



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3280 RUSSELL ROAD  
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:

NAVMC 1752.5  
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NAVMC 1752.5

From: Commandant of the Marine Corps  
To: Distribution List

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE PROCEDURES

Ref: (a) MCO 1752.5C

Chap: (1) Submitting and Processing Expedited Transfers for Active Duty  
(2) Submitting and Processing Expedited Transfers for Sexual Assault Prevention and Response (SAPR) Eligible Dependents  
(3) Sexual Assault Prevention and Response (SAPR) Program Credentialing, Suspension, and Revocation Processes  
(4) Sexual Assault Prevention and Response (SAPR) High-Risk Response Team (HRRT)  
(5) Department of Defense Form 2910, Victim Reporting Preference Statement, Management  
(6) Training  
(7) Sexual Assault Response Team (SART)  
(8) Sexual Assault Prevention and Response (SAPR) Records Management  
(9) Installation 24/7 Sexual Assault Support Lines and Support Materials

1. Purpose. The Marine Corps Sexual Assault Prevention and Response Program (SAPR) is executed in accordance with reference (a) and this NAVMC, as a supplement to the aforementioned reference. Standardizing procedures ensures consistency throughout the Marine Corps.

2. Scope. Commanders, Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates, supporting organizations, and individual Marines and Sailors comply with the procedures contained in the enclosures to this NAVMC.

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3. Information. Headquarters Marine Corps Marine and Family Programs Sexual Assault Prevention and Response (MF SAPR) will update these procedures as necessary to ensure compliance with higher headquarters directives. Questions related to the content of this NAVMC should be directed to: Manpower & Reserve Affairs (M&RA), Marine and Family Programs, Headquarters Marine Corps Sexual Assault Prevention and Response, 3280 Russell Road, Quantico, VA 22134; Comm: 703-432-9765.

4. Command. This NAVMC is applicable to the Marine Corps Total Force.

5. Certification. Reviewed and approved this date.

  
M. C. BALOCKKI  
Director  
Marine and Family  
Programs Division

CHAPTER 1

SUBMITTING AND PROCESSING EXPEDITED TRANSFERS FOR ACTIVE DUTY

Ref: (a) DoDI 6495.02  
(b) NDAA 2019, Public Law 115-232  
(c) MCO 1752.5C  
(d) MCO 1300.8

Encl: (1) Template Expedited Transfer Request - Active Duty Victim  
(2) Template CO Approval/Denial - Active Duty Victim  
(3) Template Dual-Military Active Duty Spouse Preference  
(4) Template Dual-Military Active Duty Spouse CO Approval/Denial

1. Purpose. To provide commanding officers (COs), Sexual Assault Response Coordinators (SARCs), and Manpower Management (MM) the process for active duty Expedited Transfer (ET) requests.

2. Procedures

a. To ensure strict confidentiality, the CO is responsible for establishing command procedures that prioritize ET requests and limit administrative support to personnel who have an official need to know, with the understanding that maintaining victim privacy is essential.

(1) The supporting SARC is the primary point of contact for all ET requests, to include submitting the request to Headquarters Marine Corps (HQMC) Sexual Assault Prevention and Response (SAPR) designated personnel.

(2) Coordination with MM is through designated HQMC SAPR personnel for all elements of the ET. Command personnel are not to contact MM directly with regard to an ET, to include, but not limited to, discussing options prior to the submission of the ET request or once orders have been assigned.

(3) All ET requests, to include those executed in the Reserve Component, are forwarded via encrypted email to HQMC SAPR.

(4) The supporting SARC documents all ET requests and outcomes in the Defense Sexual Assault Incident Database (DSAID).

b. The NAVMC 10274 Administrative Action Form will not be used to request an ET.

c. A Marine who files an Unrestricted Report of sexual assault must, in coordination with the supporting SARC, submit a signed and dated written request.

(1) A request template is provided in enclosure (1).

(2) ET requests include a minimum of three preferred locations for transfer, all of which must be a major base or station, e.g., Marine Corps Base [choice], East Coast, West Coast.

(3) Inspector-Instructor Duty Stations are not an option unless the Marine is pre-qualified for that duty at the time of the ET.

(4) If the victim is Active Duty (AD) and married to a service member, see paragraph g(2) below.

(5) For confidentiality reasons, no details about the reason for the request will be included.

d. The CO documents receipt of the request and approves or disapproves a request for transfer within 72 hours.

e. Per the references, a presumption is established in favor of approving an ET request following a credible report of sexual assault.

(1) For purposes of the ET process, a credible report of sexual assault is defined as a report having reasonable grounds to believe that an offense constituting sexual assault has occurred.

(2) The CO makes a credible report determination at the time the request is made after considering the advice of the supporting judge advocate or other legal advisor concerned, in accordance with reference (a).

(3) In no circumstance will the determination delay the responsibility to approve or disapprove a transfer request within the 72-hour period.

f. COs consider the following prior to making a decision to approve or disapprove a transfer request:

(1) Nature and circumstances of the offense.

(2) Whether a temporary transfer would meet the Marine's needs and the operational needs of the unit.

(3) Training status of the Marine requesting the transfer.

(4) Parent command input, if attached (e.g., Temporary Assigned Duty [TAD], Fleet Assistance Program [FAP]).

(5) Availability of positions within other units on the installation.

(6) Status of the investigation, potential impact on the investigation, and future disposition of the offense based on consultation with the investigating Military Criminal Investigative Organizations.

(7) Location of the alleged offender.

(8) Other pertinent circumstances or facts (e.g., length of time between sexual assault and request to transfer).

g. The CO, in coordination with the SARC, notifies the Marine in writing of the decision to approve or disapprove the transfer request.

(1) If the request is approved, the CO counsels the Marine to ensure that he or she is fully informed of reasonably foreseeable career impacts; the potential impact of the transfer or reassignment on the investigation and case disposition; and other possible consequences of granting the request.

(a) The immediate CO or the supporting SARC forwards the approved request to HQMC SAPR via encrypted email. No additional endorsements are required.

(b) CO approval/denial letter templates are provided in enclosure (2). The supporting SARC will have the current HQMC SAPR points of contact, which are also available on the SARC Workspace.

(2) If the Marine requesting the ET is married to an AD service member, the military spouse is also eligible to transfer.

(a) The AD spouse submits his/her preference in writing using the example in enclosure (3).

(b) If the AD spouse is a Marine and his/her preference is to transfer, the military spouse's command endorses the request using the example in enclosure (4).

(c) If the AD spouse is from a sister service and the preference is to transfer, HQMC SAPR is the point of contact to facilitate the required inter-service processes on a case-by-case basis.

(3) If the Marine's request is disapproved, the Marine is given the opportunity to request review by the first General or Flag Officer (GO/FO) in the chain of command or a Senior Executive Service (SES) equivalent (if applicable).

(a) If the Marine requests further review, the CO immediately forwards the request, with reason for disapproval, to the first GO/FO (or SES equivalent) in the chain of command, in accordance with reference (a). The decision of the first GO/FO (or SES equivalent) in the chain of command to approve or disapprove is made within 72 hours of submission of the request for review.

1. If the review is approved by the first GO/FO (or SES equivalent) in the chain of command, the package is endorsed and forwarded to HQMC SAPR for appropriate action.

2. If the review is disapproved by the first GO/FO (or SES equivalent) in the chain of command, the package, with reason(s) for disapproval, is forwarded to HQMC SAPR for documentation.

(b) If the Marine does not request further review, he or she states this in writing. The CO then forwards the package, with reason(s) for disapproval, to HQMC SAPR.

(4) If the command determines that an internal move or TAD/FAP is in the best interest of the Marine as opposed to approving the ET request, the request is considered disapproved for HQMC SAPR purposes and follows the guidelines as discussed in paragraph 2g(3)(b) above.

h. Upon receipt of the approved request for ET, HQMC SAPR coordinates with the MM Branch for AD Marines and the Reserve Affairs Management Branch for Active Reserve Marines to initiate the transfer following procedures outlined in reference (d).

(1) The request may be rescinded, in writing, and with command's written endorsement, prior to orders being assigned. Notify HQMC SAPR immediately upon notification of an intent to rescind.

(2) Once orders are assigned, the option to rescind is no longer available. The Marine must execute orders per reference (d).

i. When an ET is approved and there is an open case and/or continuation of services, the losing CO notifies the gaining CO. Information provided is limited to assist facilitation of the victim's access to supportive services per reference (a).

j. Requests for ET by Sailors attached to Marine Corps Units are coordinated by the unit with Navy Personnel Command (Pers-454), Personnel Security Branch Caseworker located aboard Millington, TN (commercial 901-874-2927).

k. HQMC SAPR is not the point of contact to request a replacement. Replacements are requested via Manpower and Reserve Affairs, MM Branch, in accordance with reference (d).

### 3. Additional Instructions

a. HQMC SAPR works in conjunction with MM/RA to facilitate transfers for approved requests.

b. To protect confidentiality, only those with an official need to know are involved in the ET request process.

c. The supporting SARC provides the CO with the DSAID number that is validated by HQMC SAPR.

d. Upon receipt of the ET request, HQMC SAPR confirms receipt of the request with the command-provided point of contact.

e. For safety transfers, consult reference (d).

f. Requests for ET are scanned into a PDF file and forwarded to HQMC SAPR via encrypted e-mail.

(1) Copies are maintained by HQMC SAPR in accordance with Records Management protocols.

(2) SARCs do not maintain copies of any ET requests.

g. Points of contact for additional information can be found on the HQMC SAPR Workspace at:  
<https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.

1752  
IMM  
Date

From: I. M. Marine [EDIPI]  
To: Victim's Immediate Commander  
Subj: REQUEST FOR EXPEDITED TRANSFER-DSAID CASE #  
Ref: (a) DoDI 6495.02  
(b) MCO 1752.5C  
(c) MCO 1300.8

The supporting SARC shall provide the Defense Sexual Assault Incident Database (DSAID) number, which will be validated by MFB.

1. Per the references, I am requesting an expedited transfer.
2. My preferences for transfer locations are as follows:
  - a. First choice:
  - b. Second choice:
  - c. Third choice:
3. I understand that staffing considerations will be prioritized and reassignment made with due regard to the requirements of the service per reference (c), and that there is no guarantee I will receive my first choice.
4. Point of contact is D. R. Marine, Command SARC, at 123-456-7890 or [d.marine@usmc.mil](mailto:d.marine@usmc.mil).

To protect confidentiality and the integrity of this process, the POC shall be the supporting SARC. Limit personnel involved to those who have "need to know" functions within the command.

I. M. MARINE

LETTERHEAD

1752  
CO  
Date

From: Commanding Officer, [Immediate command for Marine or Sponsor],  
To: HQMC, Sexual Assault Prevention and Response Office

Subj: REQUEST FOR EXPEDITED TRANSFER-DSAID CASE

The supporting SARC shall provide the Defense Sexual Assault Incident Database (DSAID) number, which will be validated by MFB.

Ref: (a) DoDI 6495.02  
(b) MCO 1752.5C  
(c) MCO 1300.8

1. Request expedited transfer for DSAID case number, **XXMC-0000XXXX-XXXX-XXXX**.

2. Point of contact is **I. M. Supporting SARC**, at 123-456-7890 or [supporting.SARC@usmc.mil](mailto:supporting.SARC@usmc.mil).

To protect confidentiality and the integrity of this process, the POC shall be the supporting SARC. Limit administrative personnel involved to those who have "need to know" functions within the command.

**I. M. COMMANDING**

Must be signed by the Commanding Officer or someone with Acting authority

**First Endorsement**

This section is necessary only if the Commanding Officer has denied the request for Expedited Transfer, otherwise leave this out.

I do/do not request a GO/FO review of the aforementioned denial of my Expedited Transfer request.

Marine making the original request should notate their choice to have a GO/FO review and sign by circling the words "do" or "do not" above.

**I. M. MARINE**

1752  
IMM  
Date

From: I. M. Marine [EDIPI]  
To: Marine's Immediate Commander

Subj: PREFERENCE FOR ACTIVE DUTY SPOUSE DSAID CASE #

The supporting SARC shall provide the Defense Sexual Assault Incident Database (DSAID) number, which will be validated by MFB.

Ref: (a) DoDI 6495.02  
(b) MCO 1752.5C  
(c) MCO 1300.8

1. Per the references, I am **requesting/declining** to transfer with my Active Duty spouse.

2. Point of contact is **I. M. Supporting SARC at 123-456-7890 or [supporting.SARC@usmc.mil](mailto:supporting.SARC@usmc.mil)**.

To protect confidentiality and the integrity of this process, the POC shall be the supporting SARC or someone fulfilling the advocacy role on behalf of the victim. Limit personnel involved to those who have "need to know" functions within the command.

**I. M. MARINE**

LETTERHEAD

1752  
CO  
Date

From: AD Spouse's Immediate Commander  
To: HQMC, Sexual Assault Prevention and Response Office

Subj: ACTIVE DUTY SPOUSE [EDIPI] TRANSFER-DSAID CASE #

Ref: (a) DoDI 6495.02  
(b) MCO 1752.5C  
(c) MCO 1300.8

The supporting SARC shall provide the Defense Sexual Assault Incident Database (DSAID) number, which will be validated by HQMC SAPR.

1. Request Active Duty spouse transfer for DSAID case number, XXMC-0000XXXX-XXXX-XXXX.

2. Point of contact is I. M. Supporting SARC 123-456-7890 or [supporting.SARC@usmc.mil](mailto:supporting.SARC@usmc.mil).

To protect confidentiality and the integrity of this process, the POC shall be the supporting SARC. Limit administrative personnel involved to those who have "need to know" functions within the command.

I. M. COMMANDING

Must be signed by the Commanding Officer or someone with Acting authority

First Endorsement

This section is necessary only if the Commanding Officer has denied the request for Expedited Transfer, otherwise leave this out.

I do/do not request a GO/FO review of the aforementioned denial of my Expedited Transfer request.

Marine making the original request should notate their choice to have a GO/FO review and sign by circling the words "do" or "do not" above.

I. M. MARINE

CHAPTER 2

SUBMITTING AND PROCESSING EXPEDITED TRANSFERS FOR SEXUAL ASSAULT PREVENTION  
AND RESPONSE (SAPR) ELIGIBLE DEPENDENTS

Ref: (a) NDAA 2019, Public Law 115-232  
(b) MCO 1752.5C  
(c) MCO 1300.8

Encl: (1) Template Expedited Transfer Request - SAPR-Eligible Dependent  
(2) Template Active Duty Sponsor Preference  
(3) Template CO Approval/Denial Marine or Sponsor

1. Purpose. To provide commanding officers (COs), Sexual Assault Response Coordinators (SARCs), and Manpower Management (MM) the Expedited Transfer (ET) request process for SAPR-eligible dependents, in accordance with reference (a).

2. Procedures

a. To ensure strict confidentiality, the CO is responsible for establishing command procedures that prioritize ET requests and limit administrative support to personnel who have an official need to know, with the understanding that maintaining victim and sponsor privacy is essential.

(1) The supporting SARC shall be the primary point of contact for all ET requests, to include submitting the request to Headquarters Marine Corps (HQMC) SAPR designated personnel, in accordance with reference (b).

(2) Coordination with MM is through designated HQMC SAPR personnel for all elements of the ET. Command personnel are not to contact MM directly with regard to an ET, to include, but not limited to, discussing options prior to the submission of the ET request or once orders have been assigned.

(3) All ET requests, to include those executed in the Reserve Component, are forwarded via encrypted email to HQMC SAPR.

(4) The supporting SARC documents all ET requests and outcomes in the Defense Sexual Assault Incident Database (DSAID).

b. A SAPR-eligible dependent who files an Unrestricted Report of sexual assault and requests an ET is informed that the sponsor must initiate the request with the sponsor's command. The sponsor's command is notified and approves or disapproves the sponsor's request to transfer.

(1) The SAPR-eligible dependent submits a written request for an ET to the sponsor's command. A request letter template is provided in enclosure (1).

(2) The sponsor also submits a request which includes three preferred geographical locations, all of which must be a major base or station (e.g. Marine Corps Base [choice], East Coast, West Coast). A request letter template is provided in enclosure (2).

(3) Requests to expedite from Outside the Continental United States (OCONUS) locations may have varying instructions. Contact HQMC SAPR with case specifics.

c. For confidentiality, no details about the reason for the request will be included.

d. The CO documents receipt of the request and approves or disapproves a request for transfer within 72 hours.

e. Per reference (b), a presumption is established in favor of approving an ET request following a credible report of sexual assault.

(1) For purposes of the ET process, a credible report of sexual assault is defined as a report having reasonable grounds to believe that an offense constituting sexual assault has occurred.

(2) The CO makes a credible report determination at the time the request is made after considering the advice of the supporting judge advocate or other legal advisor concerned.

(3) In no circumstance will the determination delay the responsibility to approve or disapprove a transfer request within the 72 hour period.

f. The CO, in coordination with the SARC, notifies the sponsor in writing of his or her decision to approve or disapprove the transfer request.

(1) If the request is approved, the supporting SARC forwards the documentation to HQMC SAPR via encrypted email. No additional endorsements are required.

(2) If the sponsor's request is disapproved, the sponsor is given the opportunity to request review by the first General or Flag Officer (GO/FO) in the chain of command, or a Senior Executive Service (SES) equivalent (if applicable).

(a) If the sponsor requests further review, the CO immediately forwards the request, with reason for disapproval, to the first GO/FO (or SES equivalent) in the chain of command. The decision of the first GO/FO (or SES equivalent) in the chain of command to approve or disapprove is made within 72 hours of submission of the request for review.

1. If the review is approved by the first GO/FO (or SES equivalent) in the chain of command, the package is endorsed and forwarded to HQMC SAPR for appropriate action.

2. If the review is disapproved by the first GO/FO (or SES equivalent) in the chain of command, the package, with reason for disapproval, is forwarded to HQMC SAPR for documentation purposes.

(b) If the Marine does not request further review, he or she states this in writing. The CO then forwards the package, with reason(s) for disapproval, to HQMC SAPR.

(3) A CO approval/denial letter template is provided in enclosure (3). The supporting SARC will have the current HQMC SAPR points of contact information, which are also be available on the SARC Workspace.

g. Upon receipt of the approved request for ET, HQMC SAPR coordinates with the MM Branch for Active Duty Marines and the Reserve Affairs Management

Branch for Active Reserve Marines to initiate the transfer following procedures outlined in reference (c).

h. Requests for ET by Sailors attached to Marine Corps Units are coordinated by the unit with Navy Personnel Command (Pers-454), Personnel Security Branch Caseworker located aboard Millington, TN (commercial 901-874-2927).

i. HQMC SAPR is not the point of contact to request a replacement. Replacements should be requested via Manpower and Reserve Affairs, MM Branch, in accordance with reference (c).

### 3. Additional Instructions

a. HQMC SAPR works in conjunction with MM/RA to facilitate approved requests for transfer.

b. To protect confidentiality, only those with an official need to know are involved in the ET request process.

c. The supporting SARC provides the CO with the DSAID number which is validated by HQMC SAPR.

d. Upon receipt of the ET request, HQMC SAPR confirms receipt of the request with the command-provided point of contact.

e. For safety transfers, consult reference (c).

f. Requests for ET are scanned into a PDF file and forwarded to HQMC SAPR via encrypted e-mail.

(1) Copies are maintained by HQMC SAPR in accordance with Records Management protocols.

(2) SARCs do not maintain copies of any ET requests.

g. Points of contact for additional information can be found on the HQMC SAPR Workspace at:

<https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>

1752  
IMM  
Date

From: I. M. SAPR-eligible Dependent  
To: [Sponsor's Immediate Commander]

Subj: REQUEST FOR EXPEDITED TRANSFER-DSAID CASE #

The supporting SARC shall provide the Defense Sexual Assault Incident Database (DSAID) number, which will be validated by MFB.

Ref: (a) NDAA 2019, Public Law 115-232  
(b) MCO 1752.5C  
(c) MCO 1300.8

Encl: Active Duty Sponsor Preference

1. Per the references, I am requesting an expedited transfer. My sponsor is I. M. Marine, [EDIPI].

2. Point of contact is D. R. Marine, SARC, at 123-456-7890 or [d.marine@usmc.mil](mailto:d.marine@usmc.mil).

To protect confidentiality and the integrity of this process, the POC shall be the supporting SARC. Limit personnel involved to those who have "need to know" functions within the command.

I. M. SAPR-eligible Dependent

1752  
IMM  
Date

From: I. M. Marine, [EDIPI]  
To: [Immediate commander]

Subj: PREFERENCE FOR ACTIVE DUTY SPONSOR DSAID CASE #

Ref: (a) NDAA 2019, Public Law 115-232  
(b) MCO 1752.5C  
(c) MCO 1300.8

1. Per the references, I am requesting [insert choice from below options. Number paragraphs correctly.]

Option 1

a curtailment of tour of duty and transfer to one of the following locations:

- a. First choice:
- b. Second choice:
- c. Third choice:

2. I understand that staffing considerations will be prioritized and reassignment made with due regard to the requirements of the service per reference (c), and that there is no guarantee I will receive my first choice.

Option 2

an early return of my dependent(s) to my home of record.

2 or 3. Point of contact is I. M. Supporting SARC at 123-456-7890 or [supporting.SARC@usmc.mil](mailto:supporting.SARC@usmc.mil).

To protect confidentiality and the integrity of this process, the POC shall be the supporting SARC. Limit administrative personnel involved to those who have "need to know" functions within the command.

I. M. MARINE

LETTERHEAD

1752  
CO  
Date

From: Commanding Officer, [Immediate command for Sponsor],  
To: HQMC, Sexual Assault Prevention and Response Office

Subj: REQUEST FOR EXPEDITED TRANSFER-DSAID CASE

The supporting SARC shall provide the Defense Sexual Assault Incident Database (DSAID) number, which will be validated by MFB.

Ref: (a) NDAA 2019, Public Law 115-232  
(b) MCO 1752.5C  
(c) MCO 1300.8

1. Request expedited transfer for DSAID case number, **XXMC-0000XXXX-XXXX-XXXX** and sponsor with **[EDIPI]**.

2. Point of contact is **I. M. Supporting SARC**, at 123-456-7890 or **supporting.SARC@usmc.mil**.

To protect confidentiality and the integrity of this process, the POC shall be the supporting SARC. Limit administrative personnel involved to those who have "need to know" functions within the command.

**I. M. COMMANDING**

Must be signed by the Commanding Officer or someone with Acting authority

**First Endorsement**

This section is necessary only if the Commanding Officer has denied the request for Expedited Transfer, otherwise leave this out.

I do/do not request a GO/FO review of the aforementioned denial of my Expedited Transfer request.

Marine making the original request should notate their choice to have a GO/FO review and sign by circling the words "do" or "do not" above.

**I. M. MARINE**

## CHAPTER 3

### SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM CREDENTIALING, SUSPENSION, AND REVOCATION PROCESSES

Ref: (a) DoDI 6495.03  
(b) MCO 1752.5C  
(c) 5 U.S.C. 552a  
(d) SECNAVINST 5211.5E  
(e) SECNAV M-5210.1  
(f) MCO 5210.11F  
(g) Uniformed Code of Military Justice Articles 120 and 125 (sections 920 and 925)

Encl: (1) Template Suspension/Revocation of Duties  
(2) Template Recommendation to Reinstate D-SAACP Certification  
(3) Template Final Disposition of Reinstatement Request of D-SAACP Certification

#### 1. Purpose

a. The Sexual Assault Prevention and Response (SAPR) program is conducted in accordance with references (a) through (g). Reference (a) establishes policy, assigns responsibilities, and provides procedures for the implementation, management, and oversight of certified SAPR personnel, including suspension, revocation, and reinstatement reporting requirements.

b. Personnel who perform SAPR duties are required to undergo the appropriate background investigations, in accordance with reference (a). Upon the favorable adjudication, personnel are authorized to complete the Defense Sexual Assault Advocacy Certification Program (D-SAACP) application process.

c. Offenses that are in violation of D-SAACP certification standards, including open complaints that are not sexual assault allegations (e.g., criminal, inspector general investigation, Equal Opportunity/Equal Employment Opportunity) are listed in reference (a).

d. Reporting requirements for all violations, complaints (alleged or actual), and investigations, including, but not limited to, those listed in reference (a) of D-SAACP certified personnel have been established in reference (a).

#### 2. Procedures

##### a. Commander

(1) Ensure there is a SAPR contingency plan in place to provide for day-to-day operations in the event that supporting SAPR personnel at any level are not available (e.g. TAD, suspension, revocation, extended leave, attrition, gapped billets).

(2) In the event a certified Sexual Assault Response Coordinator (SARC) or SAPR Victim Advocate (VA) has been accused of a violation, named in a complaint, or is the subject of an investigation, execute the following actions within 24 hours:

(a) Initiate a timely and comprehensive investigation or inquiry into the violation and/or complaint (alleged or actual), in conjunction with the servicing legal office, the supporting SARC, and the Human Resources Office (HRO), as applicable.

(b) Report any and all allegations of sexual assault against a SARC or SAPR VA to the appropriate military criminal investigative organization (MCIO), complete a Commander's Critical Information Requirements (CCIR) report, and complete all reporting requirements per reference (a).

(c) Notify named SAPR personnel in writing that an allegation has been received, an investigation or inquiry is initiated, and that their authority to perform SAPR duties is suspended pending the outcome of the investigation. Refer to enclosure (1).

1. The suspended/revoked SAPR personnel acknowledge by signing where indicated on enclosure (1). If SAPR personnel fail to sign, the commander notes the reason for non-compliance, and the suspension/revocation remains in effect.

2. Submit a copy of the completed and signed "Suspension/Revocation of Duties" letter to HQMC SAPR via email to the designated points of contact (POC) listed on SAPR GearLocker with the subject line "FOUO Suspension/Revocation."

a. This serves as the official notification to HQMC SAPR.

b. Inform the chain of command using the supporting Marine Corps Forces (MARFOR) SARC as the POC. In the event the allegation is against a MARFOR SARC, notification is facilitated by HQMC SAPR.

3. A copy of the suspension/revocation letter is maintained by the parent command in the S1/G1.

(d) Once the SARC or SAPR VA has been suspended/revoked, complete the following actions to prohibit the individual(s) from conducting SAPR duties:

1. Collect the D-SAACP certification and wallet identification card. Maintain certification and card in a secure location until the named SARC/SAPR VA is reinstated or certification expires.

2. While suspended/revoked, the individual will not be utilized as SARC/SAPR VA, be included in any direct or indirect victim management, consulted on SAPR-related topic, conduct SAPR training, or act as a SAPR representative in any way.

3. Suspended/revoked personnel will use the "out of office" feature for official email, remove the SARC/SAPR VA designation, and redirect SAPR-related emails to designated, credentialed SAPR personnel identified in the contingency plan.

4. Direct the suspended/revoked individual to turn in SAPR program command-issued cell phone(s) and ensure all applicable voicemails are updated to direct callers to designated, credentialed SAPR personnel identified in the contingency plan.

5. Remove the suspended/revoked individual's contact information from all command internal, external, and public facing media and replace with the information of designated, credentialed SAPR personnel identified in the contingency plan.

6. Notify HQMC SAPR of the contingency plan and the designated, credentialed SAPR personnel identified. The contingency plan includes, at a minimum, protocols to initiate turnover between the individual(s) being investigated and a credentialed SARC to ensure continuity of care for victims currently receiving SAPR services.

(e) Execute the following actions within 72 hours of receiving the results from the investigation or inquiry:

1. Notify the suspended/revoked individual in writing of the investigation's outcome. This notification includes whether the command recommendation is to reinstate, maintain current suspension, or revoke the D-SAACP certification and HQMC SAPR credentials.

a. If the intent is to seek reinstatement of the D-SAACP certification, the commander uses enclosure (2) and submits to HQMC SAPR designated POCs for further action via email with the subject line "Recommendation for Reinstatement." Additional information may be required by HQMC SAPR and/or D-SAACP.

(1) If the D-SAACP certification is reinstated, the command returns the D-SAACP certification and wallet identification card and authorizes the individual to return to duties and resume normal activities.

(2) Sign a new appointment letter using the template available on SAPR GearLocker.

b. If the intent is to maintain current suspension status, notify HQMC SAPR designated POCs via email.

(1) If the suspension status remains, the command retains the D-SAACP certification and wallet identification card until such time the individual is reinstated or the certification expires.

(2) If the command seeks to reinstate, use protocol a above. If the command seeks to revoke, use protocol c below.

c. If the intent is to revoke the SAPR certification, use the template provided in enclosure (1), notify the individual of the revocation, and submit a copy of the letter to HQMC SAPR POCs via email for further action.

(1) If the D-SAACP certification is revoked at any time, the command retains the D-SAACP certification and wallet identification card and notifies the command Security Manager, in writing.

(2) The command Security Manager notifies the DoD Central Adjudication Facility of the individual's D-SAACP certification being revoked.

f. The suspended/revoked individual is not reinstated until HQMC SAPR notifies the commander in writing, using enclosure (3).

b. Supporting Civilian Supervisor

(1) The civilian supervisor administratively supports the commander as a liaison with the supporting Legal and HRO, at a minimum, to facilitate execution of the protocols outlined in this document.

(2) Supports implementation of the contingency plan to prevent the interruption of SAPR services in coordination with the appropriate SARC.

(3) Administrative support is not interpreted as an establishment of a "need to know" profile for the supervisor for information related to SAPR cases, to include victim case files and DSAID data calls.

c. Supporting MARFOR SARC

(1) The supporting MARFOR SARC, a SARC from the local SAPR office, or a designated representative from HQMC SAPR is the primary POC for the command for the duration of this action.

(2) Executes the following actions within 24 hours of receiving notice of a SARC/SAPR VA in the area of responsibility who

has been accused of a violation, named in a complaint, or is the subject of an investigation:

(a) Oversees the implementation of the contingency plan, in conjunction with command leadership, to prevent the interruption of SAPR services. The contingency plan includes a warm handoff for victims currently receiving SAPR services.

1. Ensures the command has provided notification of the contingency plan to HQMC SAPR for review.

2. If a SARC/SAPR VA is suspended/revoked, ensures the suspended SARC/SAPR VA conducts a one-time turnover session to the appropriate SARC providing coverage, so victims do not experience an interruption in services.

(b) Provides guidance and assistance to command leadership, as necessary.

d. HQMC SAPR

(1) Upon notification of a suspension/revocation, HQMC SAPR acts as the liaison to DoD SAPRO and D-SAACP. HQMC SAPR reserves the right to intervene to protect the integrity of the SAPR program after consultation with Legal, MR, and leadership, as applicable.

(2) Communicates information to those with need to know and updates as necessary.

(3) Provides guidance and assistance to command and key stakeholders as necessary throughout the investigation.

(4) Assesses and supports the program to ensure the applicable requirements of quality assurance, inspections, managers' internal control program, background checks, and certification requirements are met.

3. Additional Information

a. Suspension, Revocation, and Reinstatement letter templates are available on the SAPR Workspace at:  
<https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.

b. POCs for additional information can be found on the SAPR Workspace.



DEPARTMENT OF THE NAVY

UNIT NAME

UNIT ADDRESS

CITY, STATE ZIPCODE

IN REPLY REFER TO:

1752

Origin

Date

From: [choose: Commander or Commanding Officer]

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

Subj: [choose: SUSPENSION/REVOCATION] 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 10 Sep 15  
(b) MCO 1752.5B

1. Per the references and effective immediately, you are notified that you have been named in Choose an item.; an investigation has been initiated and you are [choose: suspended or revoked] 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 and/or Revocation list and include additional information regarding the situation, if necessary for clarification]

3. Upon conclusion of the investigation, I will be making a recommendation to either reinstate or permanently revoke your certification and credentialing. A request will be made to HQMC SPAR to review prior to submission to D-SAACP.

4. During this [choose: suspension or revocation], 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. You have the right to appeal this [choose: suspension or revocation] decision to the HQMC SAPR Assistant Branch Head. If you choose to appeal, submit your appeal in writing through your chain of command within seven days of this notification. This [choose: suspension or revocation] remains in effect during the appeal process.

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

I. M. MARINE

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

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

**Reasons for Suspension and/or Revocation**  
(See DoDI 6495.03, 10 Sep 2015)

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 provision(s) 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 to be inconsistent with the SARC or SAPR VA core duties.
- (7) Been convicted at a court-martial of an offense under the 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 current 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 Uniform Code of Military Justice (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).

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

-----

Date:

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

To: [choose: Commander or Commanding Officer]

I hereby acknowledge the above [choose: suspension or revocation], which states I am not authorized to act in the capacity of [choose: SARC or SAPR VA], and my right to appeal. 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:

HHQ SARC

MFB (SAPR), MF, M&RA, HQMC



DEPARTMENT OF THE NAVY

UNIT NAME

UNIT ADDRESS

CITY, STATE ZIPCODE

IN REPLY REFER TO:

1752

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 10 Sep 15  
(b) MCO 1752.5B

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) or was [choose: suspended or revoked] on [date of suspension letter].

2. As the appointing authority, 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 [choose: suspension or revocation] 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) (First Name), (Last Name) (billet), at (phone number) and (e-mail).

I. M. MARINE

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

-----

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 [choose: suspension or revocation] 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:

HHQ SARC

MFB (SAPRO), M&RA, HQMC



DEPARTMENT OF THE NAVY  
UNIT NAME  
UNIT ADDRESS  
CITY, STATE ZIPCODE

IN REPLY REFER TO:  
1752  
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 10 Sep 15  
(b) MCO 1752.5B

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) or was [choose: suspended or  
revoked] on [date of suspension letter].

2. As the appointing authority, 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 [choose: suspension or revocation] 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) (First Name), (Last  
Name) (billet), at (phone number) and (e-mail).

I. M. MARINE  
(Commander or Acting only signature, not signed "By direction")

-----

Subj: NOTICE OF FINAL DISPOSITION ON REQUEST TO REINSTATE  
ICO [INSERT NAME OF PERSONNEL, BILLET]

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 [choose: suspension or revocation] 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:  
HHQ SARC  
MFB (SAPRO), M&RA, HQMC



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3280 RUSSELL ROAD  
QUANTICO VA 22134-5103

IN REPLY REFER TO:  
1752  
MFB  
Date

From: Commandant of the Marine Corps  
To: [choose: Commander or Commanding Officer]

Subj: NOTICE OF FINAL DISPOSITION ON REQUEST TO REINSTATE  
ICO [(RANK/RATE) (FIRST NAME) (MI) (LAST NAME), EDIPI]

Ref: (a) DoD Instruction 6495.03, Defense Sexual Assault Advocate  
Certification Program (D-SAACP), of 10 Sep 15  
(b) MCO 1752.5B

1. Per reference (a), you are hereby notified that the D-SAACP  
Committee has approved the reinstatement of [INSERT NAME OF PERSONNEL].

2. Per reference (b), you are hereby notified that [INSERT NAME OF  
PERSONNEL] is eligible to be re-credentialed, per Marine Corps  
criteria.

3. As the appointing authority, please complete the following actions  
within five business days:

(a) Sign a new appointment letter using the template available on  
the Sexual Assault Prevention and Response (SAPR) GearLocker.

(b) Provide [Mr./Mrs./Ms. LAST NAME] with a copy of this  
notification, the newly signed appointment letter, and his/her D-SAACP  
certification and wallet identification.

(c) Have [Mr./Mrs./Ms. LAST NAME] sign below.

(d) Submit copies of signed paperwork to Headquarters Marine Corps  
(HQMC) Marine and Family Programs (MF) SAPR via  
[smb.manpower.SAPR@usmc.mil](mailto:smb.manpower.SAPR@usmc.mil) with subject "Reinstatement."

(e) Ensure a copy of this documentation is maintained with SAPR  
personnel records.

4. Mr./Mrs./Ms. LAST NAME is authorized to resume duties as [choose:  
SEXUAL ASSAULT RESPONSE COORDINATOR (SARC) or SEXUAL ASSAULT  
PREVENTION RESPONSE VICTIM ADVOCATE (SAPR VA)] upon completion of  
these actions.

5. Point of contact for this matter is [HQMC MF SAPR contact  
information].

Subj: NOTICE OF FINAL DISPOSITION ON REQUEST TO REINSTATE  
ICO [INSERT NAME OF PERSONNEL, BILLET]

I. M. ABH SAPR

-----  
Date:

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

I hereby acknowledge receipt of my D-SAACP certification, wallet identification card, and appointment letter dated [insert date]. I understand that I am now re-credentialed and authorized to resume duties of [choose: SARC or SAPR VA].

Signature of SARC or SAPR VA

Copy to:  
HHQ SARC  
HQMC MF SAPR

## CHAPTER 4

### SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) HIGH-RISK RESPONSE TEAM (HRRT)

Ref: (a) DoDI 6495.02  
(b) MCO 1752.5C  
(c) MCO 1300.8  
(d) NAVMC 1752

Encl: (1) Safety Screening Tool  
(2) Template Roster and Minutes

1. Purpose. Reference (a) directs that an HRRT be activated when a victim of sexual assault is determined to be in a high-risk situation. The purpose of the HRRT is to assess and develop an immediate plan to eliminate the risk.

#### 2. Procedures

a. To ensure strict confidentiality, the commanding officer (CO) establishes command procedures that prioritize safety and limits administrative support to personnel who have an official need to know.

b. The standup of an HRRT will not automatically elevate the victim's force preservation level, but high-risk behaviors associated with the determination may. It is appropriate for the Force Preservation Council (FPC) to discuss the high-risk behaviors, but at no time will the sexual assault incident or the fact that an HRRT was activated be discussed.

c. The Sexual Assault Response Coordinator (SARC) and/or SAPR Victim Advocate (VA) uses the Safety Screening Tool, enclosure (1), at the initial meeting with the victim and for each contact made throughout the entire advocacy process, but no less than every 30 days, in accordance with reference (a).

(1) After the completion of the Safety Screening Tool and initial safety plan with the victim, the SAPR VA reports back to the SARC as soon as possible.

(2) The SARC makes a risk assessment based on input from the SAPR VA and personal contact with the victim, if deemed necessary.

(3) If the victim is assessed to be in a high-risk situation, the SARC notifies the victim's immediate commander who immediately convenes an HRRT.

(4) The SARC documents the completion of the Safety Screening Tool in the Department of Defense Sexual Assault Incident Database (DSAID), regardless of outcome.

d. If, during the Case Management Group (CMG), it is established that the victim is assessed to be in a high-risk situation, the CMG Chair immediately convenes an HRRT, in accordance with reference (a).

e. Once an HRRT is established, it is chaired, at minimum weekly, by the victim's immediate commander, in accordance with reference (a).

(1) The HRRT includes the following members: the victim's immediate commander; the victim's SARC and SAPR VA; assigned Victims' Legal Counsel (VLC); Victims Witness Assistance Coordinator (VWAC) (if applicable); the judge advocate; the Military Criminal Investigative Office (MCIO); the victim's healthcare provider or mental health and counseling services provider; those personnel who conducted the safety assessment; the alleged offender's immediate commander (as the situation warrants); and whomever else the victim's commanding officer deems necessary and need to know.

(2) The responsibility of the HRRT members will not be delegated, in accordance with reference (a).

f. The HRRT makes its first report to the installation commander (CMG chair) and installation SARC (CMG co-chair) within 24 hours of being activated, in accordance with reference (a).

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

(2) Minutes are maintained by the installation SARC and supporting command SARC in accordance with Marine Corps Records Management. A template is included as enclosure (2).

(a) HRRT reports are maintained in a separate HRRT binder.

(b) The installation SARC and supporting SARC maintain meeting minutes under double lock and key. The minutes include a record of attendance, action plan(s) to mitigate risk, safety concerns, and the number of times the HRRT has met and reviewed the areas of concern.

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

(1) Victim's 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 civilian protective order (CPO) or military protective order (MPO).

(9) The following may be evaluated as the situation warrants:

(a) History of drug or alcohol abuse by either the victim or the alleged offender.

(b) Whether the alleged offender has begun to exhibit erratic or obsessive behavior, rage, agitation, or instability.

(c) Whether the alleged offender has a history of law enforcement involvement regarding domestic abuse, assault, or other criminal behavior.

(d) Whether the alleged offender is a flight risk.

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

### 3. Additional Instructions

a. To protect confidentiality, all individuals involved in the HRRT process must have an official need to know.

b. The supporting SARC will document each meeting of the HRRT in DSAID under "Safety Notes."

c. For safety transfers, follow the procedures outlined in reference (c). Expedited Transfers (ET) are not an appropriate response to safety concerns. For ET requests, follow the procedures outlined in reference (d).

d. Points of contact for additional information can be found on the HQMC SAPR Workspace at:  
<https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.

<b>SAFETY PLANNING FOR VICTIMS OF SEXUAL ASSAULT (Feb 2016)</b>
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*Victims of sexual assault may face immediate safety concerns. The Victim Advocate (VA) needs to consider the victim's actual safety, and his/her sense of safety, at all times. Through safety planning, the VA can help the victim identify safety concerns and seek the appropriate resources. **Safety screening and planning must be completed before the initial contact with the victim has ended and reassessed throughout the process to ensure the victim's safety concerns are identified.***

*Safety planning ensures the physical and emotional safety of the victim during the initial crisis period and throughout the recovery process. Development of a safety plan is a collaborative exercise involving the VA, the victim, and their commander/supervisor (for unrestricted reports).*

*Due to the limitations of the option, victims electing to file a restricted report may not be afforded **all** the protections **normally** considered and/or provided to victims who elect the Unrestricted option.*

**Part 1** is a **Safety Screening Tool** (page 3) to assist the SARC in measuring the victim's safety and level of risk.

**Part 2** is a **Safety Planning Worksheet** (page 5) to be completed with the victim while developing the safety plan. *The Safety Planning Worksheet will be provided to the victim at the end of the discussion.*

**Part 3** is the **Report Back to the SARC** once the Safety Screening Tool has been completed and the safety plan has been developed.

**Part 1: Safety Screening Tool**

**Confirm the reporting option elected**

- Does the victim understand the protections afforded under the elected option?
- For Unrestricted: command support, military/civilian protective order, expedited transfer
- For Restricted: no command/law enforcement involvement, no protective order, no expedited transfer available

**Complete the Safety Screening Tool (Page 2)**

- The Screening Tool will assist the SARC in determining the risk level of the victim.
- The Screening Tool will be completed with every victim, **regardless of their reporting option**
- *Pay particular attention to questions 1 through 3 as their answer may require immediate action*
- The Screening Tool will be turned in to the SARC along with the Victim Reporting Preference Statement (DD Form 2910) as soon as possible, **but within 24 hours.**

**Part 2: Victim Safety Planning Worksheet**

**Working with the victim, complete the Safety Planning Worksheet (Page 3)**

- The Safety Planning Worksheet will aid the Victim Advocate in helping the victim to create a personal safety plan that highlights physical safety and emotional support.
- The Victim Advocate will discuss each point with the victim and address any concerns the victim may have about each point. *Be sure to note and report to the SARC if the victim is unable to identify individuals who can provide emotional/physical support.*
- The Safety Planning Worksheet will be provided to the victim for their reference at the end of the discussion.

**Part 3: Report Back to the SARC**

After the completion of the Safety Screening Tool and initial safety plan with the victim, the UVA/VA, *as soon as possible*, will inform the SARC of the following:

- \_\_\_ The answers on the Safety Screening Tool
- \_\_\_ A summary of the safety plan and the options discussed while reviewing the Safety Planning Worksheet
- \_\_\_ Any additional concerns the Victim Advocate may have about the victim's safety

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**Part 1: Safety Screening Tool**

- Ask each of the following questions directly to the victim.
- Do not skip any questions. Do not assume the answer to any of the questions.
- If a victim answers “yes” to any of the questions, the UVA/VA should engage in dialogue with the victim to clarify the safety concern(s).

**OTHER THAN CHECKING THE APPROPRIATE RESPONSE, DO NOT WRITE ANY OTHER INFORMATION ON THIS TOOL.**

*Please note: The answers to questions 1 through 3 may require immediate action, to include a High Risk Response Team*

Question	Yes	No
1. Did the offender(s) use a weapon before, during, or after the sexual assault? ♦ <i>If an immediate threat is present, immediately contact law enforcement for assistance.</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the offender(s) threaten you with a weapon before, during, or after the sexual assault? ♦ <i>If an immediate threat is present, immediately contact law enforcement for assistance.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you recently wished you were dead or wished you could go to sleep and not wake up? a. Have you actually had thoughts of killing yourself recently? ♦ <i>If the victim responds yes to either of the above questions, <b>immediately</b> implement your command's suicide prevention protocols and then contact your SARC.</i> ♦ <i>Refer to the Imminent Danger Protocol on the back of this page.</i> ♦ <i>If the victim has filed a restricted report, an exception to confidentiality may apply; explain this to the victim.</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the offender reside in the same barracks building or in close proximity? a. Do you have regular contact with the offender(s) on a daily basis in connection with your regular duties? (e.g., office space, work environment, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the offender your direct supervisor? a. Is the offender your Commander, Executive Officer, Sergeant Major, or First Sergeant?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you believe the offender(s) use of alcohol and/or drugs before, during, or after the sexual assault (if applicable) may be a threat to you? <input type="checkbox"/> <i>Unknown if offender used alcohol/drugs</i>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has the offender contacted you in any way since the assault? a. Has the offender threatened you in any way since the assault? ▪ <i>Repeated and/or unwanted phone calls, text messages, e-mails, social media posts, etc.</i> ▪ <i>Repeated and/or unwanted contact in person</i>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has anyone else contacted you in regards to the sexual assault? a. Has anyone else threatened you in regards to the sexual assault? ▪ <i>Repeated and/or unwanted phone calls, text messages, e-mails, social media posts, etc.</i> ▪ <i>Repeated and/or unwanted contact in person</i>	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you noticed any damage to your personal property (residence, car, work area, etc.) that you think is connected with the sexual assault?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you experienced any form of retaliation? a. Reprisal: Taking or threatening to take unfavorable or adverse personnel action, withholding or threatening to withhold a favorable personnel action b. Ostracism: Exclusion from social acceptance, privilege or friendship with the intent to discourage reporting or discourage the administration of justice c. Maltreatment: Treatment by peers or others that is abusive or unjustified and done with the intent to discourage reporting and results in or could have caused physical or mental harm	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have any other safety concerns that were not addressed by these questions? ▪ <i>If the answer is yes, discuss the concerns with the victim and report them to your SARC as soon as possible.</i>	<input type="checkbox"/>	<input type="checkbox"/>

**OTHER THAN CHECKING THE APPROPRIATE RESPONSE, DO NOT WRITE ANY OTHER INFORMATION ON THIS TOOL.**

[SARC Use Only] DSAID Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

### Situations Involving Imminent Danger

When assisting a victim who is expressing suicidal or homicidal ideations, immediate action must be taken.

- **Do not leave the victim by themselves until proper support arrives.**
- Be sure to explain to the victim the actions you are taking to assist them and why. You must be honest.
- During **normal business hours** immediately seek assistance from the local Community Counseling Program (CCP) or equivalent (Marine & Family Programs/Fleet & Family Support Center/Army Community Services).
  - If your location does not have CCP (or equivalent) resources available, seek immediate assistance from the MTF or local hospital.
- **After** normal business hours immediately seek assistance from the MTF or local hospital.
- If you and the victim are away from the Command, arrange the most appropriate transport for the victim to the nearest emergency medical facility and call the command's Officer on Duty to keep the Chain of Command informed about the situation.
- ***In extreme cases***, when none of the options listed are available or the danger to the victim or someone in the immediate area is extremely high/immediate, military or local police need to be contacted to assist.

*Please Note: The above guidelines are general in nature; each command will have specific response protocols established that may require additional steps.*

*It is vitally important that all Victim Advocates understand their command's suicide response protocols. In order to remain current with the most recent response requirements, the Victim Advocate should review the command's protocols provided by the Suicide Prevention Program Officer (SPPPO) once per quarter.*

*A Victim Advocate with questions regarding their role and responsibilities with regard to imminent danger situations should contact their SARC.*

**Part 2: Safety Planning Worksheet**

Listed below are safety tips that can be used to assist in developing a personal safety plan.

- I am aware of my right to request a Military Protection Order (MPO) and/or a Civilian Protection Order (CPO), if desired. *(Only available with an unrestricted report.)*
- If I have an MPO or CPO, I will keep a copy of a MPO or CPO that has been issued on me at all times and maintain another copy in a safe place.
- I am aware I can request an Expedited Transfer out of my current unit at any time, if desired. *(Only available with an unrestricted report.)*
- I can document any contact the offender makes or attempt to make with me in person, over the phone, by text message, or through any other electronic means or networks such as Facebook, Twitter, and Skype. I can report these instances to my Victim Advocate or SARC for assistance.
- I will report any threats made against my life or my person to law enforcement for immediate assistance. I can also contact my Victim Advocate/SARC for additional support. *(May impact a restricted report.)*
- I will report any damage to my property (car, residence, etc.) that I think is connected to my sexual assault to my Victim Advocate/SARC for assistance. If necessary, I will contact law enforcement for immediate assistance. *(May impact a restricted report.)*
- I can call \_\_\_\_\_, whom I can trust, when I feel depressed, angry or anxious.
- If I am feeling unsafe or afraid, I can call \_\_\_\_\_ or stay with \_\_\_\_\_.
- I can add 911 and PMO telephone numbers to my cell phone's speed dial list.
- If/when I see the offender(s) and feel unsafe, I can exercise my ability to safely remove myself from the area and contact my Victim Advocate/SARC for assistance.
- If I find myself in the company of someone I do not feel safe around, I can exercise my ability to leave immediately.
- I can tell my VA or SARC about any form of retaliation made against me that I think is connected to my sexual assault. If and when I am ready to make a formal complaint, I can follow the procedures as outlined by my VA or SARC.
- For my recovery, I can make an appointment with Counseling Services and/or Mental Health Services, chaplain and/or Substance Abuse for emotional and clinical support.
- If I'm interested in additional emotional support, I can participate in the DoD Safe HelpRoom group chat online sessions. I can find information about these sessions at [www.safehelpline.org](http://www.safehelpline.org).
- If necessary, I can obtain new personal email accounts or social media accounts (Facebook, Snapchat, Twitter, etc).
- I can add the Installation Support line, the DoD Safe Helpline and the phone numbers to other agencies needed to obtain information and support to my contact list in my cell phone.
- I can create an emotional self-care plan by downloading the DoD Safe Helpline smartphone application to my smartphone. I can find information about this app at [www.safehelpline.org](http://www.safehelpline.org).
- I understand the importance of maintaining situational awareness and remaining vigilant of my surroundings.
- I will contact my Victim Advocate or SARC at any time regarding concerns about my safety and my well-being.

# EXAMPLE HIGH-RISK RESPONSE TEAM MINUTES

## LOCATION/COMMAND/INSTALLATION

(\*\*Note: If there are individuals outside DoD then information that is found in Privacy Act system of records may not be disclosed to those individuals without consent of individual concerned.)

**Date:**

**Invited:**

**Attendees Present:**

**Case Overview:**

- Number of times this HRRT has convened for this victim
  
- Narrative – i.e. recap of last HRRT meeting (if applicable); status of current issue(s); new issues that have arisen since the last meeting

**Ongoing Concerns:** (These are examples)

- Crisis Response, Law Enforcement Response, MTF/Medical Care
  - How long before SAPR VA in-person response to victim?
  - How long did victim spend with law enforcement?
  - How long did victim wait to be seen by medical?
  
- Access to mental health and counseling treatment?

**Systemic concerns to be submitted to the installation CO**

**Problems/challenges/barriers**

**Timelines for actionable items**

**Open Discussion**

**Date/time of next meeting**

**MINUTES REVIEWED BY HRRT** (DATE) \_\_\_\_\_ (SARC SIGNATURE)

**MINUTES SENT TO INSTALLATION CO** (DATE) \_\_\_\_\_ (SARC SIGNATURE)

CHAPTER 5

DEPARTMENT OF DEFENSE FORM 2910, VICTIM REPORTING PREFERENCE  
STATEMENT, MANAGEMENT

Ref: (a) DoDI 6495.02  
(b) MCO 1752.5C

Encl: (1) Example, DD 2910

1. Purpose. To provide updated procedures to Sexual Assault Response Coordinators (SARCs) for the upload and storage of DD 2910s (Victim Reporting Preference Statement) for Restricted and Unrestricted Reports of sexual assault to the Department of Defense Sexual Assault Incident Database (DSAID).

2. Procedures

a. Restricted and Unrestricted Reporting:

(1) The SARC or Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA) assists the victim in completing the DD 2910, where the victim elects to make a Restricted or Unrestricted Report, in accordance with reference (a).

(2) The SARC or SAPR VA informs the victim that the DD 2910 is retained for 50 years.

(3) The SARC or SAPR VA ensures victims receive a copy of their DD 2910 for their personal records.

(4) The supporting SARC or the authorized civilian SAPR VA enters the case in DSAID as an electronic record within 48 hours of the report.

(5) The SARC or SAPR VA provides the original signed DD 2910 to the installation SARC within 10 business days.

(a) If the command SARC or SAPR VA is located on a Sister service installation, hand-deliver or send a copy of the DD 2910 via encrypted email or certified mail and postmarked within the 10-day window to the higher headquarters (HHQ) SARC.

(b) If the SARC or SAPR VA is located in a deployed environment and is unable to send via encrypted email or certified mail, secure the DD 2910 under double lock and key, consistent with DoD guidance for the storage of personal identifiable information (PII), until it can be provided to the HHQ SARC.

(c) Once the command SARC confirms receipt of the DD 2910, SAPR VAs are instructed to destroy any remaining copies.

(6) The installation SARC retains a copy of the DD 2910 under double lock and key for 50 years. The 50-year time frame starts from the date the victim signs the DD 2910.

(7) The supporting SARC is the primary point of contact for the DD 2910s within their AOR.

b. Converting Reports from Restricted to Unrestricted:

(1) A victim may elect to convert a Restricted Report to an Unrestricted Report at any time.

(2) The conversion to an Unrestricted Report is documented with a signature by the victim and the signature of the SARC or SAPR VA in the appropriate block on the DD 2910.

(3) The supporting SARC or authorized civilian SAPR VA replaces the original DD 2910 in the victim's DSAID case file with the updated DD 2910.

c. If there is a gap in SARC coverage, and no HHQ SARC exists, the SAPR VA provides all original DD 2910s to the supporting installation SARC and forwards a copy of the DD 2910s in an encrypted email to a Headquarters Marine Corps (HQMC) SAPR Program Manager identified on the SAPR Workspace. The HQMC SAPR Program Manager uploads the completed DD2910 into DSAID upon receipt.

3. Additional Instructions

a. All SARCs establish written procedures for the management of DD 2910s and limit administrative support to personnel who have an official need to know, in accordance with references (a) and (b).

b. The supporting installation SARC establishes procedures that prioritize the confidentiality of the victim and notifications to the installation CO.

c. To ensure strict confidentiality, the supporting command SARC establishes procedures to prioritize the entry of all cases in DSAID.

d. Restricted Report notifications are limited to the installation CO, and no PII shall be disclosed, in accordance with references (a) and (b).

e. DD 2910s will be uploaded as a PDF to ensure maximum readability.

f. To protect confidentiality, all individuals involved in the reporting option process must have an official need to know, in accordance with references (a) and (b).

g. Do not destroy original copies of the DD 2910s after upload to DSAID. Originals are maintained under double lock and key, in accordance with reference (a).

h. The 50-year retention date does not restart if the victim converts his/her report from Restricted to Unrestricted.

i. An example of a completed DD 2910 is attached as enclosure (1) of this chapter.

j. Points of contact for additional information can be found on the HQMC SAPR Workspace at:  
<https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.





## CHAPTER 6

### SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) TRAINING

Ref: (a) DODI 6495.02  
(b) MCO 1752.5C  
(c) NAVMC 1752

1. Purpose. Reference (a) established Department of Defense (DoD) policy and procedures on conducting SAPR training for SAPR personnel, Marines, and attached Sailors.

#### 2. Procedures

a. Sexual Assault Response Coordinator (SARC) and SAPR Victim Advocate (VA) Training:

(1) All potential SARCs and SAPR Victim Advocates (VA) receive initial United States Marine Corps (USMC) SAPR VA training. Potential SARCs receive USMC SARC training equivalent to the SARC billet he/she may be appointed to fill. This does not satisfy the annual SAPR training requirement.

(2) Any advocacy training outside of USMC-created curriculum is not authorized without prior approval from Headquarters Marine Corps (HQMC) SAPR.

b. All Marines and attached Sailors receive the respective annual SAPR training for their rank every fiscal year.

(1) Only training curricula created and approved by HQMC SAPR satisfy annual training requirements.

(2) Annual SAPR training requirements are met via Step Up Bystander Intervention training (E1-E3), Take a Stand (E4-E5), pre-command/Senior Enlisted Leader training taught by HQMC SAPR personnel, and all-hands annual SAPR training.

(3) Pre-deployment training does not meet the requirement for SAPR annual training. Pre-deployment training is to provide resources and information at the place of deployment in addition to SAPR annual training.

(4) Include SAPR in the training plan. Annual SAPR training is to be tracked, completed, and documented, to include specialized training by rank.

c. Annual SAPR training and PME Period of Instructions (POI) are the minimum requirements. HQMC SAPR recommends the following to leaders at all levels to further build awareness and skills for sexual assault prevention and response:

(1) All training should be conducted in groups of 30 or less with leadership involvement.

(2) Promote leader and peer-led discussions about healthy behaviors and sexual assault outside of the annual training requirements. The following resources are available to assist in facilitating discussion:

(a) Ethical Discussion Guides (EDG) with videos and facilitators' guide provide scenario-based discussions. EDGs are available by submitting a request to [SMB.Manpower.SAPR@usmc.mil](mailto:SMB.Manpower.SAPR@usmc.mil).

(b) Department of the Navy pre-planned response cards help Marines and Sailors navigate challenging situations associated with sexual assault. Resources available at <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.

(c) Department of the Navy "Atlantic: A Graphic Novel on Consent" and facilitators' guide can help groups engage in conversations to promote healthy sexual behavior and prevent sexual assault. Resources available at <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.

(d) Resources will continuously be updated and made available on the Leadership Toolkit and SAPR Workspace at <https://ehqmc.usmc.mil/sites/family/mfb/SAPR/SitePages/Launch.aspx>.

#### 4. Additional Instructions

a. Commands report the completion of SAPR annual training through Marine Corps Total Force System (MCTFS) or Marine Online Training Module using the following codes: SE (Step Up Bystander Intervention Training for Junior Marines); SB (Take a Stand Training for NCOs); AT (All-hands Annual Training, Pre-Command/Senior Enlisted Leader Training, and approved PMEs).

b. Only HQMC SAPR personnel and SARCs are authorized to train the trainers for SAPR trainings.

c. Points of contact for additional information can be found on the HQMC SAPR Workspace at: <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.

## CHAPTER 7

### SEXUAL ASSAULT RESPONSE TEAMS (SART)

Ref: (a) DoDI 6495.02  
(b) MCO 1752.5C  
(c) NAVMC 1752

Encl: (1) Template Roster and Minutes  
(2) Template SART Agenda

1. Purpose. Reference (a) established Department of Defense (DoD) policy and procedures for conducting a Sexual Assault Response Team (SART) at each installation. The SART supports first responders, providing a collaborative approach toward efficient investigative practices, forensic evidence collection, and victim advocacy and care. By its nature, the SART's efficiency is gained by partnering first responders with victims and key stakeholders to ensure supportive services from the initial interaction with a victim to the conclusion of supportive services and care.

#### 2. Procedures

a. SARTs are installation assets that support commanders and victims. SARTs capitalize on existing capabilities across installations.

(1) Each Marine Corps installation facilitates its own SART.

(2) Marine Corps Recruit Depots (MCRD) and Marine Corps Air Ground Combat Center, Twenty Nine Palms facilitate its own SART.

(3) Marine Corps Recruiting Command (MCRC) participates in the SART associated with the respective recruiting region headquarters:

(a) Eastern Recruiting Region participates in the MCRD Parris Island installation SART.

(b) Western Recruiting Region participates in the MCRD San Diego installation SART.

(4) Marine Forces Reserves (MARFORRES) facilitates its own SART.

b. The installation commander chairs the SART. This is non-delegable below the Deputy Installation Commander. In coordination with the supporting installation Sexual Assault Response Coordinator (SARC), the SART chair ensures that SART meetings are conducted no less than quarterly to monitor the community-level coordination of services for sexual assault victims.

(1) The SART consists of the following personnel: installation commander; installation SARC; Naval Criminal Investigative Service (NCIS); SARCs; Sexual Assault Prevention and Response (SAPR) Victim Advocates (VA); Staff Judge Advocate (SJA); Victims Legal Counsel (VLC); mental health services; Marine Corps Community Service (MCCS) Behavioral Health; and Sexual Assault Medical Forensic Examiner (SAMFE). Additional members may be included to address specific victim or systemic concerns at the SART Chair's request.

(2) Participants in the SART are individuals who can address trends and persistent challenges and work to institute changes.

c. For those installations where 24/7 medical care and all first responders are available on the installation, the SART serves as an initial response capability, ensuring immediate victim response in a coordinated fashion.

(1) Installations facilitate victim care through coordinated response across all key stakeholders where 24/7 medical care, SARCs, SAPR VAs, NCIS, and a SAFE capability are not available. This requirement may be satisfied by comprehensive coordination with each service delivery system, to include civilian representatives who provide care for victims of sexual assault.

(2) This can be achieved by inviting community representatives to the SAPR program review meeting required by reference (b). This meeting satisfies the requirement for a SART and can be held prior to or at the conclusion of the Case Management Group (CMG).

d. The goals of the SART include:

(1) Provide a joint, effective, and thoughtful approach to victims of sexual assault.

(2) Increase victim's endurance in regards to seeing the legal process through to completion by providing sustained support, while reducing re-victimization.

(3) Ensure victims have the best and most comprehensive services available.

(4) Promote consistency and coordination by and between law enforcement, advocates, forensic examiners, prosecutors, and other SAPR stakeholders.

(5) Improve communication and foster good working relationships between SAPR stakeholders.

(6) Provide a forum for problem-solving and development and implementation of comprehensive best practices.

(7) Assist communities in the creation, evaluation, and development of coherent and effective protocols, processes, and policy related to care for military victims of sexual assault.

(8) Note any deficiencies or barriers in victim care, or any other concerns, and present them at the monthly CMG.

(9) Identify issues having a significant impact on the SAPR program aboard the installation and collaborate an effective resolution.

(10) Provide a mechanism for the installation to elevate matters having a significant impact on their SAPR program to the Headquarters Marine Corps (HQMC) Sexual Assault Advisory Group (SAAG).

e. HQMC SAPR facilitates a multi-disciplinary SAAG, in accordance with reference (b).

(1) The SAAG is composed of key stakeholders, to include, but not limited to: NCIS; Family Advocacy Program; Religious Ministries; Plans, Policies, and Operations; Military Policy for Equal Opportunity; Training and Education Command (TECOM) SARC; the Navy Bureau of Medicine and Surgery; Judge Advocate Division; Behavioral Health; Marine Corps Installation Command (MCICOM) SARC; and Health Services.

(2) Trends and issues identified at the local level can be elevated to the HQMC SAAG to be considered as a topic for discussion.

### 3. Additional Instructions

a. To protect confidentiality, all individuals involved in the SART must have an official need to know.

b. The installation SARC maintains meeting minutes in accordance with Marine Corps Records Management and uploads a copy to the SAPR Workspace in accordance with reference (b). The minutes include a record of attendance, action plan(s) to mitigate risk, and safety concerns. A template is included as enclosure (1).

c. Points of contact for additional information can be found on the HQMC SAPR Workspace at:  
<https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.

# EXAMPLE SEXUAL ASSAULT RESPONSE TEAM MINUTES

## LOCATION/INSTALLATION

(\*\*Note: If there are individuals outside DoD then information that is found in Privacy Act system of records may not be disclosed to those individuals without consent of individual concerned.)

**Date:**

**Invited:**

**Attendees Present:**

**Case Overview:**

- Number of cases in AOR
  
- Trends (Narrative – i.e. on base; in barracks; alcohol involved; locations off base; how victim entered the system (SAPR VA/Helpline/law enforcement); rank difference between victim and subject).

**Systemic Concerns:** (These are examples.)

- Crisis Response, Law Enforcement Response, MTF/Medical Care
  - Wait times:
    - How long before SAPR VA in-person response to victim?
    - How long did victim spend with law enforcement?
    - How long did victim wait to be seen by medical?
- Access to mental health and counseling treatment?
- Gaps/duplications of services?
- Can systemic issues be addressed at the local level?
  - If yes, what is the COA/timeline/POC?
- Additional systemic concerns identified by the Installation?

**Systemic Concerns to be submitted to HQMC SAPR for guidance and/or resolution**

**Problems/challenges/barriers with implementing DoD, DON, MCO policies**

**Timelines for actionable items**

**Update local resource list (on-going)**

**Open Discussion**

**MINUTES REVIEWED BY SART**

(DATE) (SARC SIGNATURE)

**MINUTES SENT TO HQMC SAPR (via Workspace)**

(DATE) (SARC SIGNATURE)



# United States Marine Corps



## Sexual Assault Prevention & Response Program

### Sexual Assault Response Team Meeting Agenda

[LOCATION/REGION/INSTALLATION]

**Date:**

**Case Overview:**

*Number of cases in AOR/Region/Installation:*

*Trends: (Narrative – i.e. on base; in barracks; alcohol involved; locations off base; how victim entered the system (UVA/VA/Hotline/law enforcement); rank difference between victim and subject).*

**Systemic Concerns:**

*Crisis Response, Law Enforcement Response, MTF/Medical Care*

*Wait times*

*How long before VA/UVA in-person response to victim?*

*How long did victim spend with law enforcement?*

*How long did victim wait to be seen by medical?*

*Access to mental health and counseling treatment?*

*Gaps/duplications of services*

**Systemic Concerns to be submitted to HQMC SAPR for guidance and/or resolution**

**Problems/challenges/barriers with implementing DoD, DON, MCO policies**

**Timelines for actionable items**

**Update local resource list (on-going)**

**Open Discussion**

**“Preventing Sexual Assault Is Everyone’s Duty”**

## CHAPTER 8

### SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) RECORDS MANAGEMENT

Ref: (a) DoDI 6495.02  
(b) MCO 1752.5C  
(c) MCO 5210.11F  
(d) NAVMC 1752

Encl: (1) List of Records and Destruction Dates

1. Purpose. References (a) through (d) establish Department of Defense (DoD) and Marine Corps policies and procedures regarding the retention and destruction of records.

#### 2. Procedures

a. Records retention starts the first day of the year after files are closed.

(1) Files closed should not be destroyed until their full retention has been reached, in accordance with reference (c). See enclosure (1) for a list of SAPR-related documents and their destruction dates.

(2) As of Fiscal Year 2019 (FY 19) records are to be held electronically. Few exceptions remain, e.g., the Department of Defense Form 2910. The requirements listed in enclosure (1) are electronic cutoffs.

(3) Paper case files are not to be held beyond the scope of the victim receiving SAPR services.

(a) Files are destroyed once the victim is no longer receiving services and the case is closed in the Department of Defense Sexual Assault Incident Database (DSIID).

(b) This does not include the DD Form 2910, which is to be maintained in accordance with references (a) and (d).

#### 4. Additional Instructions

a. To protect confidentiality of the victim, all individuals involved in the handling of SAPR records must have an official need to know.

b. Standard Subject Identification Codes (SSICs) are provided in enclosure (1) for further reference.

c. Headquarters Marine Corps (HQMC) SAPR maintains all Critical Incident and Expedited Transfer requests on a secure Management Information (MI) share drive.

d. Removing or destroying records without authorization, or maintaining records beyond their destruction dates may result in penalties per reference (c).

e. Points of contact for additional information can be found on the HQMC SAPR Workspace at:

<https://ehqmc.usmc.mil/sites/mfb/SitePages/Home.aspx>.

Enclosure 1

**MARINE CORPS SAPR RECORDS MANAGEMENT**

<b>Document</b>	<b>SSIC</b>	<b>Destruction Date</b>
40-hour Training Certificate	1000-26	Destroy 7 years after completion of training.
Appointment Letters	5000-80	Destroy 3 years after the end of the current calendar year, (i.e. letter is dated 15 Jun 16, destroy 31 Dec 19).
CMG Minutes and Rosters	5000-80	Destroy 3 years after the end of the current calendar year, (i.e. CMG dated May 2017, destroy 31 December 2020).
CMG Rosters	5000-80	Destroy 3 years after the end of the current calendar year.
Case Files (Paper)	-	Destroy upon victim no longer receiving SAPR services and case closure in DSAID. (For example, "Victim Services Log.")
Command Resource Brief	4000-25	Destroy 7 years after completion of brief.
Continuing Education Documentation	1000-26	Destroy 7 years after completion of training.
Critical Incident	-	Destroy immediately upon verification of receipt by MCCA HR and HQMC SAPR.
DD 2910	DAA-0330-2015-0006-0001	Unrestricted Reports to be maintained in DSAID and under double lock and key for 50 years. Restricted Reports to be maintained under double lock and key for 50 years.
DD 2965	DAA-GRS-2013-0001	Destroy immediately after information is input into DSAID. Not to be retained for longer than 8 days.
D-SAACP Application and Certification	12000-46	Destroy when 3 years old.
Expedited Transfer Requests	-	Destroy immediately upon verification of receipt by HQMC SAPR. HQMC SAPR retains the originals.
HRRT Minutes and Rosters	5000-80	Destroy 3 years after the end of the current calendar year.
Memorandums for the Record (MFRs)	4000-25	Destroy after 7 years.
Rosters of SAPR Personnel	5000-80	Destroy 3 years after the end of the current calendar year.
SARC Training Certificate	1000-26	Destroy 7 years after completion of training.

Enclosure 1

<b>Document</b>	<b>SSIC</b>	<b>Destruction Date</b>
SART Meeting Minutes and Rosters	5000-80	Destroy 3 years after the end of the current calendar year.
Safety Assessment Worksheet	-	Destroy immediately after information is input into DSAID.
USMC Inspection Reports	5000-69	Destroy 7 years after the end of the current calendar year.
Unit Training Rosters	1000-26	Destroy 7 years after completion of training.
<p><i>Please note that most of these items are held electronically. The requirements listed are for electronic cutoffs, in accordance with Marine Corps Records Management. Few exceptions will remain - for example, the DD 2910.</i></p>		

## CHAPTER 9

### INSTALLATION 24/7 SEXUAL ASSAULT SUPPORT LINES AND SUPPORT MATERIALS

Ref: (a) DoDI 6495.02  
(b) DoDI 6495.03  
(c) MCO 1752.5C  
(d) NAVMC 1752

1. Purpose. To provide Marine Corps commanding officers (CO), Sexual Assault Response Coordinators (SARC), and Sexual Assault Prevention and Response (SAPR) Victim Advocates (VA) with detailed procedures for program oversight, instruction, and execution of support resources.

#### 2. Procedures

a. Installation 24/7 Sexual Assault Support Lines are stand-alone phone lines that provide advocacy, information, and referrals for victims of sexual assault.

b. All calls are answered directly by a certified and appointed (hereinafter referred to as "credentialed") SARC or SAPR VA who is able to provide relevant information, preserve Restricted Reporting confidentiality, and initiate advocacy services.

c. Installation 24/7 Sexual Assault Support Lines do not have voicemail capabilities.

d. All calls not immediately answered are returned within 15 minutes by a credentialed SARC or SAPR VA.

(1) All calls not answered by the fifth ring are forwarded to the Department of Defense (DoD) Safe Helpline at 877-995-5247.

(2) All warm handoffs from the DoD Safe Helpline will result in a successful real-time transfer to a credentialed SARC or SAPR VA.

(3) Installation SARCs provide at least one victim-access phone number via the SARC Workspace for the DoD Safe Helpline which is periodically reviewed and updated.

(4) Service-specific victim support phone lines and the DoD Safe Helpline (877-995-5247) are displayed on the websites of all installations and reserve centers. The same numbers are used on local posters and in displays.

e. The installation commander is responsible for ensuring an Installation 24/7 Sexual Assault Support Line is available and that support offered meets the DoD performance standards.

f. The installation SARC is responsible for the implementation and oversight of the Installation 24/7 Sexual Assault Support Line,

SAPR webpages, and SAPR posters within their area of responsibility (AOR).

g. SAPR personnel staffing the Installation 24/7 Sexual Assault Support Line are expected to answer the phone directly.

(1) Personnel assigned to the Installation 24/7 Sexual Assault Support Line ensure calls are answered by an alternate credentialed SARC or SAPR VA during scheduled periods of unavailability (e.g., when assisting a victim in person).

(2) In the event of a missed call, the SARC or SAPR VA assigned to the Installation 24/7 Sexual Assault Support Line returns the call to the phone number displayed within the required 15-minute time frame, unless the call has been reconnected back to a SARC or SAPR VA by DoD Safe Helpline personnel.

(3) Marine Corps Recruiting Command (MCRC) uses the Installation 24/7 Sexual Assault Support Line associated with the respective recruiting region headquarters.

(a) Eastern Recruiting Region uses the Marine Corps Recruit Depot (MCRD) Parris Island Installation 24/7 Sexual Assault Support Line.

(b) Western Recruiting Region uses the MCRD San Diego Installation 24/7 Sexual Assault Support Line.

(4) Marine Forces Reserves (MARFORRES) has an independent 24/7 Sexual Assault Support Line, which is displayed throughout the Marine Corps in addition to installation information.

h. All official command and installation websites (both .mil and .org), public websites or social media pages, and printed SARC and SAPR VA posters display the respective Installation 24/7 Sexual Assault Support Line phone number and the DoD Safe Helpline number/logo.

(1) Only SARC posters may include office phone numbers and their SAPR Program issued cell phone number in addition to the Installation 24/7 Sexual Assault Support Line and the DoD Safe Helpline.

(2) No other numbers are authorized for display on SAPR support materials.

(3) Official SAPR command and installation websites, printed material, SARC voicemail, and voicemail for SAPR VAs who have been issued a SAPR phone, comply with the following protocols:

(a) The Installation 24/7 Sexual Assault Support Line and DoD Safe Helpline phone numbers are prominently identified within three clicks of the homepage. Ensure the Installation 24/7 Sexual Assault Support Line is clearly distinguished from other program helplines or phone numbers.

(b) Personal or command-issued phone numbers, whether mobile or landline, are not authorized for display or publication. Command SARCs and SAPR VAs provide these phone numbers to the installation SARC for the purposes of facilitating timely access or a warm handoff.

(c) On printed material such as business cards and brochures, office phone numbers and business hours for SARCs are clearly labeled to reduce confusion for victims seeking immediate assistance after duty hours. Office phone numbers, cell phone numbers, and business hours are not included on SAPR VA posters.

(d) If located on a non-Marine Corps military installation, display the Sister service Installation's 24/7 Sexual Assault Support Line and the DoD Safe Helpline on the command/detachment website, posters, and any other appropriate printed material.

(e) SARC and civilian SAPR VA office voicemail messages direct individuals who may need SAPR services to the Installation 24/7 Sexual Assault Support Line for assistance.

### 3. Additional Instructions

a. Installation SARCs conduct, at minimum, monthly audits of the Installation 24/7 Sexual Assault Support Line and resource information on the DoD Safe Helpline website. Notify HQMC SAPR of results of audits monthly and provide updated or corrected information when indicated via the SARC Workspace on Gear Locker.

b. SARCs conduct, at minimum, monthly audits of SAPR websites of commands within their AOR.

c. HQMC SAPR conducts periodic audits of the Installation 24/7 Sexual Assault Support Line, websites, posters, and any other SAPR support materials to ensure compliance with policies and guidance.

d. POCs for additional information can be found on the HQMC SAPR Workspace at: <https://ehqmc.usmc.mil/sites/family/mfb/SitePages/Home.aspx>.