victims of sexual assault.

(7) SAPR VA

(a) Become familiar with the contents of the references, this order and the enclosures herein. Assist the lead SAPR VA in ensuring the SAPR program is in compliance with references (a) through (h).

(b) Stand duty for the MCINCR-MCBQ 24/7 SAPR VA Hotline on a quarterly basis. Coordinate with MCINCR-MCBQ SAPR Office to schedule SAPR VA Duty.

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

(d) 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 assumed by a first responder. Notify MCINCR-MCBQ SARC via the 24/7 MCINCR-MCBQ SAPR VA Support Line at (703) 432-9999 or during working hours via the MCINCR-MCBQ SAPR Office at (703) 784-3557.

(e) Complete the DD Form 2910 and the Safety Assessment Tool with the victims of sexual assault. Annotate the initial information for Defense Sexual Assault Incident Database (DSAID) on DD Form 2965 (DSAID Data Form) for all reports of sexual assault. Provide the Safety Assessment Tool and DD Form 2910 documents to the MCINCR-MCBQ SARC either in person, by telephone, or via encrypted email for filing per reference (a).

(f) Provide DD Form 2965 to the MCINCR-MCBQ SARC either in-person or transmit the information via telephone.

(g) Ensure the safe and confidential handling of all forms. 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 MAFORRES for DSAID data entry.

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(h) Provide a copy of DD Form 2910, DD Form 2701, the Victims' Legal Counsel (VLC) information brochure and contact information for MCINCR-MCBQ VLC (703) 784-4514/898-9883, the DOD CATCH a Serial Offender Program Victim Info Sheet, and the Department of Veterans Affairs Resources for Service Members who Experienced Military Sexual Trauma hand out, to the victim. Provide additional resources and referrals, as requested.

(i) Ensure each victim is aware of methods to report retaliation, more information can be found in reference (b).

(j) Provide awareness of the expedited transfer request process to include contact information for requesting a military or civilian protective order in accordance with reference (d), (g) and enclosure (6).

(k) Notify the SECBN CO and MCINCR-MCBQ SARC immediately in person, by telephone, or encrypted email of expedited transfer requests to or from the installation.

(l) Instruct SAPR training to SECBN personnel, by appropriate rank, quarterly at minimum. Provide signed attendance rosters to the S-3 within two business days of completed training. Maintain and file FY TEEP, SAPR LOIs and signed training attendance rosters in the master SAPR program desktop binder with the lead SAPR VA.

(m) Facilitate the development and collaboration of SAPR public awareness campaigns. Publicize the DoD Safe Helpline, MCINCR-MCBQ 27/7 SAPR Hotline, and SAPR resources on all outreach materials and command websites.

(n) Attend the Commander's Quarterly SAPR Council.

(o) Brief new joins and personnel checking out of the command utilizing standardized material provided by the MCINCR-MCBQ SAPR Office. Ensure SAPR VAs are listed on the SECBN check-in/check-out sheet, to include physical locations of SAPR VAs.

(p) Upon notification, SECBN CO will elect a SAPR VA as the Lead Victim Advocate to maintain and ensure compliance of the SAPR Program in accordance with the references and during Inspector General Inspections. Prior to vacating this billet, ensure a thorough turnover is completed.

(q) Maintain credentialing by completing CEUs quarterly, submitting training completion documents to the MCINCR-MCBQ SARC and staying in compliance with D-SAACP credentialing requirements.

(r) Ensure all continuing education requirements are met for SECBN SAPR VAs in accordance with references (c) and (d).

(s) Ensure command public-facing websites and social media platforms contain current SAPR contact information, reporting options, local resources, the DoD Safe Helpline, and the MCINCR-MCBQ 24-hour SAPR Support Line in accordance with reference (d).

d. Coordinating Instructions

(1) Sexual Assault Reporting Requirements. When the command receives a report or incident of an actual, suspected, or alleged sexual assault, complete all SAPR reporting requirements in accordance with reference (d). Procedures particular to SECBN include the following:

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(a) Every victim will be offered all sexual assault support services. Notify the MCINCR-MCBQ SARC for assistance.

(b) Ensure the victim is physically safe and emotionally secure. Coordinate emergency services if necessary.

(c) Ensure all Unrestricted Reports (i.e. signed DD 2910s) and all allegations of sexual assault are immediately reported to the NCIS or the supporting military law enforcement agency per reference

(a). This includes assaults disclosed directly by a victim or by a third party.

(d) Ensure the Commander, MCINCR-MCBQ is notified within 24 hours.

(e) Immediately submit an OPREP-3/SIR, in accordance with reference (f) and enclosure (6), for all Unrestricted Reports and allegations of sexual assault, to include prior-to-service incidents, incidents involving civilian victims and Marine offenders, and reports converted from Restricted to Unrestricted. For tracking purposes, notify the MCINCR-MCBQ SARC of the date and time submitted. An OPREP-3/SIR is not required for Restricted Reports of sexual assault.

(f) Notify MCINCR-MCBQ via a (5) Ws report in accordance with reference (e). Submit an encrypted e-mail to the Commander, MCINCR-MCBQ and MCINCR-MCBQ SAPR Office. Reporting will be completed only by the SECBN CO, SECBN XO, or authorized acting capability. Protect the privacy of victims and alleged offenders to the maximum extent possible. Ensure privacy is maintained by limiting access to information to only those with an official need-to-know.

(g) Commanders will not conduct independent command inquiries or investigations of alleged sexual assaults. Contact the OSJA for questions.

(h) Complete the SAPR (8)-Day Incident Report located on the HQMC SAPR Gear Locker in accordance with reference (b). There are two triggers for the SAPR (8)-Day Incident Report:

1. Victims of sexual assault who are Active-Duty Service members and/or reserve members who file an Unrestricted Report (i.e. signed DD 2910).

2. Cases where an independent investigation has been initiated by a MCIO (e.g., NCIS) that involves either a service member victim or a service member subject.

(i) The SAPR 8-Day Incident Report will be automatically delivered to the Commander, MCINCR-MCBQ and MCINCR-MCBQ SAPR Office via SAPR Gear Locker. Ensure all e-mail addresses are correct. Due to this automated process, the SAPR (8)-Day Incident Report will only be shared with personnel authorized with an official need-to-know.

(j) When completing the SAPR (8)-Day Incident Report, Commanders will not conduct internal investigations, interview victims or SAPR VAs, or delegate others to obtain the required information. Contact the MCINCR-MCBQ SARC for questions.

(k) SAPR is a voluntary program. A victim's decision to not participate in an investigation or prosecution will not affect access to support services. The victim's decision should normally be honored by all personnel that include and not limited to: DoW law enforcement officials and the victim's chain of command.

(2) Additional Support for Victims and SAPR Personnel

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(a) Ensure SAPR services along with emergency care are offered to eligible victims of sexual assault in a timely manner. Emergency care consists of medical and psychological treatment as well as the offer of a SAFE. Eligible victims will be informed that if a SAFE is declined, other services and treatments remain available. Eligible victims are defined in reference (a).

(b) Ensure victims and alleged offenders do not remain in the same work and/or living area as appropriate. Victims and alleged offenders who remain in the same work and/or living area will be routinely monitored for safety concerns. Specific administrative procedures involving a Military Protective Order (MPO), DD 2873, will be followed in accordance with reference (d). Consult the OSJA for any concerns or questions.

(c) Commanders must protect the integrity of all SAPR related procedures. This includes protecting victims' confidentiality, encouraging victims to receive full support services, and understanding the duties and limitations of SAPR personnel. The command climate will protect all victims, SARCs, SAPR VAs, family members, reporters, and witnesses of sexual assault. These groups will be protected from coercion, retaliation, restriction, reprisal, ostracism, and maltreatment in accordance with reference (b).

(d) The SECBN CO will attend the MCINCR-MCBQ CMG and will 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 reference (a). Ensure victims are notified upon adjudication of military justice proceedings. These duties are non-delegable in accordance with reference (a) and (d). When operational commitments or other exigent circumstances make the CO's participation impossible, the designated acting commander will attend the CMG.

(e) If a SECBN victim is assessed to be in a high-risk situation, the SECBN CO will chair HRRT in accordance with reference (a). All HRRT procedures will be followed in accordance with reference (g) and enclosure (3).

(f) Expedited Transfers. The Expedited Transfer (ET) policy provides victims of sexual assault the opportunity to request a permanent reassignment to a different duty station when remaining in their current environment may adversely affect their safety, well-being, or recovery. Requests are victim-initiated and will be processed in an expedited manner, with careful consideration given to the victim's needs and preferences. Commanders will ensure all decisions prioritize the victim's safety and recovery while balancing mission requirements and will provide written justification for any disapproval. All Expedited Transfer procedures will be followed in accordance with reference (g).

1. SECBN CO has five calendar days after receipt of the ET to approve/disapprove.

2. When the SECBN CO does not approve the ET: Use the template on the Leadership Toolkit to communicate disapproval to the person who reported the sexual assault and SARC.

3. The Marine can request in writing a review by the first General Officer (GO) in the chain of command (Commander, MCINCR-MCBQ). The GO must either approve or disapprove within five calendar days. The SARC forwards the ET package to HQMC SAPR.

(3) The Commander's Quarterly SAPR Council will be conducted no less than once per quarter and chaired by the Commanding Officer or designated representative. Attendance will include SAPR VAs, Company Commanders, and other personnel as required. Meeting minutes and attendance rosters will be maintained for inspection purposes.

4. Administration and Logistics

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a. Sexual Assault Victim Reporting Options Overview. Adult victims of sexual assault have two methods of reporting the assault options: Unrestricted and Restricted Reporting with expanded eligibility to file a Restricted Report. Victims who choose to make a restricted report will have that choice honored to the fullest extent.

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

(a) Victims may elect to make a Restricted report of sexual assault at all times, EXCEPT IN cases where the victim:

1. The victim personally reported the incident to law enforcement (including MCIOs).
2. Previously filed an Unrestricted Report with a signed DD Form 2910 for the same incident.

(b) A victim can file a Restricted Report EVEN IF:

1. The allegation has been inadvertently or previously disclosed to command by the victim, suspect, or third party.
2. The matter has been reported to law enforcement, to include MCIOs, by anyone other than the victim.
3. An investigation is initiated, in progress, or closed.

(2) **Unrestricted Reporting option:** a process that an individual covered by this policy uses to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim's report is provided to healthcare personnel, the MCINCR-MCBQ SARC, a SAPR VA, command authorities, MCIOs/law enforcement, and may be used to initiate the official investigation process in accordance with reference (a).

(3) If You Have Been Sexually Assaulted

(a) Go to a safe location away from the alleged offender. If you are in danger or feel threatened, contact law enforcement.

(b) Preserve all evidence of the assault. Do not bathe, wash your hands or brush your teeth. If you are still where the crime occurred, do not clean, straighten up, or remove anything from the crime scene.

(c) Contact a SARC or SAPR VA who will keep your information confidential, inform you of the restricted and unrestricted reporting options, and provide you with resources and support. Enclosure (2) contains the necessary local contact information, to include the 24/7 SAPR VA Helpline number for

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the installation, and the DoD Safe Helpline. The Regional 24/7 SAPR VA Helpline is a confidential resource to learn about resources, reporting options, and receive support.

(d) Seek support from your command. The command will ensure you are offered advocacy services and medical care. See enclosure (1) for expanded protocols through the command.

(e) Seek medical care as soon as possible, even if there are no visible physical injuries, there is still a risk of becoming pregnant or acquiring a sexually transmitted infection.

(f) Ask your healthcare provider to conduct a SAFE to preserve forensic evidence. You can request a SAFE regardless of the reporting option you choose.

(g) If you suspect you were drugged, request a blood test or urinalysis.

(4) If a Marine you supervise is sexually assaulted

(a) Ensure the victim and you are at a safe location away from the alleged offender. Notify law enforcement immediately. Assist law enforcement in protecting the victim from the alleged offender and others acting on the alleged offender's behalf. Do not interfere with the scene of the assault or any items that might be of evidentiary value.

(b) Contact the SARC, SAPR VA or call the 24/7 SAPR Support Line.

(c) If the victim requires emergency medical care, call 911.

(d) Other than safety and health-related questions, refrain from asking details about the incident. Show interest in what the victim says and ask what you can do to help. You may need to address practical issues such as care for children or pets.

(e) Report the crime in your unit only to those persons with an official need-to-know in the chain of command.

(f) Do not discuss the matter with co-workers, friends or family members. This is critical to protect the privacy of a victim and maintain good order and discipline within the unit.

(g) Ensure the victim is allowed time to attend medical and other appointments, such as with the SARC, SAPR VA, or law enforcement.

(h) Monitor the victim to ensure safety and coordinate with the SAPR VA/SARC to address victim needs if necessary. An MPO, DD Form 2873, may be issued by the command to keep the alleged offender away from the victim. Check with the SAPR VA to see if the victim is eligible for a civilian protective order; if issued, ensure the victim provides copies to the command.

(i) Support the victim as he or she goes through the investigation and legal proceedings.

(j) Recognize that sexual assault is traumatic for all victims and each victim will react differently to an assault.

(5) All personnel. Eliminate behavior that violates Marine Corps ethos and core values, and tarnishes the prestige of the Marine Corps. Maintain a climate that is respectful to all. If you are witness to an actual or attempted physical or sexual assault upon another person, notify law enforcement immediately.

Subj: STANDARD OPERATING PROCEDURES FOR SECURITY BATTALION SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

(6) Prevention before Response

(a) Active bystanders can have a powerful impact on the prevention of sexual violence. This command demands an all-out effort to engage personnel in active bystander intervention to prevent sexual assault.

(b) Active bystanders take the initiative to prevent someone who may be targeted for a sexual assault.

(c) Active bystanders take the initiative to help friends who are not thinking clearly from becoming alleged offenders.

(d) Intervention does not only mean personnel step in to stop a crime in progress. Rather, these steps comprise early intervention before the crime occurs. There are five components of active bystander intervention:

1. Direct - Speaking up to intervene directly (e.g., asking if someone is okay, telling the perpetrator to stop).

2. Distract - Creating a diversion to interrupt the situation (e.g., spilling a drink, asking for directions).

3. Delegate - Getting assistance from others, such as security, bartenders, or friends.

4. Delay - Checking in with the person who was harassed or harmed after the incident.

5. Document - Recording the incident on your phone or taking notes, then giving it to the victim and/or command (never post it online).

(7) Assess for Safety. When deciding to intervene, personal safety should be the highest priority. When in doubt, call for help. Before acting, consider the following:

1. How can you keep yourself safe in this situation?

2. What are all the options available?

3. Who else might be able to assist?

(8) Engage Others. You are likely to have a greater influence on the parties involved when you work together with someone or with several people.

(9) Check in. Ask the target of the unwanted sexual advance, attention, or behavior if he or she is okay. Arrange for someone he or she trusts to get him or her home safely. Does he or she want to talk to someone about reporting the matter? Active bystander intervention takes a number of forms:

(a) Talking to the friend to make sure he or she is okay.

(b) Making up an excuse to help the friend get away from someone.

(c) Calling law enforcement or someone in the chain of command.

(d) Alerting a bartender or party host that someone has had too much to drink.

Subj: STANDARD OPERATING PROCEDURES FOR SECURITY BATTALION SEXUAL
ASSAULT PREVENTION AND RESPONSE PROGRAM

(e) Pointing out disrespectful behavior in a safe and respectful manner that tends to de-escalate the situation.

(f) Removing the friend from a risky situation quickly.

b. Education and Training Requirements for SECBN Personnel

(1) Include all HQMC SAPR approved annual trainings on the unit's training plan/schedule and are conducted in accordance with reference (d). All service members will attend SAPR training specific to their rank. Training will be conducted by credentialed and appointed SAPR personnel and will not exceed the maximum class size authorized by reference (d). Ensure all training is documented and recorded in accordance with reference (d). Rosters to support these requirements are located on the SECBN SharePoint. Direct command involvement in preparation and delivery is encouraged.

(2) Coordinate with MCINCR-MCBQ SARC to ensure all newly hired SECBN civilian federal employees complete the required training from an authorized SARC or via civilian workforce platforms.

(3) Recognize and address negative trends that negatively affect command climate. Coordinate with the MCINCR-MCBQ SARC and SECBN SAPR VAs to generate interactive education and skill building opportunities. Examples include and are not limited to: command special events, safety meets, professional military education, workshops, small group discussions, and Sexual Assault Awareness and Prevention Month events and initiatives.

c. The CO and supporting SARC will maintain a log of all submitted OPREP-3/SIR and 8-day reports. These documents will be maintained in the CO's SAPR binder as well as the SECBN SAPR SharePoint.

d. This order will be maintained by all SECBN SAPR VAs and reviewed annually for updates.

5. Command and Signal

a. Command. This order is applicable to all personnel of SECBN.

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


D. M. EDICK

Commander's Protocol for Prevention and Response

1. To prevent sexual assault, all commanders shall:

- a. Establish a command climate of prevention predicated on mutual respect and trust that recognizes and embraces diversity, and values contributions of all members.
- b. Remind Marines of their personal commitment to maintaining a healthy environment that is safe and contributes to their wellbeing and mission accomplishment.
- c. Monitor the organization's climate and respond with appropriate action toward any negative trends that may emerge.
- d. Engage MCINCR-MCBQ SAPR for assistance as needed.

2. In the event of a sexual assault, commanders shall:

- a. Discourage members from participating in "barracks gossip" or speculation about the case or investigation, reminding all to wait in reaching conclusions until all the facts are known and final disposition of the allegations has occurred.
- b. Advise those who may have knowledge of the events leading up to or surrounding the incident to fully cooperate with any investigation.
- c. Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation and may result in a Privacy Violation complaint.
- d. Emphasize the alleged offender is presumed innocent until guilt is established by legal and competent evidence beyond reasonable doubt.
- e. Coordinate unit refresher training with a SAPR VA and/or SARC. Address preventive measures and the impact on the unit. Assess and be cognizant of the needs of the victim at this time, recognizing that increased attention on him/her during this period may be detrimental.
- f. Monitor the unit's climate to ensure neither the victim nor the alleged offender is being ostracized and to prevent organizational splintering.

3. The victim's commander shall:

- a. Ensure the physical safety and emotional security of the victim. Determine if the alleged offender is nearby and if the victim needs protection.
- b. Ensure emergency medical care is offered if necessary and/or requested by the victim.

c. Ensure the SARC is notified immediately. If not co-located with the command SARC, ensure that a SAPR VA is provided to the victim. Ensure the victim understands the availability of victim advocacy and the benefits of accepting advocacy. Advocacy services are optional.

d. Ensure notification to the appropriate MCIO as soon as the victim's immediate safety is addressed, and medical treatment procedures are in motion. Strictly limit knowledge of the facts or details regarding the incident to those personnel who have a legitimate need-to-know, as defined in Appendix A of MCO 1752.5C.

e. Ensure necessary action to safeguard the victim from any formal (official) or informal investigative interviews or inquiries, except those conducted by the authorities who have a legitimate need-to-know.

f. Submit the OPREP-3/SIR report for all Unrestricted Reports or allegations, actual or suspected, of sexual assault, in accordance with Military Rules of Evidence (MRE) 513-514.

g. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or MCIO has initiated an adult sexual assault investigation, in accordance with DoD Instruction 6495.02. Communicate with the MCIO and SARC for required information to complete the report. Do not ask detailed questions and/or pressure the victim or SAPR VA for responses or information about the incident.

h. Ensure the victim is advised of the need to preserve evidence (by not bathing, showering, washing garments, etc.) while waiting for the arrival of representatives of the MCIO.

i. Ensure assistance with or provide immediate transportation for the victim to the hospital or other appropriate medical facility. Encourage evidence collection, as there is a small window of opportunity to collect it.

j. Ensure the victim is asked if a specific support person is desired. This person could be a friend or family member of the victim. Ensure the victim is advised that this person could later be called to testify as a witness if the case goes to trial.

k. Ensure the victim is offered a chaplain and/or VLC and notify accordingly.

l. Determine if the victim desires/needs a "no contact" order or an MPO (DD Form 2873) to be issued, particularly if the victim and the alleged offender are assigned to the same command, unit, duty location, or living quarters.

m. Ensure the victim understands the availability of other referral organizations staffed with personnel who can explain medical, investigative, and legal processes and advise of the victim's support rights.

n. Ensure the victim is advised of the expedited transfer process and facilitate the expedited transfer when requested by the victim. Determine the need for a temporary reassignment to

another unit, duty location, or living quarters on the installation of the victim or the alleged offender being investigated, working with the commander of the alleged offender, if different than the victim's commander, until there is a final legal disposition of the sexual assault allegation, and/or the victim is no longer in danger.

o. Attend the monthly CMG meeting for all open unrestricted sexual assault cases involving command personnel. Attendance is non-delegable except when an acting commander has formally assumed command responsibilities.

p. Ensure the victim receives monthly reports regarding the status of the sexual assault investigation until final disposition.

q. Withhold initial disposition authority to the SA-IDA for all other alleged offenses arising from or relating to a reported sexual assault, whether committed by the alleged offender or the victim. The SA-IDA has the non-delegable responsibility for initial disposition as defined in the Manual for Courts-Martial 2019. Such offenses commonly include underage drinking, traveling out-of-bounds or to off-limits establishments, fraternization, or adultery. In cases involving a victim's collateral misconduct, the SA-IDA is encouraged to defer a victim's disciplinary proceeding until final disposition of the more serious sexual assault case, in accordance with DoD Instruction 6495.02.

r. Avoid automatic suspension or revocation of a security clearance and/or Personnel Reliability Program (PRP) access, understanding the victim may be satisfactorily treated for related trauma without compromising the victim's security clearance or PRP status. Consider the negative impact suspension of a victim's security clearance may have on building trust and confidence in the Marine Corps sexual assault reporting system, but make the final determination based upon established national security standards.

s. Consult with the victim and when possible, accommodate the victim's desires regarding safety, health, and security, as long as neither a critical mission, nor a full and complete investigation is compromised.

t. Listen and support the victim. Be available following the sexual assault and assure the victim of the commander's support.

4. The alleged offender's commander shall:

a. Ensure notification to the appropriate MCIO as soon as possible after receiving a report of a sexual assault incident.

b. Safeguard the alleged offender's rights and preserve the integrity of a full and complete investigation.

c. Restrict information pertinent to an investigation to those who have an official need-to-know, as defined in Chapter 1 of MCO 1752.5C.

- d. Ensure procedures are in place to inform the alleged offender, as appropriate, about investigative and legal processes.
- e. Ensure procedures are in place to inform the alleged offender about available counseling support.
- f. Determine the need of the issuance of an MPO, DD Form 2873.
- g. Monitor the well-being of the alleged offender, particularly for indications of suicidal ideation, and ensure appropriate intervention occurs if indicated.
- h. Submit an OPREP-3/SIR, for all reports of sexual assault when the victim is a civilian, and the alleged offender is a Marine or other service member assigned to a Marine Corps unit.
- i. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or MCIO has initiated an adult sexual assault investigation involving a command service member and a civilian victim. Communicate with the MCIO and SARC for required information to complete the report. Do not ask detailed questions and/or pressure the victim and/or accused for responses or information about the incident.

MCINCR-MCB Quantico Local Resource List

Position/Office	Office Location	Phone Number(s)
Installation Sexual Assault Response Coordinator (SARC)	715-A Broadway Street Marine Corps Association Annex, 3 rd FL Quantico, VA 22134	703-784-3557 703-784-1419 703-784-3776 703-784-3836
Family Advocacy Program (FAP)	Little Hall Lower Level Quantico, VA 22134	703-784-2570
Community Counseling Program (CCP)	Little Hall Lower Level Quantico, VA 22134	703-784-2570
Substance Abuse Program (SAP)	Little Hall Lower Level Quantico, VA 22134	703-784-3502 703-784-3506
Naval Health Clinic Quantico	3259 Catlin Ave. Quantico, VA 22134	703-784-1969
Nurse Advice Line		1-800-874-2273
Sentara Northern VA Medical Center Emergency Room	2300 Opitz Blvd. Woodbridge, VA 22191	703-523-1470
Provost Marshal Office (PMO)	2043 Barnett Ave. Quantico, VA 22134	703-784-2251 703-784-2252 703-784-2253
Naval Criminal Investigative Service (NCIS)		703-784-2993
Victims' Legal Counsel (VLC)	715-A Broadway Street Marine Corps Association Annex, 3 rd FL Quantico, VA 22134	703-784-4514 703-898-9883
Victim & Witness Assistance Program (VWAP)		703-784-2153
Chaplain	Chapel Annex	703-784-2518 703-784-2707
Civilian Sexual Assault Crisis Center	3941 Acts Lane, 2 nd FL Dumfries, VA 22026	703-441-8606
Fort Belvoir Community Hospital	9300 DeWitt Loop Ft. Belvoir, VA 22060	571-231-3224
DoW Safe Helpline	SafeHelpLine.org	877-995-5247



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 UCMJ as an orders violation under Article 92.

Ostracism 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.	Reprisal 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 DoW member.
Restriction 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.	Maltreatment 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 SAPR VA or SARC:

• Adult sexual assault victims who have made an unrestricted report	• SARC
• Adult sexual assault victim's adult family member	• SAPR VA
• Witness to a sexual assault	• Other responders (on the specific case)
• Bystander (who intervened)	• Other party to the incident (friend, coworker, etc.)

MCINCR-MCBQ Reporting and Assistance Resources

Installation SARC 703-784-3557	Command Inspector General 703-784-2277 DoW Inspector General 800-424-9098	Installation Equal Opportunity Advisor 703-432-0764
Installation VWAP 703-784-2153	Regional VLC 703-784-4514	NCIS-RA Quantico 703-784-2993
SAPR VA 703-432-9999	Installation Command Chaplain 703-784-2518	DoW Safe Helpline 877-995-5247

High Risk Response Team Protocol

References: DoDD 6495.01, DODI 6495.02, and MCO 1752.5C

1. Purpose

a. The purpose of the High-Risk Response Team (HRRT) is to assess victim safety, offender safety, and develop an immediate plan to manage identified risks. The HRRT provides coordinated, multidisciplinary oversight to ensure the safety and well-being of victims assessed as high risk following a report of sexual assault.

b. The HRRT shall ensure continuous monitoring and support through 24-hour coverage. For purposes of this enclosure, 24-hour coverage means a designated individual is available at all times to respond to victim safety concerns. Responsibility for this coverage may shift between personnel as necessary, provided no gaps in coverage occur.

c. Following a report of sexual assault, the Sexual Assault Response Coordinator (SARC) or Sexual Assault Prevention and Response Victim Advocate (SAPR VA) will complete a Safety Assessment Tool to identify potential safety concerns.

2. High-Risk Determination

a. A victim will be considered high risk when there is a reasonable belief that the victim, alleged offender, or another person faces an imminent threat of harm, retaliation, self-harm, suicide, homicide, stalking, intimidation, escalation of violence, violation of a protective order, or other circumstances that significantly increase the risk to the victim's safety, well-being, or participation in the investigative or judicial process.

b. When a victim is assessed as high risk, the SARC will immediately notify the SECBN CO. Upon notification, the CO will immediately convene and chair an HRRT.

3. HRRT Membership

a. Chair (Mandatory) - SECBN CO or designated Acting Commander

b. Required Participants

- Victim's Immediate Commander
- Victim's SARC
- Victim's SAPR VA
- Appropriate Battalion, Company, or Section Leadership

c. Additional Participants, as appropriate:

- Alleged Offender's Commander
- Naval Criminal Investigative Service (NCIS) or other Military Criminal Investigative Organization (MCIO)

ENCLOSURE (3)

- Staff Judge Advocate (SJA)
- Victims' Legal Counsel (VLC)
- Medical Providers
- Chaplain
- Family Advocacy Program Representative
- Other personnel deemed necessary to assess or mitigate identified risks

4. Reporting Requirements

a. The SARC will document HRRT meetings and actions within the Defense Sexual Assault Incident Database (DSAID) in accordance with governing directives. All HRRT matters will be documented on the most recent version of the DD Form 2910-7.

b. The HRRT will:

(1) Submit an initial report to the Commander, MCINCR-MCBQ, and the installation SARC within 24 hours of activation.

(2) Provide updates at least weekly while the victim remains in a high-risk status.

(3) Immediately notify the Chair of any significant changes to victim safety, offender behavior, protective order violations, retaliation concerns, or other emergent risks.

c. RRT meeting minutes and attendance rosters shall be maintained by the SARC and retained in accordance with applicable records management and privacy requirements.

5. Risk Assessment Considerations. The HRRT assessment shall include, but is not limited to, evaluation of the following:

a. Victim and alleged offender safety concerns.

b. Whether the alleged offender has access to the victim or has engaged in stalking behaviors.

c. Previous or existing relationships between the victim and alleged offender, including spouses, dependents, family members, or close associates.

d. Whether the alleged offender, or anyone acting on the offender's behalf, has:

- Destroyed the victim's property.
- Threatened or assaulted the victim.
- Threatened the victim's family members or associates.
- Attempted to influence, intimidate, coerce, or discourage the victim from participating in the investigative or judicial process.

e. Whether the victim or alleged offender has:

ENCLOSURE (3)

- Threatened self-harm.
- Attempted self-harm.
- Expressed suicidal ideations.
- Threatened or expressed homicidal ideations.

f. Whether the alleged offender has used, threatened to use, or has access to weapons that may present a danger to the victim or others.

g. Whether the victim sustained serious physical injuries during the sexual assault.

h. Whether a Military Protective Order (MPO) or Civilian Protective Order (CPO) has been violated.

i. Indicators of retaliation, reprisal, ostracism, restriction, or maltreatment directed toward the victim, witnesses, SAPR personnel, bystanders, or responders.

j. Any additional factors identified by the HRRT that may affect the victim's safety, recovery, or participation in the investigative or judicial process.

6. HRRT Closure

a. The HRRT will remain active until the CO determines the victim no longer meets the criteria for high-risk status.

b. Upon closure, the HRRT will provide a final report to the Case Management Group (CMG) Chair and Co-Chair. The final report will include:

- Risks identified.
- Mitigation measures implemented.
- Protective actions taken.
- Recommendations for continued support, if applicable.
- Determination that the victim no longer meets high-risk criteria.

c. The final report will be documented in DSAID and provided to the CMG Chair and Co-Chair in accordance with applicable policy.

ENCLOSURE (3)

SAPR VA Suspension, Revocation, and Reinstatement Procedures

References: DoDD 6495.01, DODI 6495.02, and MCO 1752.5C

1. Purpose

a. This enclosure establishes procedures for the suspension, revocation, and reinstatement of SECBN SAPR VAs IAW MCO 1752.5C, DoDI 6495.03, and applicable Defense Sexual Assault Advocate Certification Program (D-SAACP) requirements.

b. The intent of these procedures is to maintain the integrity, professionalism, and credibility of the SAPR Program while ensuring uninterrupted support to victims.

2. Suspension of SAPR VA Duties

a. Immediate Notification

(1) Any SECBN SAPR VA who is:

- Arrested
- Criminally charged
- The subject of a military or civilian protective order
- Under investigation for misconduct
- Named in a substantiated complaint involving misconduct, retaliation, harassment, discrimination, or other behavior inconsistent with SAPR responsibilities
- Unable to maintain D-SAACP credentialing requirements

(2) shall immediately notify:

- SECBN Co
- SECBN Lead SAPR VA
- MCINCR-MCBQ SARC

b. Temporary Suspension. The SECBN CO may immediately suspend a SAPR VA from performing SAPR duties pending review of the circumstances. Suspension may occur when:

- Continued performance could undermine confidence in the SAPR Program.
- The SAPR VA's ability to effectively support victims is reasonably questioned.
- The SAPR VA becomes ineligible to maintain D-SAACP certification.
- Required by higher headquarters guidance.

c. Actions During Suspension. Suspended SAPR VAs shall:

- Cease all SAPR VA duties.

ENCLOSURE (4)

- Surrender SAPR case responsibilities to the MCINCR-MCBQ SARC or another credentialed SAPR VA.
- Not represent themselves as acting in a SAPR VA capacity.
- Continue to comply with all confidentiality requirements.

3. Revocation of SAPR VA Appointment

a. Grounds for Revocation. The SECBN CO may recommend revocation of a SAPR VA appointment for:

- Loss of D-SAACP certification.
- Failure to maintain continuing education requirements.
- Misconduct inconsistent with SAPR duties.
- Violation of confidentiality requirements.
- Failure to perform SAPR VA duties.
- Conduct that adversely impacts the credibility of the SAPR Program.
- Any condition identified in MCO 1752.5C or DoDI 6495.03 warranting revocation.

b. Coordination Requirements. Prior to recommending revocation, the CO shall coordinate with:

- MCINCR-MCBQ SARC
- Installation SAPR Program Manager, as appropriate
- Staff Judge Advocate, when necessary

c. Documentation. Revocation recommendations shall be documented in writing and maintained in SAPR program records. The recommendation shall include:

- Nature of the incident or deficiency.
- Relevant supporting documentation.
- Recommended disposition.
- Impact on SAPR credentialing and appointment status.

4. Reinstatement Procedures

a. Eligibility. A suspended SAPR VA may be considered for reinstatement when:

- The condition resulting in suspension has been resolved.
- Required investigations are complete.
- D-SAACP certification remains valid or has been restored.
- The CO determines reinstatement is in the best interest of the SAPR Program.

b. Review Process. Requests for reinstatement shall be reviewed by:

ENCLOSURE (4)

- SECBN CO
- MCINCR-MCBQ SARC
- Additional coordination with legal counsel or higher headquarters may be conducted as required.

c. Reinstatement Decision. The CO shall document reinstatement decisions in writing. Reinstatement documentation shall include:

- Basis for reinstatement.
- Date reinstatement becomes effective.
- Any limitations or additional training requirements.

5. Continuity of Victim Services

a. At all times, SECBN shall maintain uninterrupted victim advocacy services.

b. When a SAPR VA is suspended, revoked, deployed, transferred, on leave, or otherwise unavailable, support shall be provided through:

- Remaining credentialed SECBN SAPR VAs.
- MCINCR-MCBQ SAPR Office personnel.
- Other credentialed SAPR personnel coordinated through the MCINCR-MCBQ SARC.

c. The welfare of victims and continuity of care remain the command's highest priority.

6. Record Retention. All suspension, revocation, and reinstatement documentation shall be maintained by the Lead SAPR VA and MCINCR-MCBQ SARC, as appropriate, IAW applicable privacy, records management, and SAPR program requirements.

ENCLOSURE (4)

OPREP-3 SIR SAMPLE MESSAGE - SEXUAL ASSAULT

TO: CMC WASHINGTON DC PPO
CC:
SUBJECT: OPREP-3SIR/M000201/001
MSGID/GENADMIN/CMC WASHINGTON DC PPO POC//
SUBJ/OPREP-3SIR/M000201/001 //
REF/A/DOC/CMC/MCO 3504.2A//
REF/B/TEL/CDO I MEF/131930ZAUG2012//
NARR/REF A IS MCO ON OPREP-3SIR: SERIOUS INCIDENT REPORTS. REF B IS
VOICE REPORT SUBMITTED TO THE MCOC.//
POC/I. M. MARINE/GYSGT/I MEF ADJUTANT CHIEF/-/TEL:760-365-1234
/EMAIL: IMMARINE@IMEF.USMC.MIL//
GENTEXT/REMARKS/1. AN INCIDENT OF SEXUAL ASSAULT WAS REPORTED TO HAVE OCCURRED
IN BARRACKS Q, 2400-0600. (NO DETAILS ABOUT THE INCIDENT SHALL BE PROVIDED).
2. 131245L AUG 12 (131845Z AUG 12)
3. PERSONNEL INVOLVED:
A. VICTIM
1. PFC (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF
THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY
2. XXXX (DO NOT INCLUDE LAST NAME IN SEXUAL ASSAULT REPORTS)
3. XXXX (DO NOT INCLUDE SSN IN SEXUAL ASSAULT REPORTS)
4. 3D BN, 5TH MARINES, CAMP PENDLETON, CA
5. CAUCASIAN/MALE (IF PROVIDING THE RACE/GENDER WILL COMPROMISE THE
CONFIDENTIALITY OF THE VICTIM, THE REPORT SHOULD ONLY STATE: OMITTED TO
PROTECT CONFIDENTIALITY.
6. NAVAL HOSPITAL MCB CAMP PENDLETON, CA
B. SUSPECT
1. SGT (IF PROVIDING THE RANK WILL COMPROMISE THE CONFIDENTIALITY OF
THE SUSPECT, THE REPORT SHOULD ONLY STATE: OMITTED TO PROTECT CONFIDENTIALITY
2. XXXX (DO NOT INCLUDE LAST NAME IN SEXUAL ASSAULT REPORTS)
3. XXXX (DO NOT INCLUDE SSN IN SEXUAL ASSAULT REPORTS)
4. 3D BN, 5TH MARINES, CAMP PENDLETON, CA
5. CAUCASIAN/MALE
6. BASE PMO
4. NCIS MCB CAMPEN IS CONDUCTING AN INVESTIGATION. POC J. GIBBS, NCIS, 760-
725-1234. POC SAN CLEMENTE PD DET WHITE 760-555-4567.
5. NO MEDIA INTEREST IS EXPECTED AT THIS TIME. MCB CAMP PENDLETON PAO HAS
NONETHELESS BEEN NOTIFIED.
6. THE LOCAL INTELLIGENCE OFFICER AT I MEF G-2 HAS BEEN NOTIFIED. (IN SEXUAL
ASSAULT CASES, THE INTELLIGENCE OFFICER WILL BE NOTIFIED IF A MEMBER OF THE
COMMAND IS ACCUSED OF COMMITTING A SEXUAL ASSAULT.)
7. THE SARC AND/OR UVA AT 5TH MARINES HAS BEEN NOTIFIED OF THE INCIDENT.///

ENCLOSURE (5)

Expedited Transfer Procedures

References: DoDD 6495.01, DODI 6495.02, and MCO 1752.5C

1. Purpose

- a. This enclosure establishes procedures for processing Expedited Transfer (ET) requests submitted by victims of sexual assault assigned to SECBN.
- b. The ET process is intended to assist victims in their recovery by allowing reassignment from their current unit, duty location, installation, or military housing environment when remaining in the current environment may adversely affect their safety, well-being, or recovery.

2. Eligibility

a. Victims who have filed an Unrestricted Report of sexual assault are eligible to request an ET. Victims may request:

- Permanent Change of Station (PCS)
- Permanent Change of Assignment (PCA)
- Other administrative reassignment measures deemed appropriate by the command

b. Requests shall be considered regardless of whether:

- The alleged offender is charged.
- An investigation is ongoing.
- Court-martial proceedings have begun.
- Administrative action has been initiated.

3. Victim Notification. Upon receiving an Unrestricted Report of sexual assault, the SAPR VA shall:

- Inform the victim of the availability of an ET.
- Explain the purpose, eligibility criteria, and timelines associated with the process.
- Provide assistance in preparing the request, if desired by the victim.
- Ensure the victim understands that requesting an ET is voluntary.

4. Submission Procedures. Requests should be submitted in writing through the victim's chain of command.

a. Requests should include:

- Victim's name and rank.
- Current unit and duty location.
- Desired transfer option.
- Basis for the request.

ENCLOSURE (6)

- Any specific safety concerns.

b. Routing

(1) Upon receipt, requests shall immediately be provided to:

- SECBN Commanding Officer
- MCINCR-MCBQ SARC
- SAPR VA

(2) The victim may submit the request through:

- Chain of command
- SAPR VA
- SARC

5. Command Responsibilities

a. Commanding Officer. The SECBN Commanding Officer shall:

- Consider the victim's safety, recovery, and expressed preferences.
- Consult with the SARC and SAPR VA, as appropriate.
- Consider mission requirements while prioritizing victim safety and recovery.
- Ensure no retaliatory action occurs because of the request.
- Provide a written approval or disapproval decision within five calendar days of receipt.
- Once approved, conduct a warm handoff with the gaining command.

b. SAPR Personnel. The SAPR VA and SARC shall:

- Assist the victim throughout the process.
- Monitor timelines.
- Ensure required documentation is maintained.
- Submit the completed Expedited Transfer Request via the "Expedited Transfer" Portal Link (accessible only by SARCs)
- Coordinate with gaining and losing commands as necessary.

6. Approval Authority. The SECBN Commanding Officer is the approval authority for ET requests originating within SECBN. Approval decisions shall be documented in writing. When approved, the command shall take immediate action to implement the transfer.

7. Disapproval Procedures. If the request is disapproved:

- The Commanding Officer shall provide written justification explaining the basis for the decision.

ENCLOSURE (6)

- The victim shall be informed of the right to request review by the first General Officer in the chain of command.
- The review request must be submitted within the timelines established by governing policy.
- The SARC shall assist in forwarding the package to the Commander, MCINCR-MCBQ.

8. General Officer Review

- a. The first General Officer in the chain of command shall review the request and approve or disapprove the request within five calendar days of receipt.
- b. The General Officer's decision is final.
- c. The SARC shall coordinate submission requirements to HQMC SAPR IAW governing policy.

9. Interim Protective Measures. While an ET request is pending, commanders should consider temporary measures to protect the victim and support recovery, including:

- Temporary reassignment.
- Modification of work schedules.
- Changes in duty location.
- Adjustment of billeting arrangements.
- Military Protective Orders (MPOs), when appropriate.
- Other reasonable measures to enhance victim safety.

10. Documentation and Record Retention

- a. Expedited Transfer documentation shall be maintained by the SARC IAW SAPR program requirements, privacy protections, and records management guidance.
- b. Only personnel with an official need-to-know shall have access to ET documentation.

11. Prohibition on Retaliation

- a. No person may retaliate against, threaten, coerce, discriminate against, ostracize, restrict, maltreat, or otherwise take adverse action against a victim for requesting or receiving an ET.
- b. Allegations of retaliation shall be immediately reported and addressed IAW applicable SAPR policies and procedures.

ENCLOSURE (6)

24 JAN 2026

TO THE MARINES, SAILORS, CIVILIANS, AND FAMILIES OF SECBN,

THE SAPR PROGRAM IS ONE OF THE MOST IMPORTANT PROGRAMS WITHIN OUR BATTALION. IT IS IMPORTANT NOT BECAUSE AN ORDER REQUIRES IT, BUT BECAUSE IT REFLECTS WHO WE ARE AND WHAT WE STAND FOR AS MARINES AND PUBLIC SERVANTS.

EVERY MEMBER OF SECBN DESERVES TO SERVE IN AN ENVIRONMENT CHARACTERIZED BY DIGNITY, TRUST, PROFESSIONALISM, AND MUTUAL RESPECT. SEXUAL ASSAULT HAS NO PLACE IN OUR RANKS. IT UNDERMINES UNIT COHESION, DAMAGES TRUST, IMPACTS READINESS, AND MOST IMPORTANTLY HARMS OUR PEOPLE.

IF YOU ARE EVER A VICTIM OF SEXUAL ASSAULT, KNOW THIS:
YOU WILL NOT FACE IT ALONE.

YOU WILL BE TREATED WITH DIGNITY AND RESPECT. YOUR PRIVACY WILL BE PROTECTED TO THE FULLEST EXTENT POSSIBLE. YOUR SAFETY AND WELL-BEING WILL REMAIN OUR PRIORITY. YOU WILL BE PROVIDED THE RESOURCES, ADVOCACY, AND SUPPORT NECESSARY TO HELP NAVIGATE THE DIFFICULT DAYS, WEEKS, AND MONTHS THAT MAY FOLLOW. OUR RESPONSIBILITY IS NOT SIMPLY TO COMPLY WITH POLICY. OUR RESPONSIBILITY IS TO CARE FOR PEOPLE.

LEADERS AT EVERY LEVEL MUST REMEMBER THAT VICTIMS OFTEN EXPERIENCE EVENTS DIFFERENTLY THAN THOSE AROUND THEM. ADMIN ACTIONS, DELAYS, REQUESTS FOR INFORMATION, COURT PROCEEDINGS, AND EVEN ROUTINE COMMAND PROCESSES MAY CARRY SIGNIFICANT EMOTIONAL WEIGHT FOR SOMEONE WHO HAS EXPERIENCED TRAUMA. WE MUST APPROACH EVERY INTERACTION WITH EMPATHY, PATIENCE, AND PROFESSIONALISM.

I EXPECT ALL LEADERS WITHIN SECBN TO FOSTER A COMMAND CLIMATE WHERE VICTIMS FEEL SAFE REPORTING MISCONDUCT, WHERE RETALIATION IN ANY FORM IS NOT TOLERATED, AND WHERE EVERY INDIVIDUAL IS TREATED WITH COMPASSION AND RESPECT. I ALSO EXPECT LEADERS TO ACTIVELY INTERVENE WHEN THEY SEE BEHAVIORS THAT ERODE TRUST, DIGNITY, OR RESPECT WITHIN OUR ORGANIZATION.

THE TRUE MEASURE OF A COMMAND IS NOT HOW IT PERFORMS WHEN THINGS ARE EASY. IT IS HOW IT RESPONDS WHEN ONE OF ITS OWN IS HURTING. OUR MARINES, SAILORS, CIVILIANS, AND FAMILIES DESERVE A COMMAND THAT STANDS BESIDE THEM DURING DIFFICULT MOMENTS AND REMAINS COMMITTED TO THEIR SAFETY, RECOVERY, AND WELL-BEING.

TO ANYONE READING THIS WHO MAY ONE DAY NEED HELP: PLEASE REACH OUT. THERE ARE PEOPLE THROUGHOUT THIS BATTALION AND ACROSS THIS INSTALLATION WHO CARE DEEPLY ABOUT YOU AND ARE READY TO SUPPORT YOU.

I WOULD BE REMISS IF I DID NOT RECOGNIZE THE EXTRAORDINARY TEAM THAT LEADS MCBQ SAPR PROGRAM. MS. HESTER, MS. POOL, AND MS. LANGWAY ARE SOME OF THE MOST COMPASSIONATE LEADERS I HAVE MET IN MY CAREER. THEY GENUINELY CARE ABOUT PEOPLE, ADVOCATE TIRELESSLY FOR VICTIMS, AND NEVER HESITATE TO HELP THOSE IN NEED. THEIR PROFESSIONALISM, EMPATHY, AND COMMITMENT TO DOING WHAT IS RIGHT HAVE MADE A LASTING IMPRESSION ON ME AND COUNTLESS OTHERS ACROSS THIS INSTALLATION. WE ARE BETTER BECAUSE OF THEIR LEADERSHIP AND PARTNERSHIP. ALONG WITH THEM, THE LEADERS AND VICTIM ADVOCATES THROUGHOUT THE BATTALION STAND READY TO SUPPORT... WHETHER AN ASSAULT OCCURRED RECENTLY OR YEARS AGO, I ENCOURAGE YOU TO REACH OUT FOR HELP.

SEMPER FIDELIS,



LTCOL, USMC
COMMANDING OFFICER
SECURITY BATTALION