



UNITED STATES MARINE CORPS  
SECURITY BATTALION  
2043 BARNETT AVENUE  
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO:

1752

B 27

18 APR 2023

BATTALION ORDER 1752.5C

From: Commanding Officer  
To: Distribution List

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

Ref: (a) DoDI 6495.02 Vol.1 W/Ch 7  
(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) Commanders Protocols for Prevention and Response  
(2) SAPR Resources for Victims  
(3) High Risk Response Team Protocols  
(4) SAPR VA Suspension, 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 Advocate (VA)s, 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 for 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 MCINCR-MCBQ 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 Command Inspector General, Command Staff Judge Advocate (SJA), 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 and its supported organizations 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](https://usmc.sharepoint-mil.us/sites/DCMRA_family_mfc_sapr)

<https://www.sapr.mil/latest-policy-updates>

(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 Defense (DoD) civilian employees and their family dependents and DoD 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).

(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

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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 SJA of the MCINCR-MCBQ commander, supporting judge advocate, 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 that 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) Administrative Requirements for Program Implementation

1. 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.
2. 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.
3. Establish and sign a command order/SOP for SAPR functions and responsibilities within SECBN.
4. 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.
5. 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.
6. Identify local MCINCR-MCBQ and community support services relevant for service members and civilian personnel victims.
7. 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).
8. 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).
9. 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

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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.

10. 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 MCINCR-MCBQ SJA 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.

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

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

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

(e) Ensure SAPR VA is credentialed and appointed at the supported organizations, in accordance with reference (d). Commanders are encouraged to provide more than two SAPR VAs, per company, if able.

(f) Ensure proper budget is made available for all SAPR VAs within the supported organizations, to attain continuing education requirements in accordance with references (a) through (c). Opportunities include and are not limited to: in-person trainings offered by sister-service programs, HQMC SAPR, in-person trainings created by the MCINCR-MCBQ SARC, on-line and web-based trainings, training offered via HQMC SAPR SharePoint, and training provided annually by the National Organization for Victim Assistance (NOVA), etc.

(4) S-1

(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).

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- (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.

(5) S-3

- (a) Ensure SAPR Annual Training dates are coordinated with MCINCR-MCBQ SARC and SECBN SAPR VAs and published for each Fiscal Year (FY). This includes: Step up, Take a Stand, Staff Noncommissioned Officer, and Officer annual training.
- (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 (LOI)s, and SECBN FY Training Exercise and Employment Plan (TEEP)s, for a three year retention period.

(6) MCINCR-MCBQ 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 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).
- (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).
- (h) Coordinate with SAPR VAs to assist in education and skill building opportunities in support of the SECBN Training Plan.
- (i) 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. Ensure 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.

1. Coordinate with MCINCR-MCBQ SAPR Office to schedule SAPR VA duty.

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2. Provide individual MCINCR-MCBQ 24/7 SAPR VA Hotline duty dates to SECBN S1.

(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 via the MCINCR-MCBQ SAPR Office at (703) 784-3557 during working hours.

(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 via the MCINCR-MCBQ SAPR Office at (703) 784-3557 during working hours.

(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.

(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 that each victim is aware of the updates to the methods to report retaliation via the Memorandum for Secretaries of the Military Departments, Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker, and the resolution process, more information can be found in reference (b).

(j) Provide awareness of the updated expedited transfer request process via the Memorandum for Secretaries of the Military Departments, Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy and contact information for requesting a military or civilian protective order in accordance with reference (d), (g) and enclosure (6).

(k) Notify the 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.

1. Provide signed attendance rosters to the S-3 within 2 business days of completed training.

2. Maintain and file FY TEEP, SAPR LOIs and signed training attendance rosters in the master SAPR program desktop binder in the S-1.

(m) Facilitate the development and collaboration of SAPR public awareness campaigns for victims of sexual assault. Publicize the DoD Safe Helpline, MCINCR-MCBQ 24/7 SAPR Hotline, and SAPR resources on all outreach materials and command websites.

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

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(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 XO will elect a SAPR VA as the Functional Area Manager (FAM) to maintain and ensure compliance of the SAPR program in accordance with the references and answer during Inspector General Inspections. Prior to vacating the billet of FAM, ensure a thorough turnover is completed.

(q) Maintain credentialing by completing CEU's 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).

4. Coordinating Instructions

a. 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:

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

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

(3) 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.

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

(5) 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.

(6) Notify MCINCR-MCBQ via a (5) W's 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.

(7) Commanders will not conduct independent command inquiries or investigations of alleged sexual assaults. Contact the MCINCR-MCBQ SJA for questions.

(8) 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:

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

(b) 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.

(9) The SAPR 8-Day Incident Report will be automatically delivered to the Commander MCINCR-MCBQ and MCINCR-MCBQ SAPR Office via SAPR Gear Locker.

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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.

(10) 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.

(11) 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: DoD law enforcement officials and the victim's chain of command.

(12) The Commander MCINCR-MCBQ serves as the Sexual Assault-Initial Disposition Authority (SA-IDA). SA-IDAs will determine the disposition of incidents after the formal criminal investigation has been completed and after consultation with the MCINCR-MCBQ SJA. SA-IDAs will provide disposition information to the MCINCR-MCBQ SARC, NCIS, and the Judge Advocate Division through the Marine Corps Sexual Assault Disposition Report (SADR). Contact the MCINCR-MCBQ SJA for questions.

b. Additional Support for Victims and SAPR Personnel

(1) 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).

(2) 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 MCINCR-MCBQ SJA for any concerns or questions.

(3) 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).

(4) 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).

(a) When operational commitments or other exigent circumstances make the CO's participation impossible, the designated acting commander will attend the CMG.

(5) 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).

(6) Expedited Transfers. The Expedited Transfer (ET) policy allows a victim to relocate to a new duty station when the victim feels safe but uncomfortable at the current duty station. All Expedited Transfer procedures will be followed in accordance with reference (g).

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

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



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(c) 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.

(7) The SA-IDA should contact the MCINCR-MCBQ SJA for any questions pertaining to collateral misconduct.

#### 4. Administration and Logistics

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) The Restricted Reporting option that 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) The Unrestricted Reporting option is 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 provided to healthcare personnel, the MCINCR-MCBQ SARC, a SAPR VA, command authorities, other persons are reported to 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 the installation, and the DoD

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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 the chain of command is 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 or the installation emergency medical services.

(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 and PMO.

(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.

**(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.

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

(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 three components of active bystander intervention:

(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:

- How can you keep yourself safe in this situation?
- What are all the options available?
- 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?

(a) Active bystander intervention takes a number of forms:

1. Talking to the friend to make sure he or she is okay.
2. Making up an excuse to help the friend get away from someone.
3. Calling law enforcement or someone in the chain of command.
4. Alerting a bartender or party host that someone has had too much to drink.
5. Pointing out disrespectful behavior in a safe and respectful manner that tends to de-escalate the situation.
6. 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 training specific to their rank. Only credentialed and appointed SECBN SAPR VAs are authorized to facilitate these trainings. Ensure all trainings are 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 through delivery is encouraged.

(2) Coordinate with MCINCR-MCBQ SARC to ensure all newly hired SECBN civilian federal employees complete the required initial Department of the Navy, "One Team, One Fight" training from an authorized SARC. Subsequent annual training of "One Team, One Fight" is completed online via Total Workforce Management Services.

(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, Sexual Assault Awareness and Prevention Month events, and Transformation Enhancement Program initiatives. Collaboration is encouraged with Marine Corps and sister-service installations.

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

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

6. Command and Signal

- a. Command. This order is applicable to all personnel of SECBN.
- b. Signal. This order is effective the date signed.



D. S. RAINEY

## 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 well-being 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 until case involving command personnel is closed, non-delegable.

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 St. Marine Corps Association Annex, 3 <sup>rd</sup> FL Quantico, VA 22314	703-784-3557 703-784-1419 703-784-3776 703-784-3836
Family Advocacy Program (FAP)	2034 Barnett Ave 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)	2034 Barnett Ave Lower level Quantico, VA 22134	703-784-3502 703-784-3506
Naval Health Clinic Quantico	3259 Catlin Ave. Quantico, VA. 22134 USA	703-784-1969
MHS Nurse Advise Line		1-800-874-2273
Sentara Northern Virginia 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 St. Marine Corps Association Annex, 3 <sup>rd</sup> FL Quantico, VA 22314	703-784-4514 After hours: 703-898-9883
Victim and Witness Assistance Program (VWAP)		703-784-2153
Chaplain	Office of the Command Chaplain Marine Corps Base (B053) Quantico, VA 22134	703-784-2518 Command Duty #: 703-784-2707
Civilian Sexual Assault Crisis Center	3941 Acts Lane, 2 <sup>nd</sup> FL Dumfries, VA 22026	703-441-8606

## MCINCR-MCBQ SAPR CONTACT INFORMATION AND RESOURCES

### 1. Sexual Assault Contact Information and Resources

a. 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/>

b. Resources for victims to report retaliation is contained in enclosure (1) of this Order.

### 2. Commands with Sexual Assault Response Coordinators

Contact the MCINCR-MCBQ Office at (703) 784-3557 or the MCINCR-MCBQ Sexual Assault Support Line at (703) 432-9999 for current contact information.

Command/Organization
Marine Corps Installations National Capital Region - Marine Corps Base Quantico
Marine Corps Security Embassy Group
Marine Corps Helicopter Squadron - One
Marine Corps Cyberspace Operations Group
Marine Corps Intelligence Activity
Training and Education Command
Education Command
Training Command
Officer Candidates School
Weapons Training Battalion
The Basic School
Marine Corps Recruiting Command
Marine Corps Systems Command
Marine Forces Cyberspace Command
Headquarters & Service Battalion/Henderson Hall
Marine Barracks Washington
Marine Corps Installations Command
4th Light Armored Reconnaissance Battalion
Marine Aviation Detachment Patuxent River
Chemical Biological Incident Response Force
Naval District Washington

### 3. Legal, Investigative, and Command Support Personnel

Division/Staff Section/Organization	Office Number	DSN Prefix
Regional Victims' Legal Counsel (VLC), National Capital Region	(703) 784-4514	278
MCINCR-MCBQ Command Staff Judge Advocate, Legal Services Support Section	(703) 784-3690	278
Special Assistant U.S. Attorney/ Installation Victim Witness Liaison Officer	(703) 784-2151	278
MCINCR-MCBQ Command Inspector General's Office	(703) 784-2277	278
MCINCR-MCBQ Command Inspector General's Hotline	(703) 784-2392	278
MCINCR-MCBQ Command Equal Opportunity Advisor	(703) 432-0764	378
NCIS Quantico Field Office (DCQV)	(703) 784- 2993/2994/2995	278

MCINCR-MCBQ Provost Marshals Office (PMO)	(703) 784-2251/2252/2253	278
MCINCR-MCBQ Command Chaplain	(703) 784-2131	278
MCINCR-MCBQ 24/7 Command Duty Officer	(703) 784-2707	278

#### 4. Medical 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.

Type of Facility	Military
Name	Naval Medical Clinic
Address	3259 Catlin Avenue, Quantico, VA 22134
Telephone Number	(703) 784-1725/1755
Business Hours	0800-1630, Monday-Friday
Notes	The Sexual Assault Medical Forensic Examiner will provide additional guidance upon initial telephone contact. There are no emergency services available aboard MCINCR-MCB Quantico; therefore, requests made after-hours and on weekends, will be referred to a local medical facility.

Type of Facility	Military
Name	Fort Belvoir Community Hospital Emergency Room
Address	9300 DeWitt Loop, Fort Belvoir, VA 22060
Telephone Number	(571) 231-3224
Business Hours	24/7
Notes	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.

Type of Facility	Civilian
Name	Mary Washington Hospital Emergency Room
Address	1001 Sam Perry Blvd., Fredericksburg, VA 22401
Telephone Number	(540) 741-1100
Business Hours	24/7
Notes	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.

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

Disclaimer: Non-military organizations found in this document and online are provided solely as an information service. Inclusion does not constitute an endorsement of these organizations or their programs by the Department of Defense or the Federal government, and none should be inferred. The Department of Defense is not responsible for the content of the individual organizations' web pages.

## 5. Mental Health Services

<b>Type of Facility</b>	Military
<b>Name</b>	Naval Medical Clinic / Clinical Counseling
<b>Address</b>	3259 Catlin Ave., Quantico, VA 22134
<b>Telephone Number</b>	(703) 784-1725
<b>Business Hours</b>	0800-1630, Monday-Friday
<b>Notes</b>	Victims can call, walk-in, or self-refer for an intake and appointment.

<b>Type of Facility</b>	Military
<b>Name</b>	Fort Belvoir Community Hospital Emergency Room
<b>Address</b>	9300 DeWitt Loop, Fort Belvoir, VA 22060
<b>Telephone Number</b>	(571) 231-3224
<b>Business Hours</b>	24/7
<b>Notes</b>	The Emergency Room staff is the primary point of contact when a client presents to the Emergency Room with a mental health concern. Options and courses of action will be discussed directly with client by the medical staff.

<b>Type of Facility</b>	Military
<b>Name</b>	MCCS Behavioral Health Community Counseling Center
<b>Location #1</b>	Main Side Office, Little Hall, Lower Level, 2034 Barnett Ave., Quantico, VA
<b>Telephone Number</b>	(703) 784-4248
<b>Location #2</b>	West Side Office, Cox Hall, Camp Barrett, 24009 Montezuma Ave., Quantico, VA
<b>Telephone Number</b>	(703) 432-6442
<b>Business Hours</b>	0800-1630, Monday-Friday
<b>Notes</b>	The Community Counseling Center is responsible for coordinating care for clients requiring ancillary services. Care coordination is a collaborative process that assesses, plans, implements, coordinates, monitors and evaluates options and services to meet victim's needs. This has been shown to greatly improve outcome for victims, particularly those who have experienced trauma.

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## 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.

<p><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.</p>	<p><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.</p>
<p><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.</p>	<p><b>Maltreatment</b> The cruelty toward, oppression of, or maltreatment of any individual subject to one's orders.</p>

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

<ul style="list-style-type: none"> <li>Adult sexual assault victims who have made an unrestricted report</li> </ul>	<ul style="list-style-type: none"> <li>Sexual Assault Prevention and Response Coordinator (on the specific case)</li> </ul>
<ul style="list-style-type: none"> <li>Adult sexual assault victim's adult family member</li> </ul>	<ul style="list-style-type: none"> <li>Sexual Assault Prevention and Response Victim Advocate (on the specific case)</li> </ul>
<ul style="list-style-type: none"> <li>Witness to a sexual assault</li> </ul>	<ul style="list-style-type: none"> <li>Other responders (on the specific case)</li> </ul>
<ul style="list-style-type: none"> <li>Bystander (who intervened)</li> </ul>	<ul style="list-style-type: none"> <li>Other party to the incident (friend, co-worker, etc.)</li> </ul>

## MCINCR-MCBQ Reporting and Assistance Resources

<p>Installation Sexual Assault Prevention and Response Coordinator (703) 784-3557</p>	<p>Command Inspector General (703) 784-2277 Department of Defense Inspector General (800) 424-9098</p>	<p>Installation Equal Opportunity Advisor (703) 432-0764</p>
<p>Installation Victim Witness Assistance Program (703) 784-2153</p>	<p>Regional Victims' Legal Counsel (703) 784-4514</p>	<p>Naval Criminal Investigative Service Resident Agency Quantico (703) 784-2993</p>
<p>Sexual Assault Prevention and Response Victim Advocate (703) 432-9999 * Installation 24/7 SAPR Support Line</p>	<p>Installation Command Chaplain (703) 784-2518</p>	<p>DoD Safe Helpline (877) 995-5247</p>

# High Risk Response Team Protocol

DoDI 6495.02, Vol. 1, March 28, 2013; Enclosure 9, Change 7, 9/6/2022

The purpose of the HRRT is to assess the victim's safety, offender's safety, and develop an immediate plan to manage the situation. Following a report of sexual assault, the SAPR VA/SARC completes a Safety assessment to determine safety concerns. In a high-risk situation, the SARC notifies the respective CO who immediately convenes and chairs an HRRT. (Not required if SARC becomes aware of the situation when the reporter is under the care of a behavioral health or medical provider, or command is engaged with the reporter concerning the high-risk situation).

- HRRT, at a minimum, shall include the reported offender's immediate commander; the

respective SARC and SAPR VA; MCIO; SJA; VLC assigned to the case; and the victim's healthcare provider or mental health and counseling services provider.

- The SARC documents the HRRT meetings in DSAID.
- The HRRT makes initial report to the installation commander and SARC within 24 hours of

activation, and provides updates at least weekly while the situation is high-risk.

The HRRT assessment includes, but is not limited to, the evaluation of the following:

- (1) Victim and alleged offender safety concerns.
- (2) Alleged offender's access to the victim or whether the alleged offender is stalking or has stalked the victim.
- (3) Previous or existing relationship or friendship between the victim and the alleged offender, spouses or dependents.
- (4) Whether the alleged offender (or someone acting on behalf of the offender, e.g., friends, family, etc.) has destroyed victim's property; threatened or attacked the victim; threatened, attempted, or has a plan to harm or kill the victim or the victim's family members; or intimidated the victim to withdraw participation in the investigation or prosecution.
- (5) Whether the victim or alleged offender has threatened, attempted, or has a plan for harm, suicide, or homicide.
- (6) Whether the alleged offender has used a weapon, threatened to use a weapon, or has access to a weapon that may be used against the victim.

(7) Whether the victim has sustained serious injury during the sexual assault incident.

(8) Whether there has been a violation of the military protective order (MPO) or civilian protective order (CPO).

HRRT provides a final report to the CMG chair and co-chair once it is determined there 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).

CUI

## USE APPROPRIATE UNIT LETTER HEAD

IN REPLY REFER TO:

1600

Origin

Date

From: [choose: Commander or Commanding Officer]

To: (RANK/RATE) (FIRST NAME) (MI) (LAST NAME), (EDIPI), (D-SAACP ID #)

Subj: REVOCATION OF DEPARTMENT OF DEFENSE SEXUAL ASSAULT ADVOCATE  
CERTIFICATION

Ref: (a) DoD Instruction 6495.03, Defense Sexual Assault Advocate Certification  
Program (D-SAACP), of 28 February 2020  
(b) MCO 1752.5C

Encl: (1) Reasons for Revocation

1. Per the references, your privilege to serve as a [choose: SEXUAL ASSAULT RESPONSE COORDINATOR (SARC) or SEXUAL ASSAULT PREVENTION RESPONSE VICTIM ADVOCATE (SAPR VA)] was suspended on [date of suspension letter].

2. As the [choose: appointing authority or reviewing General Officer], I am permanently revoking your D-SAACP certification. I am basing this decision on a preponderance of evidence that supports you are no longer suitable to continue in this position of public trust due to a violation of:

*[Annotate all reasons that apply from Reasons for Suspension and/or Revocation list at enclosure (1) and include additional information regarding the situation, if necessary for clarification]*

3. You are no longer authorized to act in the capacity of a [choose: SEXUAL ASSAULT RESPONSE COORDINATOR (SARC) or SEXUAL ASSAULT PREVENTION RESPONSE VICTIM ADVOCATE (SAPR VA)] and are directed to surrender your Department of Defense (DoD) Sexual Assault Advocate Certification and wallet identification card within 24 hours of this notification to (billet, rank and name).

4. You have the right to appeal this decision to the first General Officer in your chain of command within seven days of this notification. If you choose to appeal, submit your appeal in writing through your chain of command. Your privilege to serve as a [choose: SARC or SAPR VA] will [choose: remain or be] revoked during the appeal process.

5. Headquarters Marine Corps Sexual Assault Prevention and Response will notify you in writing of the final determination upon completion of all review processes.

NAVMC 1752 Chapter 3, Enclosure (4)  
Updated 25 March 2021 (CUI)

CUI

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571-289-6994

ENCLOSURE (4)



CUI

Subj: RECOMMENDATION FOR REVOCATION OF DEPARTMENT OF DEFENSE SEXUAL  
ASSAULT ADVOCATE CERTIFICATION

6. Point of contact for this matter is the SARC, (Rank) (First Name), (Last Name) (billet), at  
(phone number) and (e-mail).

I. M. MARINE

(General Officer, Commander or Acting only signature, not signed "By direction")

-----  
Date:

From: (RANK/RATE) (FIRST NAME) (MI) (LAST NAME), (EDIPI), (D-SAACP ID #)

To: [choose: Commander or Commanding Officer]

I hereby acknowledge that a decision has been made to revoke my D-SAACP certification. I  
acknowledge and understand the following:

- a. Revocation will be permanent. My DoD Sexual Assault Certification and wallet  
identification card will not be returned.
- b. I have the right to appeal, in writing and within seven days of this notification, to the first  
General Officer in my chain of command.

Signature of SAPR VA or SARC

Copy to:  
MARFOR SARC  
HQMC SAPR

CUI

ENCLOSURE (4)

CUI

Subj: RECOMMENDATION FOR REVOCATION OF DEPARTMENT OF DEFENSE SEXUAL  
ASSAULT ADVOCATE CERTIFICATION

**Reasons for Suspension and/or Revocation**

(See DoDI 6495.03, 28 Sep 2020)

An adverse action, administrative inquiry, or investigative procedure has been initiated to determine if the D-SAACP certified SARC or SAPR VA named herein has done one or more of the following:

- (1) Violated the D-SAACP code of professional ethics provided on the DD Form 2950 (include the specific code provisions violated).
- (2) Presented a danger of immediate or serious harm to victims of sexual assault or to the general public.
- (3) Intentionally made a false statement in the application for certification or renewal on the DD Form 2950.
- (4) Used a controlled substance or alcoholic beverage while serving on-call that impaired his or her ability to perform SARC or SAPR VA duties properly.
- (5) Been charged, arrested, or convicted of any illegal activity.
- (6) Been charged, arrested, or convicted of domestic violence, child abuse, violent crimes, and any felony offense determined by the commander or the appropriate appointing authority that is inconsistent with the SARC or SAPR VA core duties.
- (7) Been convicted at a court-martial of an offense under the Uniform Code of Military Justice (UCMJ) carrying with it a maximum sentence of confinement for greater than one year or punitive discharge from the Military Service or of a felony criminal offense in State or Federal courts.
- (8) Engaged in or solicited sexual relations with a sexual assault victim currently under the SARC or SAPR VA's care.
- (9) Committed an act of sexual assault prohibited by Articles 120 or 125, or attempts (article 80) of the UCMJ, or the equivalent State or Federal law.
- (10) Failed to maintain the privacy of victims before, during, and after the professional relationship in accordance with DoDD 6495.01, Military Rule of Evidence 514 pursuant to the Manual for Courts-Martial, and applicable federal, DoD, and Service privacy laws and regulations.
- (11) Intentionally provided false or misleading guidance or advice to a victim.
- (12) Demonstrated a lack of competency or ability that jeopardized the delivery of professional victim advocacy.
- (13) Lost the faith and confidence of the Commander to perform the duties of the SARC or SAPR VA (include the specific reason for loss of faith and confidence).

CUI

ENCLOSURE (4)

CUI

**USE APPROPRIATE UNIT LETTER HEAD**

IN REPLY REFER TO:

1600

Origin

Date

From: [choose: Commander or Commanding Officer]  
To: (RANK/RATE) (FIRST NAME) (MI) (LAST NAME), (EDIPI)  
Subj: SUSPENSION OF DUTIES AS [choose: SEXUAL ASSAULT RESPONSE  
COORDINATOR (SARC) or SEXUAL ASSAULT PREVENTION RESPONSE VICTIM  
ADVOCATE (SAPR VA)]  
Ref: (a) DoD Instruction 6495.03, Defense Sexual Assault Advocate  
Certification Program (D-SAACP), of February 28, 2020  
(b) MCO 1752.5C

1. Per the references and effective immediately, you are notified that you have been named in Choose an item.; an investigation initiated on [insert date] and you are suspended from performing the duties of a [choose: SARC or SAPR VA] pending the outcome of the investigation.

2. The investigation originates from the following complaint(s):  
[choose all reasons that apply from attached Reasons for Suspension list and include additional information regarding the situation, if necessary for clarification]

3. Upon conclusion of the investigation, I will be making a decision to either recommend reinstatement or permanently revoke your certification and credentialing. I will submit my decision or recommendation to HQMC SAPR for review and forwarding to D-SAACP.

4. During this suspension, you are not authorized to act in the capacity of a [choose: SARC or SAPR VA] and are directed to surrender your Department of Defense (DoD) Sexual Assault Advocate Certification and wallet identification card within 24 hours of this notification to (billet, rank and name).

5. Point of contact for this matter is (Rank or Title) (First Name), (Last Name) (billet), at (phone number) and (e-mail).

I. M. MARINE

(Commander or Acting only signature, not signed "By direction")

-----  
Date:

NAVMC 1752 Chapter 3, Enclosure (1)  
Updated 25 March 2021 (CUI)

CUI

Controlled by: Department of the  
Navy  
Controlled by: HQMC M&RA MF  
CUI Category: PRVCY  
Distribution/Dissemination Control:  
FEDCON  
POC: Gail Reed,  
[gail.reed@usmc.mil](mailto:gail.reed@usmc.mil), 571-289-6994

ENCLOSURE (1)

CUI

Subj: SUSPENSION OF DUTIES AS [choose: SEXUAL ASSAULT PREVENTION RESPONSE  
VICTIM ADVOCATE (SAPR VA) or SEXUAL ASSAULT RESPONSE COORDINATOR  
(SARC)]

From: (RANK/RATE) (FIRST NAME) (MI) (LAST NAME), (EDIPI)  
To: [choose: Commander or Commanding Officer]

I hereby acknowledge the above suspension, which states I am not authorized to act in the capacity of [choose: SARC or SAPR VA] until I have been officially notified of D-SAACP's decision on my certification status. I further acknowledge I must surrender my DoD Sexual Assault Advocate Certification and wallet identification card within 24 hours of this notification.

Signature of SARC or SAPR VA

Copy to:  
MARFOR SARC  
HQMC SAPR

---

**Reasons for Suspension and/or Revocation**  
(See DoDI 6495.03, 28 Sep 2020)

An adverse action, administrative inquiry, or investigative procedure has been initiated to determine if the D-SAACP certified SARC or SAPR VA named herein has done one or more of the following:

- (1) Violated the D-SAACP code of professional ethics provided on the DD Form 2950 (include the specific code provisions violated).
- (2) Presented a danger of immediate or serious harm to victims of sexual assault or to the general public.
- (3) Intentionally made a false statement in the application for certification or renewal on the DD Form 2950.
- (4) Used a controlled substance or alcoholic beverage while serving on-call that impaired his or her ability to perform SARC or SAPR VA duties properly.
- (5) Been charged, arrested, or convicted of any illegal activity.
- (6) Been charged, arrested, or convicted of domestic violence, child abuse, violent crimes, and any felony offense determined by the commander or the appropriate appointing authority that is inconsistent with the SARC or SAPR VA core duties.

CUI

ENCLOSURE (4)

CUI

Subj: SUSPENSION OF DUTIES AS [choose: SEXUAL ASSAULT PREVENTION RESPONSE  
VICTIM ADVOCATE (SAPR VA) or SEXUAL ASSAULT RESPONSE COORDINATOR  
(SARC)]

(7) Been convicted at a court-martial of an offense under the Uniform Code of Military Justice (UCMJ) carrying with it a maximum sentence of confinement for greater than one year or punitive discharge from the Military Service or of a felony criminal offense in State or Federal courts.

(8) Engaged in or solicited sexual relations with a sexual assault victim currently under the SARC or SAPR VA's care.

(9) Committed an act of sexual assault prohibited by Articles 120 or 125, or attempts (article 80) of the UCMJ, or the equivalent State or Federal law.

(10) Failed to maintain the privacy of victims before, during, and after the professional relationship in accordance with DoDD 6495.01, Military Rule of Evidence 514 pursuant to the Manual for Courts-Martial, and applicable federal, DoD, and Service privacy laws and regulations.

(11) Intentionally provided false or misleading guidance or advice to a victim.

(12) Demonstrated a lack of competency or ability that jeopardized the delivery of professional victim advocacy.

(13) Lost the faith and confidence of the Commander to perform the duties of the SARC or SAPR VA (include the specific reason for loss of faith and confidence).

CUI

ENCLOSURE (4)

CUI

**USE APPROPRIATE UNIT LETTER HEAD**

IN REPLY REFER TO:

1600

Origin

Date

From: [choose: Commander or Commanding Officer]

To: (RANK/RATE) (FIRST NAME) (MI) (LAST NAME), (EDIPI)

Subj: RECOMMENDATION FOR REINSTATEMENT OF DEPARTMENT OF DEFENSE SEXUAL  
ASSAULT ADVOCATE CERTIFICATION

Ref: (a) DoD Instruction 6495.03, Defense Sexual Assault Advocate  
Certification Program (D-SAACP), of 28 February 2020  
(b) MCO 1752.5C

1. Per the references, your privilege to serve as a [choose: SEXUAL  
ASSAULT RESPONSE COORDINATOR (SARC) or SEXUAL ASSAULT PREVENTION  
RESPONSE VICTIM ADVOCATE (SAPR VA)] was suspended on [date of  
suspension letter].

2. As the [choose: appointing authority or reviewing General  
Officer], I am recommending that your D-SAACP certification be  
reinstated. This recommendation is based on the finding that a  
preponderance of evidence supports that you are suitable to continue  
in this position of public trust.

3. You will remain on suspension from engaging in the duties of a  
[choose: SARC or SAPR VA] until a final determination has been made by  
both D-SAACP Committee, the certifying authority, and Headquarters  
Marine Corps (HQMC) Sexual Assault Prevention and Response (SAPR), the  
credentialing authority.

3. You will be notified in writing of the final determinations.

4. Point of contact for this matter is (Rank or Title) (First Name),  
(Last Name) (billet), at (phone number) and (e-mail).

I. M. MARINE

(General Officer, Commander or Acting only signature, not signed "By  
direction")

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NAVMC 1752 Chapter 3, Enclosure (2)  
Updated 25 March 2021 (CUI)

Controlled by: Department of the  
Navy  
Controlled by: HQMC M&RA MF  
CUI Category: PRVCY  
Distribution/Dissemination Control:  
FEDCON  
POC: Gail Reed,  
[gail.reed@usmc.mil](mailto:gail.reed@usmc.mil), 571-289-6994

CUI

**ENCLOSURE (4)**

CUI

Subj: RECOMMENDATION FOR REINSTATEMENT OF DEPARTMENT OF DEFENSE SEXUAL  
ASSAULT ADVOCATE CERTIFICATION

Date:

From: (RANK/RATE) (FIRST NAME) (MI) (LAST NAME), (EDIPI)

To: [choose: Commander or Commanding Officer]

I hereby acknowledge that a recommendation is being made to reinstate my D-SAACP certification. I understand that my suspension from serving as a [choose: SARC or SAPR VA] remains in effect until final determinations are made by the D-SAACP Committee and HQMC MF SAPR.

Signature of SAPR VA or SARC

Copy to:  
MARFOR SARC  
HQMC SAPR

CUI

ENCLOSURE (4)

OPREP-3 REPORTING REQUIREMENTS

REPORTS TO THE SERVICES: EVENT OR INCIDENT NOT OF NATIONAL-LEVEL INTEREST			
OPREP-3 FLAG WORD	REPORTING REQUIREMENT	REPORTING TIME REQUIREMENTS	
		VOICEREP (SYNCHRONOUS)	MESSAGE (ASYNCHRONOUS)
OPREP-3 (USMC) SIR (OPREP-3 SIR)	Used by USMC units and installations to report event or incident that is not of national-level interest or otherwise reported under another flag word.	30 MINUTES	6 HOURS
OPREP-3 (USN) NAVY BLUE (OPREP-3 NB)	Used by USN units and installations to report event or incident that is not of national-level interest or otherwise reported under another flag word.	5 MINUTES	1 HOUR
OPREP-3 (USAF) BEE LINE or HOME LINE (OPREP-3B) (OPREP-3H)	Used by USAF units and installations to report event or incident that is not of national-level interest or otherwise reported under another flag word.	15 MINUTES	1 HOUR
OPREP-3 (USA) (OPREP-3)	Used by USA units and installations to report event or incident that is not of national-level interest or otherwise reported under another flag word.	IMMEDIATELY	12 / 24 HOURS



OPREP-3 SIR REPORTABLE EVENTS OR INCIDENTS

1. Event or incident of a military, political or environmental nature, foreign or domestic, that involves Marine Corps personnel, units or installations that may evoke a local or national official reaction, United States Congressional interest or media attention.
2. Event or incident, whether during normal duty or associated with an operation or exercise, resulting in death or disability of Marine Corps personnel or civilians or resulting in \$200,000 or more in total property damage. Commands should not delay reporting pending an official determination of disability or cost; if the incident has the potential to cross the threshold a report is required.
3. Loss or compromise of classified information that may compromise operational plans.
4. Event or incident of actual or suspected covert action against any Marine Corps unit or installation.
5. Event or incident of large scale civil disorder involving Marine Corps personnel, units or installations.
6. Class A, B or C Aircraft Mishap. Commands must not delay reporting pending an official determination of the mishap class or pending notification of any intermediate headquarters. If there is a potential for a "Class C" or greater mishap, OPREP-3 procedures must be initiated.
7. Things Falling Off Aircraft (TFOA).
8. Serious criminal event or incident that may result in foreign or domestic criminal jurisdiction over Marine Corps personnel and/or their dependent(s).
9. All unrestricted reports/incidents of actual, suspected or alleged sexual assault. Restricted reports, by definition, are not to be reported.
10. All incidents of actual, suspected or alleged hazing.
11. All suicidal ideations, attempts or actual suicides.
12. All alleged violations of the Law of Armed Conflict.
13. Hate crime incidents resulting in death, injury requiring hospitalization or significant property damage, or that adversely affect the equal opportunity climate of a unit or installation.
14. Natural or destructive weather event or manmade incident that threatens life, property, severely delays/cancels an operation or training exercise or causes a unit to displace to an alternate headquarters/location.
15. The diagnosis of any disease of potential epidemic significance or an extensive outbreak of any condition among Marine Corps personnel that may require quarantine or that may potentially degrade the operational readiness of a unit or installation.
16. Any other event or incident not previously listed that, in the judgment of the unit commander, is of significant Marine Corps interest.

OPREP-3 REPORTING CONTACT INFORMATION

NATIONAL MILITARY COMMAND CENTER (NMCC)	
Commercial	(703) 692-4595/4598
DSN	225-0100/0098
Red Switch	80-228-7057/7056
NJOIC Battle Watch Captain SIPR Email	Njoic.battlecaptain@js.smil.mil
Defense Connect Online (NIPR)	https://www.dco.dod.mil
Defense Connect Online (SIPR)	https://www.dco.dod.smil.mil
JS NJOIC, POC, DCO Jabber Chat, js.njoic@conference.chat.dco.dod.smil.mil	
SKIWEB	https://skiweb.ges.smil.mil/skiweb-web/
MARINE CORPS OPERATIONS CENTER (MCOC)	
Commercial	(703) 695-5454
Toll-Free	(866) HQMC NOW (476-2669)
DSN	225-5454
Commercial STE	(703) 693-4397
DSN STE	223-4397
Red Switch	228-2538
NIPR Email	Hqmc.mcc2@usmc.mil
SIPR Email	Hqmcw01@hqmc.usmc.smil.mil
AMHS	CMC WASHINGTON DC PPO
NAVY OPERATIONS CENTER (NOC)	
Commercial	(703) 693-2006
DSN	223-9284
Commercial STE	(703) 693-2006 or (703) 692-9284
DSN STE	223-2006 or 222-9284
Red Switch	228-2767
ARMY OPERATIONS CENTER (AOC)	
Commercial	(703) 692-2240/2241
DSN	222-2240
Commercial STE	(703) 693-9102
DSN STE	223-9102
Red Switch	228-2162
AIR FORCE OPERATIONS CENTER (AFOC)	
Commercial	(703) 695-7220
DSN	225-7220
Commercial STE	(703) 693-5511
DSN STE	223-5511
Red Switch	228-2301

MCO 3504.2A  
07/AUG/2013

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/131930Z AUG 2012//  
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)

OPREP-3 SIR MESSAGE FORMAT

(CLASSIFICATION DETERMINED BY INFORMATION IN THE REPORT)

FROM:

TO: CMC WASHINGTON DC PPO

INFO: CHAIN OF COMMAND

REGIONAL MARFOR (MARFOR WHERE INCIDENT OCCURRED)

(CLASS) //N05740//

EXER/EXERCISE NAME/ADDITIONAL IDENTIFIER//

EXERCISE NAME = ENTER THE EXERCISE NAME

ADDITIONAL IDENTIFIER = ENTER THE ADDITIONAL EXERCISE IDENTIFIER

(DO NOT USE EXER AND OPER IN THE SAME MESSAGE)

OPER/OPERATION NAME/PLAN ORIGINATOR/OPTION NAME/2D OPTION NAME//

OPERATION NAME = SELF EXPLANATORY

PLAN ORIGINATOR = PLAN ORIGINATOR AND NUMBER

OPTION NAME = CODE NAME FOR OPERATIONS WITHIN THE OPERATION PLAN

2D OPTION NAME = SECOND CODE NAME FOR OPERATION WITHIN THE OPERATION PLAN

MSGID/TITLE/UNIT/SERIAL #/MONTH/QUALIFIER/QUALIFIER SERIAL #//

TITLE = OPREP-3 SIR

UNIT = UNIT ORIGINATING MSG

SERIAL # = FIRST INCIDENT REPORTED EACH CALENDAR YEAR WILL BE SERIAL 001.

ALPHABETIC SUFFIX (E.G., 001A, 001B, ETC.) WILL

IDENTIFY ADDITIONAL REPORTS ON THE SAME INCIDENT. REPORTS

OF SUBSEQUENT INCIDENTS WILL BE SERIALIZED NUMERICALLY (I.E:

002 THROUGH 999).

MONTH = FIRST THREE LETTERS OF THE MONTH

QUALIFIER = IF THIS IS A FIRST REPORT THIS FIELD IS BLANK; IF THIS MSG

PROVIDES ADDITIONAL INFORMATION USE "AMP" FOR AMPLIFIES OR DEV FOR

DEVIATIONS FROM A PREVIOUS MESSAGE.

QUALIFIER SERIAL = HOW MANY MESSAGES HAVE BEEN SENT QUALIFYING THE BASIC

MESSAGE: (THE INITIAL VOICE REPORT DOES NOT COUNT AS A MESSAGE TO BE

AMPLIFIED.)

REF/SERIAL LETTER/ORIGINATOR/DTG/SERIAL #/SPECIAL NOTATION//

SERIAL LETTER = (USMTF/DMS MESSAGE SHORT TITLE) OR (TYPE OF REFERENCE =

"DOC" FOR DOCUMENT, "TEL" FOR TELEPHONIC NOTIFICATION, "MSG" FOR

MESSAGE)

ORIGINATOR = SELF EXPLANATORY

DTG = DATE TIME GROUP

SERIAL NUMBER = REFERENCED MSG

SPECIAL NOTATION = "NOTAL" OR "PASEP" FOR REFERENCES NOT SENT TO ALL MSG

ADDRESSEES, OR TO BE PASSED SEPARATELY)

NARR/FREE TEXT TO EXPLAIN REFERENCES//

POC/NAME/RANK/UNIT/BILLET/PHONE/EMAIL ADDRESS//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/1. SUMMARIZE FACTUAL INFORMATION CONCERNING THE INCIDENT. THE EXTENT OF INJURIES TO PERSONNEL (CONDITION AND PROGNOSIS) AND ESTIMATED DOLLAR VALUE OF DAMAGES OR LOSS WILL BE INCLUDED. REPORT IF ALCOHOL IS INVOLVED. IF VEHICLE, WAS A SEATBELT USED OR IF MOTORCYCLE, WAS A HELMET AND REQUIRED SAFETY EQUIPMENT WORN AND WAS DRIVER LICENSED. ADDRESS CREW DAY IF APPLICABLE AND IF THOSE INVOLVED PARTICIPATED IN OIF/OEF. REPORT THE EXACT LOCATION USING THE NAME OF THE LOCATION OR MILES TO THE NEAREST IDENTIFIABLE LANDMARK. USE MAP GRID COORDINATES ONLY WHEN OTHER MEANS OF IDENTIFYING THE LOCATION ARE IMPRACTICABLE, AND THEN IDENTIFY THE MAP COMPLETELY.

2. DATE TIME GROUP OF INCIDENT.
3. PERSONNEL INVOLVED:

A. SUSPECT, VICTIM, WITNESS, SENTRY, DRIVER, OR OTHER APPROPRIATE DESCRIPTION.

(1) RANK OR TITLE.

(2) FIRST NAME, MIDDLE INITIAL, LAST NAME. (FOR REPORTS INVOLVING INCIDENTS OF SEXUAL ASSAULT, DO NOT PROVIDE ANY NAMES OR INITIALS. SEE ENCLOSURE 6 FOR AN EXAMPLE)

(3) SOCIAL SECURITY NUMBER (LAST 4 SSN). (FOR REPORTS INVOLVING INCIDENTS OF SEXUAL ASSAULT, DO NOT PROVIDE THE LAST FOUR. IF CIVILIANS, INDICATE THEIR STATUS; IE., DEPENDENT, ETC., IN PLACE OF SSN.)

(4) UNIT ORGANIZATION OR ADDRESS.

(5) RACE, GENDER. (E.G., AMER-INDIAN, FEMALE)

(6) STATUS AND LOCATION OF PERSONNEL INVOLVED.

B. REPEAT PARAGRAPH A FOR ADDITIONAL: SUSPECTS, VICTIMS, WITNESSES OR OTHERS AS NECESSARY.

4. DESIGNATION OF THE ORGANIZATION OR OFFICES, MILITARY AND CIVILIAN, CONDUCTING THE INVESTIGATION AND/OR POINTS OF CONTACT FOR INFORMATION.

5. STATEMENT AS TO PRESENT OR ANTICIPATED REACTION OF THE CIVIL POPULACE TO THE INCIDENT. INCLUDE A STATEMENT THAT THE COGNIZANT PUBLIC AFFAIRS OFFICE (HAS) (HAS NOT) BEEN NOTIFIED OF THIS INCIDENT. INCLUDE PRESENT MEDIA COVERAGE TO DATE AND ANTICIPATED NEWS MEDIA INTEREST IN THE INCIDENT.

6. STATEMENT THAT THE UNIT (HAS) (HAS NOT) NOTIFIED HQMC OF THIS REPORTABLE EVENT VIA VOICE REPORT.

7. STATEMENT THAT THE LOCAL INTELLIGENCE OFFICER (HAS) (HAS NOT) BEEN NOTIFIED OF THIS INCIDENT.

8. FURTHER ACTION BEING TAKEN. ADD ANY FURTHER INFORMATION THAT IS PERTINENT. FOR EXAMPLE: IF THE MARINE WAS INJURED WHERE WAS THE MARINE TREATED? (HOSPITAL, BATTALION AID STATION (BAS), CLINIC, ETC. AND HIS CONDITION AND PROGNOSIS) (BE AWARE THAT DEPENDING ON THE SERIOUSNESS OF THE INJURY(IES) SUSTAINED, A PERSONNEL CASUALTY REPORT (PCR) MAY ALSO BE REQUIRED PER MCO 3040.4 (REF (J)).

DECL/ENTER DECLASSIFICATION OR DOWNGRADING INSTRUCTIONS///

**WHO:** Rank Last Name, First Name MI / EDIPI / Unit-Section. Example: LCpl Glad Mason F. / 1589993396 / 3/3 A Co.

**WHAT:** Details of event. Example: SNM was given a citation by PMO due to expire driver license. He was detained and escorted to Camp Guard Shack. His Car was impounded and released to his chain of command.

**WHERE:** Location of the Event. Example: Camp Hansen Gate 1.

**WHEN:** Time and date of the event. YYYYMMDD / 24h format. Example: 2022JUL22 @ 2055

**WHY:** The main reason. Example: SNM possessed an expired driver license.

**ACTIONS TAKEN:** What did you do, following the event. Example: Chain of command has been notified. No further action needed or MOR require from section.

**NEXT UPDATE:** ETA on the next report or update. Example: As required.

**PERSONNEL INVOLVED:** Key personnel involved in the event besides SNM. Example:

- SNM: Rank Last Name, First Name MI. DSN and/or email
- PMO Official: Rank Last Name, First Name MI. DSN and/or email
- Chain of command: Rank Last Name, First Name MI. DSN and/or email
- Person reporting the 5Ws: Rank Last Name, First Name MI. DSN and/or email

Expedited Transfers: UNRESTRICTED REPORTS ONLY

- Expedited Transfers (ET) address situations where the person who reported the sexual assault feels safe, but uncomfortable, and assist the person's recovery by moving the person to a new location. Concerns of safety necessitate a safety move, not an ET.
- A Marine request an ET via the SARC. No one can request an ET on behalf of the Marine.
- Military adult dependents are eligible for an ET.
- SARC will submit the request to the CO as soon as possible.
- CO has five calendar days after receipt of the ET to approve/ disapprove.
- CO should consult with supporting SJA and consider the following:
  - o Nature and circumstances of the offense
  - o If a temporary transfer would meet the Marine's needs and operational needs of the unit
  - o Training status of the Marine requesting the transfer
  - o Parent command input, if attached (e.g., Temporary Assigned Duty (TAD), Fleet Assistance Program (FAP))
  - o Status of the investigation, potential impact on the investigation, and future disposition of the offense based on consultation with the investigating MCIO
  - o Location of the alleged offender
- When CO approves ET:
  - o DO NOT contact Manpower Management.
  - o Assign personnel within the command whenever possible to assist with any out-processing requirements.
  - o Ensure Service member receives detaching evaluation, fitness report, or other evaluation IAW Service policy.
  - o Advise of the requirement of an intake meeting with the gaining commander if the Marine seeks continued advocacy, legal, or healthcare services at the new location.
  - o Advise of the requirement of an intake meeting with the new SARC to determine if the victim wants to continue advocacy services.
  - o Sign ET and send it back to the SARC (template is located here: Sexual Assault Prevention and Response - 6. Expedited Transfer - All Documents (sharepoint-mil.us))
  - o SARC will forward approved request to HQMC SAPR personnel.
  - o HQMC SAPR will liaise with Manpower Management.

When CO does not approve ET:

- Use template on Leadership Toolkit to communicate disapproval to the person who reported the sexual assault and SARC.
- Marine can request in writing a review by the first GO in the chain of command.
  - o The GO must either approve or disapprove within five calendar days.
  - o The SARC forwards the ET package to HQMC SAPR.