



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
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II MEFO 1752.5  
SAPR  
AUG 13 2012

II MARINE EXPEDITIONARY FORCE ORDER 1752.5

From: Commanding General  
To: Distribution List

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM

Ref: (a) MCO 1752.5A  
(b) MCO 3504.2  
(c) DoDD 6495.01  
(d) DoDI 6495.02  
(e) BUMEDINST 6310.11

Encl: (1) Commanding Generals'/Commanding Officers' SAPR  
Program Checklist  
(2) Sexual Assault Report and Response Flowcharts  
(Restricted and Unrestricted)  
(3) Uniform Victim Advocate (UVA) Selection Criteria  
for Commanders and UVA Job Description  
(4) Sexual Assault Response Coordinator (SARC)  
Responsibilities (Selection Criteria)/Training  
Requirements and Job Description  
(5) II Marine Expeditionary Force (II MEF) Monthly  
Sexual Assault Report Matrix  
(6) CMC ltr 1700 MFC-3 of 7 Sep 11  
(7) OPREP-3 SIR Sample Message  
(8) CMC ltr 1752 MFC-3 of 28 Feb 12 (w/ sample letters)  
(9) Automated Inspection Reporting System (AIRS)  
Detailed Inspection Checklist #963

1. Situation

a. Sexual assault continues to cause grievous harm in II MEF and the Marine Corps. A recent in-depth analysis conducted by the II MEF Sexual Assault Prevention and Response Program Officer (SAPRO) underscores the need for continued attention to this issue. This Order provides commanders with the most recent information on sexual assault prevention and

response within the Marine Corps and offers specific ways to address the key issues.

b. Specifically, the key issues are: (1) our principle victims are young, first term, Marines and Sailors (85 percent are females and 15 percent are males), (2) the vast majority of these crimes involve alcohol and take place between 1800 and 0600, (3) at least one third of these crimes take place in our Bachelor Enlisted Quarters (BEQ), and half take place at off-base parties and get-togethers (involving alcohol consumption).

2. Mission. Commanders, at all levels down to the battalion/squadron level, shall become personally knowledgeable and directly involved in the Marine Corps' SAPR Program to establish a strong and cohesive zero tolerance message throughout II MEF to eradicate sexual assault as soon as possible.

3. Execution

a. Commander's Intent. All subordinate commanders within II MEF shall take a direct approach in confronting sexual assault. To meet this objective, every commander must first focus on the absolute need to create a command climate in which every Marine and Sailor is treated with dignity and respect, regardless of circumstance, and wrongdoers are consistently held accountable. Clearly, such a command climate does not tolerate sexual assault or tolerate any form of sexism or sexual harassment. Next, commanders must focus on the facts and statistics cited in paragraph 1b to develop SAPR Programs that aggressively counter sexual assaults.

b. Philosophy. All members of II MEF must be fully committed to maintaining the highest standards of personal conduct, morality and respect for human dignity. As leaders, we have a paramount duty to ensure the physical, emotional and mental welfare of our Marines and Sailors. Sexual assault impacts all areas of a victim's life, including emotional, physical and mental well-being. Sexual assault has a high potential to lead to isolation, depression, substance abuse, post traumatic stress disorder (PTSD) and suicidal ideations. Moreover, sexual assault does immeasurable damage to unit cohesion and splits the bonds of trust that hold us together as Marines. The bottom line: sexual assault is completely

abhorrent and is contrary to everything we believe in and fight for; it will not be tolerated.

c. Policy. If a member of II MEF is the victim of sexual assault, they will be treated with the utmost sensitivity, decency and respect. Victim safety will be paramount at all times. Victims will receive appropriate medical, emotional, psychological and social services support. Victims who choose to make a "restricted report" will have that choice honored absolutely. Any member who chooses to condone or ignore allegations of sexual assault will be subject to administrative and/or disciplinary action as deemed appropriate. All actions regarding sexual assault will be in strict compliance with reference (a) and this Order.

d. Concept of Operations. All commanders, down to and including the battalion/squadron level, shall immediately and actively engage, using reference (a) and the guidance contained herein, to ensure that their SAPR Programs are focused, dynamic and highly effective.

e. Tasks

(1) Commanding Generals and Commanding Officers

(a) Relevant Department of Defense (DoD), Department of Navy (DoN) and Marine Corps directives emphasize that there are three foundational elements to the SAPR Program. The three foundational elements are sexual assault "prevention," "response" and "accountability." Accordingly, plan, develop and maintain SAPR programs that purposefully consider and reflect enumerated prevention, response and accountability strategies and actions, as contemplated by reference (a), and as more fully set forth herein (specifically, see "Commanding Generals'/Commanding Officers' SAPR Program Checklist" in enclosure (1)).

(b) Develop and execute dynamic and effective Command specific SAPR programs that address the following problems: (1) approximately 80 percent of victims are young/junior, first term, Marines and Sailors, (2) the vast majority of all cases (approximately 60-65 percent) involve alcohol use by both victims and alleged perpetrators, and (3) at least one third of sexual assaults take place at night within our own BEQs.

(c) In accordance with reference (a), develop and publish an effective and command-specific "Commander's Protocol for Responding to Allegations of Sexual Assault." Enclosure (1) contains a comprehensive "response" checklist that may assist commanders in meeting this requirement. Additionally, Appendix D to reference (a) may be used to meet this requirement.

(d) Review, understand and consistently execute in the event of an alleged sexual assault, the steps outlined in the flowcharts contained in enclosure (2) for both restricted and unrestricted sexual assault reporting.

(e) Ensure proper selection and supervision of Uniformed Victim Advocates (UVAs) and/or Sexual Assault Response Coordinators (SARCs) by following the selection criteria and guidance contained in reference (a) and enclosures (3) and (4). Additionally, ensure that replacement UVAs and SARCs are identified, trained and certified in advance of departure of outgoing UVAs/SARCs to ensure a detailed and thorough turnover on all open victim cases.

(f) Ensure assigned Major Subordinate Command (MSC)/Major Subordinate Element (MSE) SARCs submit, via e-mail, a detailed monthly sexual assault report to the CG, II MEF (Attn: G-1/SAPRO) using an electronic version of the enclosure (5) matrix (see enclosure (1) for detailed submission requirements).

(g) In accordance with reference (b) and recent CMC guidance contained within enclosure (6), ensure timely and accurate submission of sexual assault OPREP-3 SIRs; strictly limit information and addressees, to ensure that the privacy of victims and alleged perpetrators is protected, by carefully adhering to the format and guidance contained within enclosure (7).

(h) In accordance with reference (c), ensure that all military protective orders (MPOs) remain in effect until you affirmatively determine that an MPO is no longer needed (i.e., MPOs can only be terminated for good cause after a commander's subsequent review of the facts, situation and/or incident leading to and necessitating the initial MPO); issue replacement MPOs as needed. Also, when an MPO is issued and one or both of the effected parties live off base/installation, immediately coordinate with your assigned SARC to ensure that proper coordination is made with the base/installation commander to

notify civilian law enforcement of the existence of the document/order, modifications to the original document/order, and termination of the same.

(i) Commanding officers with special court-martial convening authority (down to the battalion/squadron level), or their senior designates (as required), SHALL meet face-to-face with the CID or NCIS agent/special agent upon completion of the investigation in order to gain a detailed and complete understanding of the facts in each case. [NOTE: NCIS is required to provide the commander with an "interim" report of investigation (ROI) every 60 days to include a "investigation complete" interim ROI, which is provided to the commander for adjudication/non-adjudication determination; that is, all NCIS reports to commanders will be titled "interim ROIs." NCIS reports only become "final ROIs" after cases are adjudicated or a non-adjudication decision is made.]

(j) Commanding Generals and Commanding Officers (down to the battalion/squadron level), or their senior designates, SHALL consult with their cognizant MSC/MSE staff judge advocates (SJAs) on all sexual assault allegations after receiving law enforcement "investigation complete" interim ROIs (from CID or NCIS) and prior to making adjudication determinations. The face-to-face CID/NCIS briefing, combined with the required consultation with assigned MSC/MSE SJAs will ensure a fully informed decision with regard to adjudication options and determinations. [NOTE: The SJA is the statutory legal advisor to a general officer and includes the SJA at II MEF; SJA at 2dMAW; SJA at 2dMLG; and SJA at 2dMARDIV; it shall also include the SJAs permanently assigned to the 22d, 24th, and 26th Marine Expeditionary Units. Consultation with jurisdictional prosecutors or the Military Justice Officer, Senior Trial Counsel, or Officer-in-Charge of the Legal Services Support section will not satisfy this requirement.]

(k) Ensure that any service member who files an unrestricted report is timely notified and afforded the opportunity to submit an expedited transfer request in accordance with CMC (MFC-3) guidance and procedure set forth in enclosure (8); also, utilize the sample letters within enclosure (8) to properly document required actions/notices.

(l) Using AIRS checklist number 963 (enclosure (9)) conduct a baseline inspection of your SAPR program within 60 days of receipt of this Order and take immediate appropriate

corrective actions on discrepancies and findings. Next, document both the inspection results and the corrective actions taken for future inspection purposes. Lastly, internally inspect your SAPR Program at least once a year. [Note, also, that "assist" inspections may be requested at anytime, except within 60 days of a scheduled Commanding General's Inspection Program (CGIP) inspection, by contacting to the II MEF Sexual Assault Prevention and Response Program Officer.]

(m) Ensure Command Inspectors General (CIG) (for the MSCs) inspect command SAPR programs, down to the battalion/squadron level, during CGIP.

(n) Publish and post, in high pedestrian traffic areas throughout your command, the following sexual assault victim hotline numbers/information:

- Camp Lejeune 24/7 "Sexual Assault Help Line:" 910-750-5852 (or equivalent specific installation/station Sexual Assault Help Line telephone number);
- "DoD Safe Helpline:" 877-995-5247, [www.SafeHelpline.org](http://www.SafeHelpline.org), or text 55-247 (inside the U.S.) and 202-470-5546 (outside the U.S.).

(2) SARC, II MEF

(a) Execute your duties in accordance with reference (a), maintain overall II MEF staff oversight of the SAPR Program and ensure full implementation of, and compliance with, this Order.

(b) Oversee and actively track all reported incidences of sexual assault within II MEF, ensuring that all facets of case management are conducted in an accurate and timely fashion.

(c) Provide the CG, II MEF, with a consolidated II MEF quarterly sexual assault report which includes identification and analysis of any trends.

(d) Upon receipt of a "command team training" program of instruction (POI) from CMC(MFC-3)/SAPRO, implement and conduct regularly scheduled SAPR training for 05/06 level commanders and their senior enlisted advisors.

(e) Maintain regular staff liaison with the SJA, II MEF, to monitor sexual assault adjudications within II MEF.

(f) As the II MEF SAPR Program subject matter expert (SME), support the II MEF CGIP during scheduled inspections.

(g) Continually analyze, assess and evaluate the II MEF SAPR Program for noted efficiencies and successes, and/or trends requiring corrective actions, then make recommendations for special SAPR Program assessments as necessary.

(h) Conduct specialized/customized training for Chaplains, Judge Advocates and Health Care Providers (HCPs).

(i) Conduct appropriate liaison and coordination with installation/station SAPR Program Managers and the II MEF Public Affairs Officer (PAO) to ensure successful Sexual Assault Awareness Month (SAAM) announcements (April), training events and other planned activities.

(j) Continue liaison with higher headquarters to remain current on likely future developments in the DoN and Marine Corps SAPR Programs.

(k) Stand-up and maintain an effective II MEF SAPR Program website.

(4) SJA, II MEF

(a) Support and advise commanders and the II MEF SARC/SAPRO on the implementation of, and compliance with, this Order.

(b) Ensure that II MEF MSC and MSE SJAs are aware of this Order and fully comply with it.

(c) Ensure cognizant MSC/MSE SJAs consult with and advise CGs/COs on all sexual assault law enforcement reports of investigation, to assist them in making appropriate disposition determinations.

(d) Maintain staff liaison with the II MEF SARC/SAPRO per reference (a) to provide results of sexual assault adjudications and to develop more refined formal/permanent protocols concerning the same.

(e) Ensure II MEF SJAs are trained in the SAPR Program as outlined in Appendix K of reference (a).

(5) CIG, II MEF. Ensure that the SAPR Program is regularly and consistently inspected during the CGIP.

(6) Chaplain, II MEF. Ensure II MEF Chaplains are trained in the SAPR Program as outlined in Appendix H of reference (a).

(7) Surgeon, II MEF. Ensure II MEF HCPs are trained in the SAPR Program as outlined in references (d) and (e).

(8) Public Affairs Officers, II MEF

(a) In coordination with the II MEF SJA and the SARC/SAPRO, regularly publish in the Globe and other appropriate major installation/station newspapers results of sexual assault courts-martial and adjudications, within the constraints of the Privacy Act.

(b) In coordination with the II MEF SARC/SAPRO and installation/station SAPR Program Managers and PAOs conduct appropriate coordination to ensure successful support of SAAM announcements, training events and other planned activities.

#### f. Coordinating Instructions

(1) Information Management Officer, II MEF. Ensure that a signed copy of this Order is posted to both the II MEF intranet and public websites, as soon as possible.

#### 4. Administrative and Logistics

a. This Order is approved by CG II MEF.

b. Recommendations for changes or modification to this Order are invited. Recommendations should be forwarded by endorsement to the CG via the chain of command.

#### 5. Command and Signal

a. Command. This Order is applicable to all active duty and reserve service members attached to II MEF and its subordinate commands and elements.

b. Signal. This Order is effective the date it is signed.

  
R. C. FOX

DISTRIBUTION: A

COMMANDING GENERALS'/COMMANDING OFFICERS' SAPR PROGRAM  
CHECKLIST:

1. Prevention

a. Leadership

(1) Established a command climate of prevention that is predicated upon mutual respect and trust, that recognizes and embraces diversity, and that values the contributions of its members?

(2) Reassured members of your personal commitment to maintaining a healthy environment that is safe and contributes to their well-being and mission accomplishment?

(3) Reiterated your "zero tolerance" policy on sexual assault and the potential consequences for those who violate the law?

(4) Kept a "finger on the pulse" of the organization's climate and responded with appropriate action toward any negative trends that emerge?

(5) Published and posted, in common/high pedestrian traffic areas, a "Command Policy Letter on Sexual Assault Awareness and Prevention" (Appendix P, reference (a), pertains and is provided, therein, as a sample for the same)?

(6) Published a "Commander's Protocol for Responding to Allegations of Sexual Assault" (Appendix D, reference (a), pertains and is provided, therein, as a sample for the same)?

b. Training

(1) Conducted required annual SAPR Program training, in accordance with reference (a), utilizing existing CMC (MFC-3) sponsored PowerPoint presentations?

(2) Conducted annual Marine Core Common Skills (MCCS) training for: MCCS-CORE-1016 (describing rape

prevention) and MCCS-CORE-1017 (describing sexual assault regulations)?

(3) Conducted pre-deployment sexual assault training in accordance guidance provided at paragraph 6.b., pp 4-4, of reference (a)?

(4) Trained individual command Marines, Sailors, civilians, internal guard, duty personnel, etc., on implementing the "Commander's Response Protocol for Responding to Allegations of Sexual Assault?"

c. Awareness

(1) Ensured that copies of the command's "Policy Letter on Sexual Assault and Awareness and Prevention" are posted throughout the command's common areas?

(2) Ensured that photos of the UVAs and/or SARC are prominently posted throughout the command in all common areas (e.g., battalion/squadron/company office and high pedestrian traffic areas) along with relevant contact information?

(3) Ensured that information on victim support services, points of contact, installation/station rape crisis hotlines, Military OneSource, etc., are posted in the unit common/high pedestrian traffic areas?

(4) Ensured that UVAs are required to participate in unit welcome aboard brief and that they are on the unit check-in list?

2. Response

a. Ensured the command is fully prepared to respond to any sexual assault by selecting and appointing the most qualified candidates to become SARCs and UVAs?

b. Upon completion of UVA and/or SARC training/certification, conducted a face-to-face meeting with your SARC/UVA and issued your commander's guidance/intent?

c. In the event of an unrestricted sexual assault being reported, the commanding officer personally took charge and ensured compliance with the command's own "Commander's Protocol for Responding to Allegations of Sexual Assault?"

d. The commanding officer personally ensured that ALL ALLEGATIONS of sexual assault, no matter what the circumstances or who was making the allegations, were properly referred to a military criminal investigative office (MCIO) (e.g., NCIS, CID) for proper criminal investigation?

NOTE # 1: For emphasis, the command never conducts its own preliminary inquiry to substantiate or non-substantiate any sexual assault allegations.

e. Ensured that all service members who filed an unrestricted report were timely notified and afforded the opportunity to submit an expedited transfer request in accordance with CMC (MFC-3) guidance and procedure set forth in enclosure (8) herein, including properly documenting the same.

### 3. Accountability

a. System Accountability. Ensured the assigned command/unit SARC accomplished the following:

(1) Assisted/advised in drafting and posting the "Command's SAPR Policy Letter;" assisted in training staff, subordinate commanders and duty personnel, and others as designated, concerning the same?

(2) Assisted/advised in drafting the "Commander's Response Protocol for Responding to Allegations of Sexual Assault;" assisted in training staff, subordinate commanders and duty personnel, and others as designated, concerning the same?

(3) Posted, throughout the command's common/high pedestrian traffic areas, a picture of himself/herself along with his/her contact information?

(4) Assisted/advised in selecting and screening UVA candidates for training, certification and assignment within the command?

(5) Regularly (at least semi-annually) meets with and trains all command UVAs on the "Commander's SAPR Policy Letter" and the "Commander's Response Protocol to Responding to Sexual Assaults," lessons learned, and other issues, as identified?

(6) Assisted all UVAs in the initial and follow-on handling of all sexual assault allegations within the command?

(7) Provided regular monthly updates to the commander on the status of all unrestricted cases within the command (and documents/logs said updates)?

(8) Tracked the precise status and disposition of all sexual assault cases for the command?

(9) Executed a "case management" function to include the following three areas: (1) tracked all support services provided from the initial sexual assault report through final legal disposition, or other resolution, of each case; (2) ensured monthly updates were provided to all victims on any ongoing investigation, medical, legal, or command proceedings regarding their sexual assault (and documents/logs said updates), (3) ensured all victims received a copy of DD Form 2701 (Initial Information for Victims and Witnesses of Crimes)?

(10) Assisted/advised in meeting the sexual assault training requirements for annual, MCCS and pre-deployment training?

(11) Within 24 hours of receiving a "restricted report" of a sexual assault, informed the senior commander and victim's commander of only the "when and where" of the incident?

**NOTE # 2:** For emphasis, concerning a "restricted report," the identities of the victim and the alleged perpetrator shall not be divulged to include any information that could lead to a deduction of the same.

(12) Attended, as necessary, the monthly installation SAPR Program Manager's/SARC's multi-disciplinary "Case Management Group CMG) Meeting" and briefed command cases as scheduled/required?

(13) Using enclosure (5), herein, provided a monthly case disposition report to the II MEF SARC by the fifth (5<sup>th</sup>) working day of each month, via e-mail attachment, including a detailed disposition of all "open" cases through the last day of the prior month (e.g., a report provided/due by 5 Aug would include a disposition for all open cases from one (1) through - 31 Jul)?

b. Individual offender Accountability - Victim and Alleged Offender in Same Command: Ensured coordination with the servicing legal office or SJA to accomplish the following:

(1) Consulted with the servicing legal office or SJA upon receiving a report of sexual assault, as soon as practicable?

(2) Notified the appropriate MCIO (e.g., NCIS or CID) of the sexual assault, as soon as practicable; AGAIN, DO NOT INITIATE, OR ALLOW TO BE INITIATED, ANY TYPE OF INTERNAL COMMAND PRELIMINARY INQUIRY (FORMAL OR INFORMAL) TO DETERMINE THE PERCEIVED MERITS OF ANY SEXUAL ASSAULT ALLEGATION?

(3) Avoided questioning the alleged offender about the sexual assault allegations, to the extent possible, since doing so could jeopardize the criminal/NCIS investigation?

(4) If questioning of the alleged offender was necessary, advised the service member of his/her Article 31(b), UCMJ, rights?

(5) Strictly limited information pertinent to a criminal NCIS/CID investigation to those who have a legitimate need to know?

(6) Ensured that procedures were in place to inform the alleged offender about available counseling support; as appropriate, referred the alleged offender to available counseling groups or support services?

(7) With advice and assistance from the SARC, civilian advocate, UVA and legal/SJA, as appropriate, determined the need for a Military Protective Order (DD Form 2873)?

(8) Continuously monitored the well-being of the alleged offender, particularly for any indications of suicidal ideation(s), and ensured appropriate intervention if required?

(9) Advised those who had knowledge of the events leading up to or surrounding the alleged sexual assault to fully cooperate with any investigation involved?

(10) As necessary, reminded members that discussion of an alleged sexual assault might compromise an ensuing or ongoing investigation?

(11) Emphasized, as necessary, that the alleged offender is presumed innocent until proven guilty?

(12) Significantly, at the conclusion of the criminal/CID/NCIS investigation, personally participated in the investigation command back brief, to become personally familiar with the evidence in the case.

(13) Sought legal counsel from assigned SJA, after personally receiving criminal/CID/NCIS back brief, in order to make a fully informed decision with regard to adjudication/non-adjudication determinations.

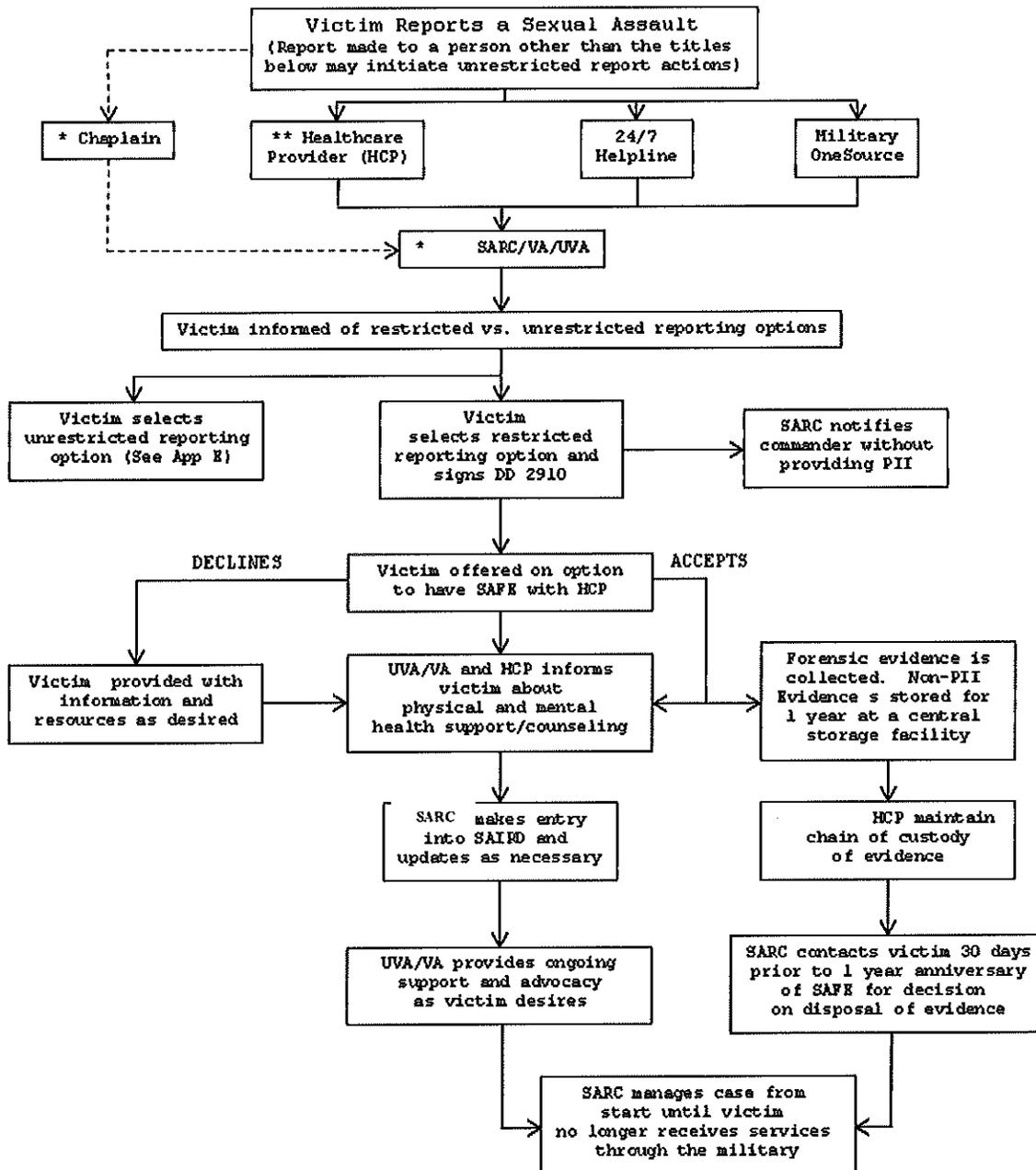
c. Individual Offender Accountability - Victim and Alleged Offender in Separate Commands: Alleged offender commander (victim was not in your command):

(1) Executed/considered all 13 action/coordination items referenced directly above, as appropriate, under "Individual offender Accountability - Victim and Alleged Offender in Same Command?"

(2) Maintained continuous liaison/communication with the victim's commander through all stages of the investigation and adjudication/final disposition?

(3) Coordinated, in detail, with the victim's commander concerning the following: (1) the physical and mental well-being of the victim (2) the need/advisability of issuing a military protective order (MPO) against the alleged offender, and (3) temporarily reassigning the alleged offender to another barracks and/or duty assignment location?

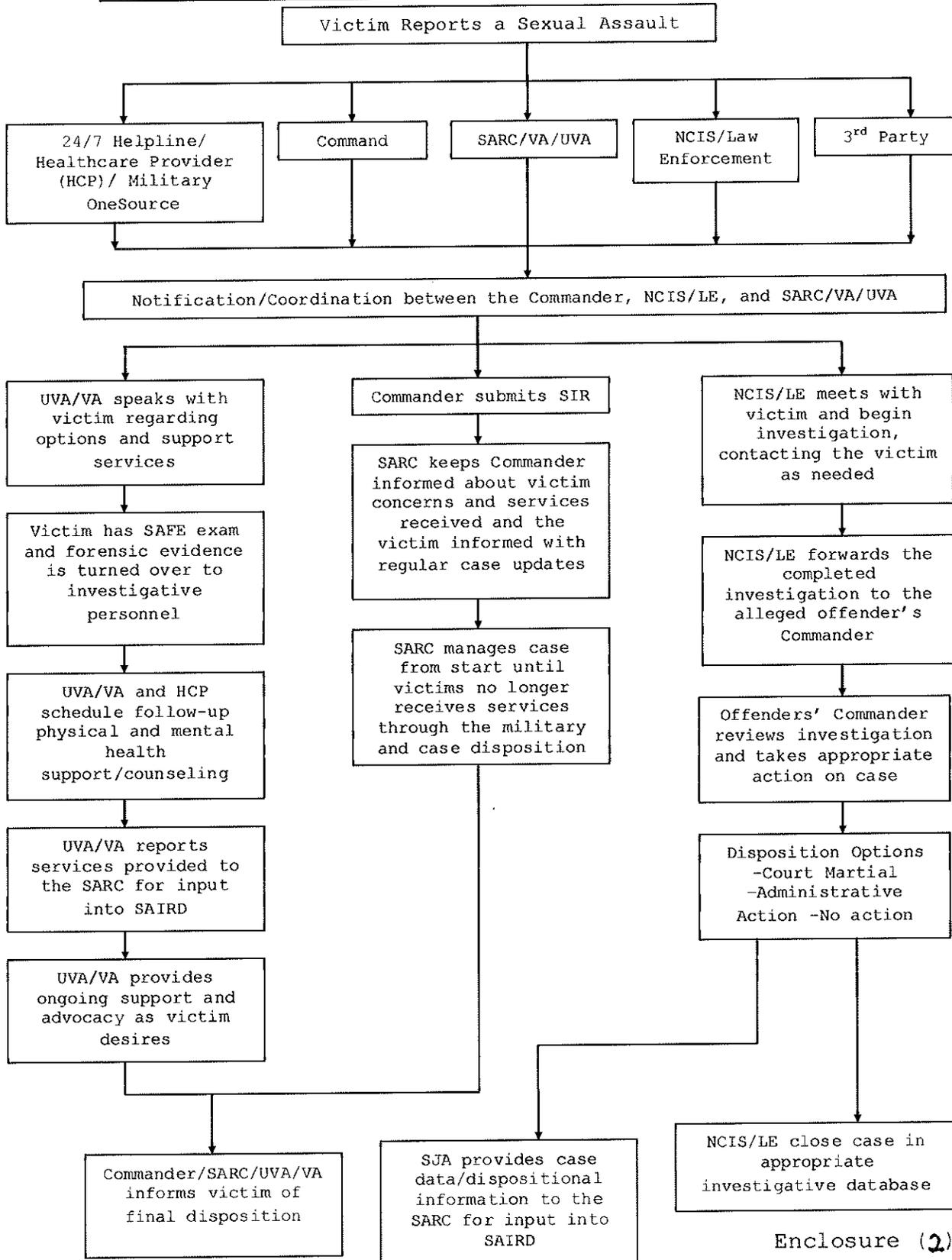
## Sexual Assault Restricted Report and Response Flowchart



\* Because of the rules governing confidential communications to chaplains (SECNAVINST 1730.9), when victims disclose sexual assaults to chaplains, the chaplain is not permitted to report the assault to the command or SARC. Chaplains are trained to explain SAPR and the role of Victims Advocates. Victims may then disclose to a SARC or VA and opt for restricted or unrestricted reporting.

\*\* Under restricted reporting, active duty victims can report a sexual assault incident to any of these individuals, who are able to explain reporting options and can offer the restricted reporting option.

## Sexual Assault Unrestricted Report and Response Flowchart



UVA Selection Criteria for Commanders

- SSgt or higher
- Not the XO, SgtMaj, Company Cmdr, 1stSgt, legal officer/SJA, EOR or EOA, law enforcement personnel, SACO, or FRO
- At least 12 months left before PCS/EAS
- Flexible schedule, available 24/7
- No adverse fitness reports in grade
- No history of sexual harassment or sexual assault allegations
- No history of court-martial
- No recent history (within past three years) of NJP
- No history of drug related incidents
- No recent history (within last three years) of alcohol related incidents
- No history of domestic violence allegations or referral to the command-directed Family Advocacy Program (FAP)
- Epitomizes Core Values of honor, courage, and commitment
- Comfortable working with all ranks
- Approachable
- Good communication skills; ability to gain rapport, good listener, and empathetic
- Comfortable with sensitive topics
- Discreet, able to maintain confidentiality
- Calm demeanor during stressful situations (no explosive personalities); exercises good judgment under adverse or emergency situations
- Cross/multi-cultural awareness
- Ability to work within established guidelines
- Ability to conduct training for unit personnel
- Ability to participate in ongoing training and monthly case management group meetings
- Ability to complete basic data entry
- Ability to care for self and ask for support

*United States Marine Corps*  
Uniformed Victim Advocate  
(UVA)  
Job Description

Uniformed Victim Advocates (UVAs) provide resources for immediate and ongoing intervention and support to victims of sexual assault.

1. **Initial Response.** The uniformed victim advocate:

- 1.1. Availability 24/7.
- 1.2. Explain confidentiality options to victim.
- 1.3. Determine immediate needs of victim.
- 1.4. Encourage victim to seek medical attention and/or forensic rape exam. Accompany the victim to this if appropriate.
- 1.5. Encourage victim to report the incident for investigation by NCIS. Accompany the victim through the investigation interviews if requested by victim.
- 1.6. Seek immediate assistance if victim is threatening harm to self or others.
- 1.7. Discuss and develop with the victim an initial safety plan.
- 1.8. Explain options regarding resources, legal recourse, medical resources, support systems, etc.
- 1.9. Notify SARC of incident.
- 2.0. Enter SAIRD data into database.

2. **Ongoing Assistance.**

- 2.1. Support the victim in decision-making by providing information and discussing available options.
- 2.2. If the installation has Marine and Family Support programs, defer case management duties to the FAP sexual assault advocates.
- 2.3. Accompany victim to appointments as appropriate until the victim identifies they no longer need or desire the support.
- 2.4. Be involved with the SARC to ensure the victim receives at least monthly updates on the status of any ongoing investigative, medical, legal, or command proceedings regarding disposition of the reported sexual assault.
- 2.5. Provide comprehensive information and referral on military and civilian resources.
- 2.6. Assist victim in gaining access to service providers as needed.
- 2.7. Offer referral information for collateral victims such as family members, co-workers, friends.

### 3. Ongoing Services.

- 3.1. Revisit safety plan periodically. The safety planning process helps victims explore their options and prioritize their actions.
- 3.2. Hand victim off to another UVA or VA depending on movement of the victim to another location or to the rear.
- 3.3. Prior to closure with victim, assess if future contact or additional resources are requested.

### 4. System Advocacy.

- 4.1. Attend the SARC's monthly meeting to represent the needs of the victim.
- 4.2. Collaborate with team members to ensure the victim's needs are met.
- 4.3. Make sure victim is aware of actions taken by the SARC monthly meeting group.

### 5. Education/Training and Public Awareness

- 5.1. Conduct annual training for the command on awareness and risk reduction to include what to do in case you become a rape victim.
- 5.2. Assist command in explaining the role of the uniformed victim advocate, how to reach you, and what you can do in case they need your services.
- 5.3. Assist SARC and Command in development and presentation of public awareness campaigns on sexual assault.

CHAPTER 3

Sexual Assault Response Coordinator (SARC)  
Responsibilities/Training Requirements

1. SARC Selection Guidance

a. The SARC shall come from the commissioned officer ranks (Colonel or Lieutenant Colonel), or the civilian equivalent. Commanders must receive prior approval from MRRS for a SARC appointment below the rank of Lieutenant Colonel. However, where requested by a Marine Expeditionary Unit (MEU) commander, MRRS will consider only requests to approve appointment of a Captain or higher. MRRS will normally disapprove requests for a MEU SARC to be appointed from ranks junior to Captain.

b. The SARC shall possess the appropriate level of maturity, life experience, and seniority to effectively perform the designated duties.

2. Certification Requirements. MRRS shall certify the SARC in their duties and responsibilities. SARC certification shall remain effective for a period of two years.

3. Delegation. SARC duties shall not be delegated beyond the Commanding General (CG) (or equivalent commander) appointed command SARC, certified assistant SARC, or another CG command SARC.

4. Program Oversight. The SARC shall serve as the center of gravity for an integrated and transparent response capability, and provide system accountability for all sexual assault awareness, prevention, response, and victim care.

5. Training Requirement

a. The SARC shall receive Victim Advocate (VA) training as a prerequisite to the SARC's baseline training listed below.

b. Sexual Assault Response Coordinator Training Requirements:

(1) Roles and Responsibilities (e.g., Command Relationship)

(2) Victim Advocate Screening

(a) Recent Victims 1

Enclosure (4)

- (b) Offenders
- (c) Personal Biases
- (3) Case Management Skills
- (4) Management Skills
  - (a) Required Reports
  - (b) Proper Documentation
    - 1 Restricted Reporting
    - 2 Unrestricted Reporting
  - (c) Training
    - 1 Victim Advocates/Uniformed Victim Advocate
    - 2 Installation Personnel civilian/military

6. Administrative Responsibilities. The responsibilities and duties within the SAPR program apply to all SARCs and Unit SARCs, unless otherwise stated. The SARC shall:

- a. Possess a copy of their appointment letter;
- b. Possess verification showing completion of certified SARC training;
- c. Possess verification showing MRRS received a copy of their appointment letter (Unit SARC excluded);
- d. Maintain a master roster of their command UVAs;
- e. Provide a master roster of trained UVAs to MRRS by January 31 for the preceding calendar year (Unit SARC Excluded).
- f. Ensure all records created are maintained per the appropriate SSIC contained in reference (1).

7. SAPR Program Operation. The responsibilities and duties within the SAPR program apply to all SARCs and Unit SARCs, unless otherwise stated. The SARC shall:

*United States Marine Corps*  
**Sexual Assault Response Coordinator**  
**(SARC)**  
**Job Description**

Sexual Assault Response Coordinators (SARCs) serve as the single point of contact for an integrated and transparent response capability and system accountability for sexual assault care at GCMCA, MAGTF, and Installation levels. The SARC is considered the center of gravity when it comes to ensuring victims receive appropriate and responsive care with timely access to appropriate services. The SARC coordinates the response to the sexual assault and places particular emphasis on victim support and safety. The SARC oversees routine management and follow up of cases through an established monthly meeting process. The SARC oversees the development and execution of training related to sexual assault. The SARC has oversight responsibility for victim advocates.

**Essential Duties and Responsibilities.** The Sexual Assault Response Coordinator:

1. Tracks services provided to the victim from initial contact through disposition and until the victim no longer requests advocacy support. Tracking will be documented in SAIRD database.
2. Provides oversight responsibility for victim advocates for sexual assault working in their designated area, installation, or unit. This includes assigning cases to Uniformed Victim Advocates if none already exist, overseeing their workload, performance, and addressing performance issues as needed.
3. Chairs the multidisciplinary case management group that meets monthly to review sexual assault cases, improve reporting, facilitate monthly victim updates and discuss process improvement to ensure system accountability and victim access to quality services as needed. Members of this group will include:
  - \* Victim Advocates from each ongoing case
  - \* NCIS
  - \* Medical
  - \* Mental Health Counselors
  - \* Chaplain
  - \* SJA
  - \* Victim's Commander (representative)

\* PMO/CID (as needed)

The SARC maintains the meeting documentation as needed and sees that the SAIRD is updated. The SARC sees that the members receive appropriate training. The SARC also oversees the execution of recommendations from the case management group.

4. Informs the commander of a sexual assault incident within 24 hours (without identifying information if it is a restricted report). The SARC also provides the command with any environmental safety concerns pertinent to situational awareness. Provides regular updates on the disposition status of the case.
5. The SARC will be responsible for assisting Commanders in meeting annual sexual assault prevention and response training requirements, including newcomer and orientation briefings and will provide community education regarding available sexual assault prevention and response services.
6. Oversees updates and completion of the SAIRD on each sexual assault case ensuring all services offered or received are documented.
7. Promotes program to encourage victims to come forward for services. Oversees development of public awareness campaigns on victim rights and advocacy services.
8. All SARCs are required to attend service specific UVA and SARC training prior to filling the position within the command.



Line Number	Victim Advocate	Victim's Organization	Tracking ID	Date Reported	Date Assaulted	VA	NCIS/ CID/JPD	LEGAL	Report Type	Allegation	Victim	Total Open STATUS IN DATABASE	COMMENTS IN DATABASE
1	Advocate												
2													
3													
4													
5													
Etc.													
<b>TOTAL</b>													
Line Number	Victim Advocate	Victim's Organization	Tracking ID	Date Reported	Date Assaulted	VA	NCIS/ CID/JPD	LEGAL	Report Type	Allegation	Victim	Total Open STATUS IN DATABASE	COMMENTS IN DATABASE
1	Advocate												
2													
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Etc.													
<b>TOTAL</b>													
Line Number	Victim Advocate	Victim's Organization	Tracking ID	Date Reported	Date Assaulted	VA	NCIS/ CID/JPD	LEGAL	Report Type	Allegation	Victim	Total Open STATUS IN DATABASE	COMMENTS IN DATABASE
1	Advocate												
2													
3													
4													
5													
Etc.													
<b>TOTAL</b>													



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

IN REPLY REFER TO:

1700

MFC-3

07 SEP 2011

From: Commandant of the Marine Corps  
To: Distribution List

Subj: OPERATIONS EVENT/INCIDENT REPORT (OPREP-3) REQUIREMENTS FOR  
INCIDENTS OF SEXUAL ASSAULT

Ref: (a) MCO 1752.5A  
(b) MCO 3504.2

1. Headquarters Marine Corps (HQMC), Sexual Assault Prevention and Response (SAPR) has identified a lack of consistency in completing the required OPREP-3 Serious Incident Report (SIR).
2. In accordance with the references, reporting a sexual assault using the OPREP-3 SIR is a Commander's responsibility. Per reference (a), Commanders are required to submit an OPREP-3 SIR in the event of an incident of actual, suspected, or alleged sexual assault. Reference (b), provides specific procedures for reporting a sexual assault using an OPREP-3.
3. Marine Corps units assigned or under the operational control of a combined, joint, or other service component Headquarters, will report in accordance with that Headquarters' requirements and include Commandant of the Marine Corps, Plans, Policies, and Operations (CMC WASHINGTON DC PPO) as an information addressee.
4. Point of contact for this letter is Ms. Melissa Cohen, HQMC SAPR Section Head, (703) 432-9357 or e-mail melissa.cohen@usmc.mil.

A handwritten signature in black ink, appearing to read "R. F. HEDELUND".

R. F. HEDELUND  
Director  
Marine and Family  
Programs Division

Distribution:  
COMMARFORPAC  
COMMARFORCOM  
COMMARFORRES  
CG MCIEAST  
CG MCIWEST  
CG MCCDC  
COMMARSOC

ENCLOSURE (6)

OPREP-3 SIR SAMPLE MESSAGE

TO: CMC WASHINGTON DC PPO(UC)  
CC: COMMARFORCOM G1(UC), CG II MEF (UC), CG II MEF G1 (UC)  
(SARC), CG II MEF SJA (UC), CG, 2D MLG(UC), CG, 2D MLG G7  
(SARC), CG 2D MLG SJA (UC); CO CLR-25(UC)  
NOTE: ADDITIONAL "CC" ADDRESSES WILL BE STRICTLY LIMITED:  
(1) TO COMMANDING OFFICERS OF UNITS/COMMANDS INVOLVED (I.E,  
COMMANDS WITH VICTIMS, SUSPECTS, WITNESSES), (2) COMMANDING  
GENERALS/COMMANDING OFFICERS IN THE VICTIM'S CHAIN OF  
COMMAND, (3) MSC/MSE SJAS AND SARCS IN VICTIM'S CHAIN OF  
COMMAND and APPROPRIATE INSTALLATION/STATION COMMANDERS  
MSGID/GENADMIN/CMC WASHINGTON DC PPO POC//  
SUBJ/OPREP-3SIR/XXXXXX/XXX//  
REF/A/DOC/MCO 3504.2//  
REF/B/TEL/HQMC OPS CENTER/XXXXXXXXZJANXX(DTG)//  
NARR/REF A IS MCO ON OPREP-3SIR: SERIOUS INCIDENT REPORTS.  
REF B IS VOICE REPORT SUBMITTED TO THE MCOC.//  
POC/J. C. SMITH/CAPT/ADJ/2D SUPPLY BN, CLR-25, 2D MLG, II  
MEF/-/XXX-XXX-XXXX(AREA CODE AND  
TELEPHONE)/JAMES.C.SMITH@USMC.MIL//  
GENTEXT/RMKS/1. ON (DATE), AT APPROXIMATELY (TIME), VICTIM  
WAS DRIVING AROUND WITH SUSPECT (SAME COMMAND AS VICTIM)  
WHEN SUSPECT PARKED THE CAR AND ALLEGEDLY SEXUALLY  
ASSAULTED THE VICTIM BY GROPPING HER BREASTS AND ATTEMPTING  
TO RAPE HER. THEY WERE INTERRUPTED BY PASSING PEDESTRIANS.  
ON (DATE), VICTIM NOTIFIED THE UNIT UVA AND PMO WAS  
CONTACTED. CID CONDUCTED INITIAL INTERVIEW BUT NCIS HAS  
TAKEN OVER INVESTIGATION.  
2. DTG OF INCIDENT/SEXUAL ASSAULT.  
3. PERSONNEL INVOLVED:  
A. VICTIM:  
1. LCPL  
2. N/A  
3. N/A  
4. N/A  
5. N/A, FEMALE  
6. N/A

B. SUSPECT(S) (LIST EACH SEPARATELY) :

1. CPL
2. N/A
3. N/A
4. N/A
5. N/A, MALE
6. N/A

C. WITNESS(ES) (LIST ALL SEPARATELY) :

1. SGT
2. N/A
3. N/A
4. N/A
5. N/A, MALE
6. N/A

4. NCIS, MCB, CAMP LEJEUNE IS CURRENTLY INVESTIGATING THIS INCIDENT. NCIS POC IS: SA BROWN, NCIS, 910-XXX-XXXX.

*(STATEMENT WRT MILITARY AND/OR CIVILIAN INVESTIGATION WITH POC FOR SAME.)*

5. NO MEDIA INTEREST IS ANTICIPATED; HOWEVER, AS A PRECAUTIONARY MEASURE, THE 2D MLG PAO HAS BEEN NOTIFIED.

*(STATEMENT AS TO MEDIA INTEREST AND ACTIONS TAKEN.)*

6. THE SUSPECT'S UNIT INTELLIGENCE OFFICER/SECURITY MANAGER HAS BEEN NOTIFIED. *(INITIATION OF INVESTIGATION MAY HAVE IMMEDIATE SECURITY CLEARANCE/ACCESS RAMIFICATIONS FOR SUSPECT.)*

7. THE CO AND LEGAL OFFICER OF CLR 25 HAVE BEEN NOTIFIED OF THIS INCIDENT. ALSO, AS REQUIRED, THE 2D MLG SARC HAS BEEN NOTIFIED OF THIS INCIDENT; SHE WILL MAKE APPROPRIATE SAIRD DATA BASE ENTRIES BY COB TODAY.// *(FURTHER RELEVANT/REQUIRED NOTICES MADE AND ACTION TAKEN/PENDING.)*



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

IN REPLY REFER TO:  
1752  
MFC-3

28 FEB 2012

From: Commandant of the Marine Corps  
To: Distribution list

Subj: LETTER OF INSTRUCTION ON SUBMITTING AND PROCESSING TRANSFERS OF  
MILITARY SERVICE MEMBERS WHO FILE UNRESTRICTED REPORTS OF  
SEXUAL ASSAULT

Ref: (a) DTM 11-063: Expedited Transfer of Military Service  
Members Who File Unrestricted Reports of Sexual  
Assault

Encl: (1) Example Expedited Transfer request from victim  
(2) Example Expedited Transfer Request from the commanding  
officer

1. Situation. Reference (a) established Department of Defense policy and procedures on expediting the transfer of a Service Member who filed an Unrestricted Report of sexual assault.

2. Mission. To provide guidance to Commanding Officers (COs) and Sexual Assault Response Coordinators (SARCs) on processing transfer requests of Marines who filed an Unrestricted Report of sexual assault.

3. Execution

a. Commander's Intent. COs shall review the reference and expeditiously process a request for transfer of a Marine who files an Unrestricted Report of sexual assault. Every reasonable effort shall be made to minimize disruption to the normal career progression of Marines who seek a transfer following a report that he or she was the victim of sexual assault.

b. Concept of Operations

(1) The SARC shall ensure that Uniformed Victim Advocates/Victim Advocates inform Marines, at the time they elect to file an Unrestricted Report of sexual assault or as soon as practicable, of their option to request a temporary or permanent transfer from their assigned command or base, or to a different location within their assigned command or base. COs will inform Marines of this option in cases where the Marine reports a sexual assault directly to the CO.

(2) Headquarters Marine Corps Sexual Assault Prevention and Response (SAPR) (MFC-3) will work in conjunction with Manpower Management (MM) to facilitate approved requests for transfer.

Subj: LETTER OF INSTRUCTION ON SUBMITTING AND PROCESSING  
TRANSFERS OF MILITARY SERVICE MEMBERS WHO FILE UNRESTRICTED  
REPORTS OF SEXUAL ASSAULT

c. Coordinating Instructions

(1) Marines requesting a transfer under this policy shall submit a signed and dated written request to their CO. A sample request is provided at enclosure (1). For confidentiality reasons, no details about the reason for request should be included. The NAVMC 10274 Administrative Action Form shall not be used for transfers under this policy.

(2) COs shall approve or disapprove a request for transfer within 72 hours of receiving a signed and dated written transfer request. COs shall document the date and time the request was received.

(3) A presumption is established in favor of transferring a Marine who submits a request to transfer following a credible Unrestricted Report of sexual assault. The CO shall make 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, and the available evidence. The credible report determination shall be made within the 72 hour period and in no circumstances shall the determination delay the responsibility to approve or disapprove a transfer request within the 72 hour period. For purposes of this transfer request determination, a credible report of sexual assault is a report having reasonable grounds to believe that an offense constituting sexual assault has occurred.

(4) COs shall make a determination and provide his or her reasons and justification on the transfer of a Marine based on a credible report of sexual assault. COs shall consider the following prior to making a decision to approve or disapprove a transfer request:

- (a) The Marine's reasons for the request.
- (b) Potential transfer of the alleged offender instead of the Marine requesting the transfer.
- (c) Nature and circumstances of the offense.
- (d) Whether a temporary transfer would meet the Marine's needs and the operational needs of the unit.
- (e) Training status of the Marine requesting the transfer.
- (f) Availability of positions within other units on the installation.
- (g) Status of the investigation and potential impact on the investigation and future disposition of the offense, after

Subj: LETTER OF INSTRUCTION ON SUBMITTING AND PROCESSING  
TRANSFERS OF MILITARY SERVICE MEMBERS WHO FILE UNRESTRICTED  
REPORTS OF SEXUAL ASSAULT

consultation with the investigating Military Criminal Investigative organizations.

(h) Location of the alleged offender.

(i) Alleged offender's status (service member or civilian).

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

(5) If the Marine's request is approved, the CO shall immediately forward the approved request to MFC-3. A sample request for expedited transfer is provided at enclosure (2).

(6) If the Marine's request is disapproved, the Marine shall be given the opportunity to request review by the first general or flag officer in the chain of command, or a Senior Executive Service (SES) equivalent (if applicable).

(a) If the Marine does not request further review, the CO shall forward the package, with reason(s) for disapproval, to MFC-3 for record purposes only. No action will be taken by MFC-3.

(b) If the Marine requests further review, the CO shall expeditiously forward the request with reason for disapproval to the first general or flag officer in the chain of command (or an SES equivalent). The decision of the first general or flag officer (or SES equivalent) in the chain of command to approve or disapprove must be made within 72 hours of submission of the request for review. Status as a General Court-Martial Convening Authority does not in itself provide authority to act on transfer requests under this paragraph.

1. If approved by the first general or flag officer in the chain of command (or an SES equivalent) the package will be endorsed and forwarded to MFC-3.

2. If disapproved by the first general or flag officer in the chain of command (or an SES equivalent) the package, with reason for disapproval, will be forwarded to MFC-3 for record purposes only. No action will be taken by MFC-3.

(7) COs will notify the Marine in writing of their decision to approve or disapprove the transfer request. Additionally, for approved requests, the Marine's CO (or the CO's designee) shall directly counsel the Service member to ensure that he or she is fully informed regarding reasonably foreseeable career impacts, the potential impact of the transfer or reassignment on the investigation and case disposition, or the initiation of other adverse action

Subj: LETTER OF INSTRUCTION ON SUBMITTING AND PROCESSING  
TRANSFERS OF MILITARY SERVICE MEMBERS WHO FILE UNRESTRICTED  
REPORTS OF SEXUAL ASSAULT

granting the request. Marines requesting the transfer shall be informed that they may have to return for the prosecution of the case, if the determination is made that prosecution is the appropriate command action.

(8) Upon receipt of the approved request for expedited transfer, MFC-3 will coordinate with the Deputy Director, Manpower Management for active duty Marines and the Branch Head, Reserve Affairs Management for Active Reserve Marines to effect the transfer.

(9) Requests for expedited transfer by Sailors attached to Marine Corps Units will be coordinated by the unit with Navy Personnel Command (Pers-833), Personnel Security Branch Caseworker. The point of contact is Mr. Jerry Gorham at 901-874-4412.

(10) MFC-3 is not the point of contact to request a replacement. Replacements should be requested via the traditional manpower chain.

#### 4. Administration and Logistics

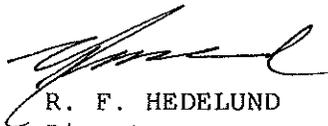
a. Administration. To protect confidentiality, Personally Identifiable Information (PII) will not be included on any paperwork pertaining to the request for expedited transfer being forwarded to MFC-3. Only the tracking identification number, as it appears in SAIRD, will be used to identify the Marine. The tracking identification number will be provided to the CO by the SARC providing services to the Marine. MFC-3 will collect all information needed to execute the transfer from the Point of Contact listed on the request over the phone.

b. Logistics. Requests for expedited transfer can be scanned and forwarded to MFC-3 via e-mail. Copies will be maintained by MFC-3 in a locked filing cabinet.

#### 5. Command and Signal

a. Requests for expedited transfer should be forwarded to Captain K. A. Mobley at [kimberly.mobley@usmc.mil](mailto:kimberly.mobley@usmc.mil) and Ms. Gail Reed at [gail.reed@usmc.mil](mailto:gail.reed@usmc.mil).

b. Point of contact for additional information is Captain K. A. Mobley at 703-432-9100 or [kimberly.mobley@usmc.mil](mailto:kimberly.mobley@usmc.mil).

  
R. F. HEDELUND  
Director  
Marine and Family  
Programs Division

Subj: LETTER OF INSTRUCTION ON SUBMITTING AND PROCESSING  
TRANSFERS OF MILITARY SERVICE MEMBERS WHO FILE UNRESTRICTED  
REPORTS OF SEXUAL ASSAULT

Distribution list:

MCICOM  
MARFORCOM  
MARFORPAC  
MARFORK  
MARFOREUR  
MCRC  
MARFORSOC  
MARFORRES  
MCCDC  
MARFORSOUTH  
MARCENT

1752

IMM

Date

From: I. M. Marine  
To: Commanding Officer, Headquarters and Service Battalion,  
Quantico, VA

Subj: REQUEST FOR EXPEDITED TRANSFER

Ref: (a) DTM 11-063: Expedited Transfer of Military Service  
Members Who File Unrestricted Reports of Sexual  
Assault

1. Per the reference, I am requesting an expedited transfer.
2. Point of contact is D. R. Marine, Command SARC, at 123-456-7890 or d.marine@usmc.mil.

To protect confidentiality, as few people as possible should know about the assault and request for transfer. Ensure the POC is someone who is already involved in the process (i.e. the SARC or UVA)

I. M. MARINE

LETTERHEAD

1752

CO

Date

From: Commanding Officer, Headquarters and Service Battalion,  
Quantico, VA

To: HQMC, Sexual Assault Prevention and Response Office (MFC-3)

Subj: REQUEST FOR EXPEDITED TRANSFER CASE OF T9900

Tracking ID  
Number as  
seen in SAIRD

1. Request expedited transfer for individual with tracking ID number  
T9900.

2. Point of contact is D. R. Marine, Command SARC, at 123-456-7890 or  
d.marine@usmc.mil.

To protect confidentiality, as few people as possible should know about the assault and request for transfer. Ensure the POC is someone who is already involved in the process.

I. M. COMMANDING

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

CO Ltr to MFC-3 Transfer Approved

(Letterhead)

1752  
CODE  
DATE

From: Commanding Officer  
To: Commandant of the Marine Corps (MFC-3)

Subj: REQUEST FOR EXPEDITED TRANSFER ICO SAIRD CASE #(L####)

Ref: (a) DTM 11-063: Expedited Transfer of Military  
Service members Who File Unrestricted Reports  
(b) Marine Request ltr dtd DDMMYY

1. Request expedited coordination with Manpower Management to effect transfer for individual with SAIRD Case #(L####).

2. Per reference (b), it is requested that SNM be assigned orders to one of the following duty stations/locations:

- a. MCC/Command Name/Command Location
- b. MCC/Command Name/Command Location
- c. MCC/Command Name/Command Location

3. The point of contact is the command SARC who can be reached at DSN: 315 637-2100 or the unit Sergeant Major who can be reached at DSN: 315 XXX-XXXX.

CO SIGN

CO Response to Request - Approved

(Letterhead)

1752  
CODE  
DATE

From: Commanding Officer  
To: Service member

Subj: REQUEST FOR EXPEDITED TRANSFER ICO SAIRD #(L####):  
APPROVED

Ref: (a) DTM 11-063: Expedited Transfer of Military  
Service members Who File Unrestricted Reports  
(b) LOI on Submitting and Processing Transfer of  
Military Service members who File Unrestricted  
Reports of Sexual Assault dtd 28 Feb 2012  
(c) Your ltr received (date/time) (72 hours to respond)

1. Your request for expedited transfer, reference (c), is approved. Per reference (a), it has been forwarded to HQMC (MFC-3) for coordination with Manpower Management to effect transfer.

2. I considered the following in making my determination:

- a. Your reason(s) for the request;
- b. Transfer of the alleged offender instead;
- c. Nature and circumstances of the offense;
- d. Whether a temporary transfer would meet your needs and the operational needs of the unit;
- e. Your training status;
- f. Availability of positions within other units on the installation;
- g. Status of the investigation and potential impact on the investigation and future disposition of the offense (after consultation with the investigating organization);
- h. Location of the alleged offender;

CO Response to Request - Disapproved

(Letterhead)

1752  
CODE  
DATE

From: Commanding Officer  
To: Service member

Subj: REQUEST FOR EXPEDITED TRANSFER ICO SAIRD #(L####):  
DISAPPROVED

Ref: (a) DTM 11-063: Expedited Transfer of Military  
Service members Who File Unrestricted Reports  
(b) LOI on Submitting and Processing Transfer of  
Military Service members who File Unrestricted  
Reports of Sexual Assault dtd 28 Feb 2012  
(c) Your ltr received (date/time) (72 hours to respond)

Encl: (1) Appeal Letter Format

1. Your request for expedited transfer, reference (c), is disapproved.

2. I considered the following in making my determination:

- a. Your reason(s) for the request;
- b. Transfer of the alleged offender instead;
- c. Nature and circumstances of the offense;
- d. Whether a temporary transfer would meet your needs and the operational needs of the unit;
- e. Your training status;
- f. Availability of positions within other units on the installation;
- g. Status of the investigation and potential impact on the investigation and future disposition of the offense (after consultation with the investigating organization);
- h. Location of the alleged offender;

Initial Request

(Letterhead)

1752  
CODE  
DATE

From: Service member  
To: Commanding Officer

Subj: REQUEST FOR EXPEDITED TRANSFER ICO SAIRD CASE # (L####)

Ref: (a) DTM 11-063: Expedited Transfer of Military Service  
members Who File Unrestricted Reports

1. Per reference (a), I am requesting an expedited transfer.
2. (I request Permanent Change of Assignment (PCA) Orders to another unit in Okinawa.) (I request Permanent Change of Station (PCS) Orders to East Coast/West Coast with the following duty station preference/consideration:
  - a. MCC/Command Name/Command Location
  - b. MCC/Command Name/Command Location
  - c. MCC/Command Name/Command Location
3. The point of contact regarding this request is the Command SARC, who can be reached at 637-2100 or my Uniformed Victim Advocate, RANK, LNAME, who can be reached at XXX-XXXX.

I. M. MARINE

SNM Appeal

(Letterhead)

1752  
CODE  
DATE

From: Service member  
To: Commanding General, 3d Marine Logistics Group  
Subj: REVIEW OF DISAPPROVED REQUEST FOR EXPEDITED TRANSFER  
Ref: (a) DTM 11-063: Expedited Transfer of Military  
Service members Who File Unrestricted Reports  
(b) LOI on Submitting and Processing Transfer of  
Military Service members who File Unrestricted  
Reports of Sexual Assault  
(c) CO disapproval ltr dtd \_\_\_\_\_

1. Per references (a) and (b), I am requesting review of the CO's disapproval, reference (c), of my request for expedited transfer.

2. Point of contact is SARC/UVA at (Command SARC 315-637-2100) or emailaddress@usmc.mil.

MARINE SIGNS

## DETAILED INSPECTION CHECKLIST

### 963 SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

Functional Area Manager: MFC-3

Point of Contact: RENEE FERRANTI

(DSN) 278-9493 (COML) (703)784-9493

E-mail: RENEE.FERRANTI@USMC.MIL

Date Last Revised: 20 JANUARY 2012

963 01 COMMANDING GENERAL

963 01 001 Has the commander appointed a SARC in writing? N/A

Reference

MCO 1752.5A, CHAP 4, PAR 2(A)

963 01 002 Did the command provide written documentation to MFC-3 of any personnel changes in the SARC billet? N/A

Reference

MCO 1752.5A, CHAP 4, PAR 2(D)

963 02 SEXUAL ASSAULT RESPONSE COORDINATOR (SARC)

963 02 001 Does the SARC possess a copy of his/her Appointment Letter as the Sexual Assault Response Coordinator? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 6(A)

963 02 002 Is a photograph of the Command SARC posted throughout the command in all common areas (e.g. battalion/ squadron/company office, high traffic areas) along with contact information and confidentiality exceptions? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 7(C)

963 02 003 Does the SARC possess documentation of certified SARC training? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 6(B)

963 02 004 Does the SARC maintain documentation on the command's completion of annual sexual assault awareness and prevention training for the prior training year? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 8(B) 2

963 02 005 Does the SARC monitor the case status and disposition of all sexual assault cases for their command? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 7(F)

963 02 006 Did the SARC assign, or ensure the assignment of, a Victim Advocate or Uniformed Victim Advocate (VA/UVA) for each sexual assault victim? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 7(D)

963 02 007 Does the SARC maintain the original completed Victim Preference Statement (VPS) for a period of five years for all sexual assault cases? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 7(I)

963 02 008 Were the support services provided to a sexual assault victim from initial report through case disposition and resolution tracked by the SARC? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 9(A)

963 02 009 Did the SARC ensure that monthly updates on on-going investigative, medical, legal or command proceedings for active unrestricted cases were provided to the victim regarding their sexual assault cases? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 9(B)

963 02 010 Did the SARC establish and chair a monthly case management group meeting of active unrestricted sexual assault cases? [Note: Installation SARC responsibility] N/A

Reference

MCO 1752.5A, CHAP 3, PAR 11(A)

963 02 011 Is the SARC ensuring initial SAPR and refresher training are completed for sexual assault case management group members? [Note: Installation SARC responsibility] N/A

Reference

MCO 1752.5A, CHAP 3, PAR 11(D)

963 02 012 Was MFC-3 e notified in writing of all UVA revocations? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 7(I) 3

963 02 013 Did the SARC provide a master roster of trained UVAs to MFC-3 by January 31<sup>st</sup> for the preceding calendar year? [Note: excludes unit SARC] N/A

Reference

MCO 1752.5A, CHAP 3, PAR 6(E)

963 02 014 Does the SARC maintain, where applicable, a copy of the battalion/squadron or equivalent command-level Unit SARC appointment letters? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 7(M)

963 02 015 Does the SARC maintain a master log of all assigned restricted reporting case numbers (RRCN), Sexual Assault Evidence Kit (SAE) Tracking Identification Number (restricted reporting only), and Victim Advocacy log for a period of five years from case closure date? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 10(G)

963 02 016 Did the SARC, when required, establish a Memorandum of Understanding (MOU) with off-base non-military facilities for all incidents of sexual assault involving military personnel? [Note: Installation SARC responsibility only] N/A

Reference

MCO 1752.5A, CHAP 3, PAR 7(N)

963 02 017 Did the SARC, where applicable in restricted reporting cases, establish with both military and non-military facilities a Memorandum of Understanding (MOU) on submission protocol for sexual assault forensic evidence? [Note: Installation SARC responsibility only] N/A

Reference

MCO 1752.5A, CHAP 3, PAR 10(C)

963 02 018 Does the SARC possess documentation, in restricted reporting cases, of all forensic evidence kits submitted to the central storage facility in accordance with NCIS submission protocol? N/A

Reference

MCO 1752.5A, CHAP 3, PAR 10(E) and (F)

963 02 019 Is the victim contacted 30 days prior to expiration of the storage period for forensic evidence in restricted reporting cases? [Unit SARC excluded] N/A

Reference

MCO 1752.5A, CHAP 3, PAR 10(J) 4

963 02 020 Does the SARC ensure that all VA/UVA enter case data into the Sexual Assault Incident Report Database (SAIRD) within 30 days? N/A

Reference

MCO 1752.5A, APP E, PG E-3

963 02 021 Is the SARC aware of the requirement to provide the commander with the pertinent information required to submit an OPREP3/SIR report in a timely manner? N/A

Reference

MCO 1752.5A, APP D, PAR 1(F)

963 02 022 Is the SARC aware of the requirement to contact the Wounded Warrior Regiment Reserve Medical Determination and Line of Duty (WWRMED/LOD) in cases involving drilling reserves? N/A

Reference

MCO 1752.5A, APP O, PAR 2(B) (1)

963 03 BATTALION, SQUADRON OR EQUIVALENT COMMAND LEVEL

963 03 001 Are there at least two UVAs assigned as required by the Order? YES

Reference

MCO 1752.5A, CHAP 5, PAR 1

963 03 002 Does the command maintain a copy of the appointment letter, UVA Training Certificate, and DD Form 2909 "VA (UVA) and Supervisor Statement of Understanding" in official correspondence files? YES

Reference

MCO 1752.5A, CHAP 5, PAR 3(A)

963 03 003 Are UVAs' photographs prominently posted in the unit's common area, or areas of high pedestrian traffic, containing contact information (e.g. phone number, email) and the limits of confidentiality? YES

Reference

MCO 1752.5A, CHAP 5, PAR 5(B)

963 03 004 Did the command provide written notification to the SARC of the command's UVA's appointments? YES

Reference

MCO 1752.5A, CHAP 5, PAR 3(B)

963 03 005 Did the command provide written notification to the SARC on the revocation of a UVA appointment? N/A

Reference

MCO 1752.5A, CHAP 5, PAR 3(C) 5

963 03 006 Did the command produce documentation verifying the completion of annual sexual assault awareness and prevention training? YES

Reference

MCO 1752.5A, CHAP 4, PAR 6(A)

963 03 007 Did the command produce documentation showing the command included sexual assault awareness and prevention training in pre-deployment briefs and work-up procedures? YES

Reference

MCO 1752.5A, CHAP 4, PAR 6(B)

963 03 008 Is information on victim support services, points of contact, and resources (e.g. SAPR, One Source) located in the unit's common area or areas of high pedestrian traffic? YES

Reference

MCO 1752.5A, CHAP 4, PAR 5(H)

963 03 009 Has the command established procedures to protect sexual victims' privacy by limiting access to documents containing victim-identifying information? YES

Reference

MCO 1752.5A, CHAP 4, PAR 5(F) (2) AND (3)

963 03 010 Has the command published an SOP on implementing the Commander's Response Protocol for Allegations of Sexual Assault? YES

Reference

MCO 1752.5A, CHAP 4, PAR 5(C)

963 03 011 Does the command require the UVAs' participation in the unit's welcome aboard brief and check in process? YES

Reference

MCO 1752.5A, CHAP 5, PAR 5(D)

963 03 012 Did the command possess a copy of the Unit SARC appointment letter when authorized or required to have a Unit SARC? N/A

Reference

MCO 1752.5A CHAP 4, PAR 4(A)

963 03 013 Does the UVA have access to the SAIRD? YES

Reference

MCO 1752.5A, CHAP 3, PAR 13(A); APP B, C, AND E 6

963 03 014 Is the UVA aware of the requirement to contact the SARC to inform them of the requirement for WWRRMED/LOD in cases involving drilling reserves? YES/N/A

Reference

MCO 1752.5A, APP O, PAR 2(B)(1)

----- ALL REMAINDER IS "N/A" -----

963 04 STAFF JUDGE ADVOCATE (SJA)

963 04 001 Has the Staff Judge Advocate (SJA) (including deputies), Trial/Trial Defense Counsel received DoD-prescribed sexual assault training.

Reference

MCO 1752.5A, APP K, PAR 2 AND 3

963 04 002 Has protocol been established between the SJA and SARC to provide adjudication data for entry into the SAIRD, Defense Case Record Management System (DCRMS), or designated successor for unrestricted cases?

Reference

MCO 1752.5A, APP K, PAR 1 (B)

963 04 003 Has protocol been established with the command SARC(s) for providing the Charge Sheet and Results of Trial for input into SAIRD/DCRMS, or designated successor?

Reference

MCO 1752.5A, APP K, PAR 1 (B)

963 04 004 Was documentation provided demonstrating required SJA personnel received sexual assault refresher training in accordance with published requirements?

Reference

MCO 1752.5A, APP K, PAR 4

963 05 PROVOST MARSHAL OFFICE

963 05 001 Was documentation provided indicating a Victim Advocate/Uniformed Victim Advocate (VA/UVA) was immediately notified as a member of the First Responder Team on all reported cases of sexual assault?

Reference

MCO 1752.5A, APP I, PAR 1 (A)

963 05 002 Does PMO maintain documentation verifying their personnel received DoD-prescribed initial sexual assault training?

Reference

MCO 1752.5A, APP I, PAR 2 7

963 05 003 Was documentation presented verifying PMO personnel received annual sexual assault refresher training.

Reference

MCO 1752.5A, APP I, PAR 3

963 05 004 Did PMO produce documentation showing they provided the necessary liaison with NCIS consistent with departmental regulations on referral of sexual assault cases?

Reference

MCO 1752.5A, APP I, PAR 1 (C