



UNITED STATES MARINE CORPS  
COMMAND ELEMENT  
II MARINE EXPEDITIONARY FORCE  
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SAPR  
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II MARINE EXPEDITIONARY FORCE ORDER 1752.5E

From: Commanding General, II Marine Expeditionary Force  
To: Distribution List

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM

Ref: (a) DoDD 6495.01  
(b) DoDI 6495.02  
(c) MCO 1752.5B  
(d) MCO 3504.2A  
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(g) MARADMIN 285/16  
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(i) MARADMIN 607/15  
(j) MARFORCOMO 1752.1

Encl: (1) II MEF Sexual Assault Prevention and Response  
Standard Operating Procedure

1. Situation. This order provides policies and procedures to implement and manage the II Marine Expeditionary Force (MEF) Sexual Assault Prevention and Response (SAPR) Program, specifically regarding response, reporting, advocacy, command requirements, and training procedures.

2. Cancellation. II MEFO 1752.5D.

3. Mission. When directed, II MEF deploys and is employed as a Marine Air Ground Task Force (MAGTF) in support of Combatant Commander (CCDR) requirements for contingency response or Major Theater War. With appropriate augmentation, II MEF serves as the core element of a Joint Task Force (JTF); prepares and deploys combat ready MAGTFs to support CCDR presence and crisis response; and supports service and CCDR initiatives as required.

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distribution is unlimited.

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. II MEF will eradicate sexual assault through a culture of prevention. Commanders at all levels are responsible for the effective implementation of the SAPR program through training and education, prevention efforts, providing a 24/7 response capability, appropriate victim support, and offender accountability. Operational excellence, readiness, standards, dignity, and respect are the principles that govern every Marine, Sailor, and civilian of this Command. Sexual assault is completely incompatible with these principles. II MEF will establish a strong and cohesive zero tolerance environment and execute actions to reinforce that message. To meet this objective, every Commander must focus on creating a culture of prevention by encouraging an uncompromising moral command climate in which every Marine, Sailor, civilian employee, and family member is treated with dignity and respect.

##### (2) Concept of Operations

(a) For the purpose of the SAPR program, Commanders are defined as all Commandant of the Marine Corps-approved, Command screened, and slated, O-5 and above commanders.

(b) The term SAPR Victim Advocate (VA) will be used to describe the role of all personnel who fulfill the role as a victim advocate per reference (b).

##### b. II MEF and Subordinate Element Tasks

(1) II MEF Major Subordinate Command Commanding Generals (CG) and O-6 level Commanding Officers (to include rotational forces and ad hoc units belonging to II MEF) will ensure compliance with this order and all policies and directives governing the SAPR program. Requirements are specifically outlined in enclosure (1), Chapter 2.

##### (2) II MEF

(a) Appoint a Command Sexual Assault Response Coordinator (SARC), per the selection criteria outlined in reference (c), and the requirements outlined in reference (b).

(b) Publish a standard operating procedure (SOP) for the effective management of the SAPR program that is comprised of, at a minimum, protocols for response, reporting,

advocacy, training, and guidance for the command's area of responsibility.

(3) II MEF Major Subordinate Commands and II MEF Information Group (MIG)

(a) Appoint a Command SARC, per the selection criteria outlined in reference (c), and the requirements outlined in reference (b).

(b) Provide a sexual assault prevention and response capability. Publish an SOP for the effective management of the SAPR program that is comprised of, at a minimum, protocols for response, reporting, advocacy, training, and guidance for the command's area of responsibility.

(c) Ensure personnel assigned or attached meet face-to-face with a SAPR Victim Advocate (VA) as part of the check-in/check-out process.

(d) Publish a training plan that includes all required SAPR training. Only training curriculum created and approved by Headquarters Marine Corps (HQMC) SAPR will satisfy annual training requirements. SARCs and SAPR VAs credentialed through the National Organization of Victim Advocates (NOVA) Defense Sexual Assault Advocate Certificate Program (D-SAACP) shall conduct training that meets annual training requirements.

(e) Submit OPREP-3/SIR and 8-Day Incident reports, as required per references (c), (d), and (e).

(f) Ensure all information regarding support resources are up-to-date and posted, at a minimum, on the command website, in duty binders, and in unit common areas.

(g) Attend the installation Case Management Group (CMG) for all open, unrestricted sexual assault cases involving victims within the command. This duty may not be delegated.

(h) Ensure that a minimum of two SAPR VAs are appointed per reference (c). Appointment of additional SAPR VAs should be considered in order to accommodate deployments and other operational commitments.

(4) II MEF Support Battalion (MSB)

(a) Provide a sexual assault prevention and response capability to the II MEF Command Element (CE), 2d Marine Expeditionary Brigade (MEB), and II MSB.

(b) Publish an SOP for the effective management of the SAPR program that is comprised of, at a minimum, protocols for response, reporting, advocacy, training, and guidance for the command's area of responsibility.

(c) Ensure personnel assigned or attached to II MEF CE, 2d MEB, and II MSB, meet face-to-face with a SAPR VA as part of the check-in/check-out process.

(d) Publish a training plan for II MEF CE, 2d MEB, and II MSB that includes all required SAPR training. Only training curriculum created and approved by HQMC SAPR will satisfy annual training requirements. SARCs and SAPR VAs credentialed through the NOVA D-SAACP shall conduct training that meets annual training requirements.

(e) Submit OPREP-3/SIR and 8-Day Incident reports for II MEF CE, 2d MEB, and II MSB, as required per references (c), (d), and (e).

(f) Ensure all information regarding support resources are up-to-date and posted, at a minimum, on the command website, in duty binders, and in unit common areas.

(g) Attend the installation CMG for all open, unrestricted sexual assault cases involving victims belonging to II MEF CE, 2d MEB, and II MSB.

(h) Ensure that a minimum of two SAPR VAs are appointed, per reference (c). Appoint additional SAPR VAs in order to accommodate deployments and other operational commitments.

(5) 2d MEB. When activated, 2d MEB will appoint a Command SARC, per the selection criteria outlined in reference (c) and follow all aforementioned instructions in paragraphs 4.b.(4)(b) through (h) above.

(6) Marine Expeditionary Units (MEU)

(a) Appoint a Command SARC, per the selection criteria outlined in reference (c), and the requirements outlined in reference (b).

(b) Publish an SOP for the effective management of the SAPR program that is comprised of, at a minimum, protocols for response, reporting, advocacy, training, and guidance for the command's area of responsibility.

(c) Ensure personnel assigned or attached meet face-to-face with a SAPR VA as part of the check-in/check-out process.

(d) Publish a training plan that includes all required SAPR training. Only training curriculum created and approved by HQMC SAPR will satisfy annual training requirements. SARCs and SAPR VAs credentialed through the NOVA D-SAACP shall conduct training that meets annual training requirements.

(e) While composited, MEU elements will report sexual assaults via MEU Commander and MEU SARC, not original parent command.

(f) Submit OPREP-3/SIR and 8-Day Incident reports, as required, per references (c), (d), and (e).

(g) Ensure all information regarding support resources are up-to-date and posted, at a minimum, on the command website, in duty binders, and in unit common areas.

(h) Coordinate with II MEF SARC for assistance with connectivity issues or other challenges arising from the deployed environment (Defense Sexual Assault Initiative Database (DSAID) reports, SAPR 8-Day Reporting, and attendance at installation CMG for all open, unrestricted sexual assault cases involving victims that belong to the respective MEU).

(i) Ensure that a minimum of two SAPR VAs are appointed per reference (c). Appointment of additional SAPR VAs should be considered in order to accommodate deployments and other operational commitments.

(j) If the MEU Command SARC transfers to another command after decomposition, coordinate with the II MEF SARC to provide SARC coverage until another Command SARC is appointed and credentialed.

(7) Ad Hoc Units belonging to II MEF CE (Task Force-Southwest, Special Purpose-Marine Air Ground Task Forces, Marine Rotational Forces, etc.)

(a) SARC services are provided by II MEF SARC pre- and post-deployment. Higher headquarters in theater provides SARC coverage during deployment.

(b) Ensure personnel assigned or attached meet face-to-face with a SAPR VA as part of the check-in/check-out process.

(c) Publish a training plan that includes all required SAPR training. Only training curriculum created and approved by HQMC SAPR will satisfy annual training requirements. SARCs and SAPR VAs credentialed through the NOVA D-SAACP shall conduct training that meets annual training requirements.

(d) Submit OPREP-3/SIR and 8-Day Incident reports as required, per references (c), (d), and (e). Complete commander SAPR requirements (8-Day Report, CCIR) within the MARFOR AOR to which they are deployed. A courtesy copy of the 8-Day Report shall be provided by the MARFOR to the parent command. SAPR personnel and resources within the deployed location shall be used. Parent command SARCs will be notified through the SAPR chain when cases are transferred back to home station. The senior commander shall coordinate with the deployed area MARFOR SARC who will provide direct support to the command and act as a liaison for the command and victim, as needed.

(e) Ensure all information regarding support resources are up-to-date and posted, at a minimum, on the command website, in duty binders, and in unit common areas.

(f) Ensure that a minimum of two SAPR VAs are appointed per reference (c). Notify the II MEF SARC of all deploying SAPR VAs to ensure compliance with D-SAACP appointments and certification.

(g) Ad Hoc units belonging to an MSC will remain the responsibility of the MSC SARC.

(8) SARC. Responsibilities specific to SARCs within II MEF are outlined in Chapter 3 of enclosure (1).

(9) SAPR VA

(a) Refer to the Command SARC/appropriate Command SOP for specific guidance regarding: SAPR VA responsibilities, training requirements, and response/records retention protocols for reports of sexual assault within the command's area of responsibility.

(b) Ensure the parent command and supporting SARC receive appointment letter, training certificates, and "Supervisor and Commander Statement of Understanding."

(c) II MSB-appointed SAPR VAs will provide a response capability and advocacy support in accordance with reference (c) for II MEF CE, 2d MEB, and II MSB military personnel.

(10) Staff Judge Advocate (SJA), II MEF

(a) Support and advise commanders and the II MEF SARC on the implementation of SAPR policies to ensure compliance with all laws, orders, and regulations.

(b) Provide guidance and support to the II MEF SARC regarding exceptions to restricted reports, retaliation, and any other circumstances related to sexual assault reports and/or policy.

(c) Provide sexual assault case updates and disposition results to the II MEF SARC.

(11) Deployment Readiness Coordinators (DRC). Ensure SAPR program information and points of contact included on Unit, Personal, and Family Readiness Program (UPFRP) websites, publications, or newsletters are up-to-date.

(12) Chaplain, II MEF. Ensure victims of sexual assault who seek chaplain services are aware of their options to meet with a SAPR VA or a SARC.

(13) AC/S G-1. Maintain the required SAPR documentation within official correspondence files (i.e. appointment letters).

(14) AC/S G-3. Provide II MEF SARC with POCs for coordinating response during deployments and exercises.

(15) AC/S G-6

(a) Provide a cellular telephone that is linked to the II MEF SARC's usmc.mil account.

(b) Provide commercial (non-Defense Switched Network) international calling capabilities via cellular and landline.

(c) Provide Secret Internet Protocol Router capabilities.

(16) AC/S G-10

(a) Responsible to the CG, II MEF for all matters pertaining to resiliency and warrior performance optimization. Direct all II MEF safety and prevention programs (combat and operational stress control, substance abuse, suicide prevention, domestic violence prevention, sexual assault prevention and response, and equal opportunity) in order to increase fitness

and readiness, uphold standards, and ensure operational excellence in a worldwide deployable, lethal force. The II MEF SARC is part of the Prevention Section in the G-10, reporting to the Prevention Director. All programs in the G-10 will operationalize relevant data into strategic warfighter performance optimization solutions/skills for II MEF.

(b) Provide the II MEF SARC with a locked, private office, allowing easy access for individuals seeking SARC support/services.

(c) Provide locking cabinets to ensure documents are kept confidential.

(17) All Marines/Sailors/Civilians

(a) Promote zero tolerance for retaliation, reprisal, ostracism, coercion, sexual harassment, and/or maltreatment. The methods to report retaliation and the resolution process are outlined in reference (b).

(b) Ensure all victims of sexual assault are treated with dignity, sensitivity, and respect.

(c) Complete all required SAPR training, per references (c) and (f).

(d) Use active intervention techniques to assist in situations in which sexual assault may occur.

(e) Be familiar with the SAPR program and available resources at parent command, when on Temporary Assignment of Duty (TAD), or assigned to the Fleet Assistance Program (FAP).

(f) Be aware of resources including SAPR VA, SARC, and/or the installation 24/7 Sexual Assault Support Line. If deploying, or in receipt of TAD orders, become familiar with resources and response capability at intended destination.

(g) Report all observed incidents of sexual assault to PMO/law enforcement and the chain-of-command immediately. Avoid questioning a victim about the incident, unless required in the course of official duties (i.e., law enforcement, legal, healthcare personnel, etc.), to limit revictimization.

c. Coordinating Instructions

(1) This order provides instruction specific to II MEF and all subordinate commands.



(2) Some situations not covered in this order are detailed within references (a) through (j). For situations not covered in this order or the references, consult the II MEF SARC.

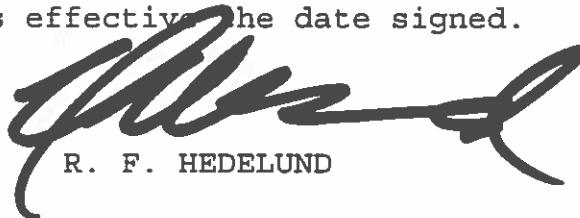
(3) Forward recommendations concerning the content of this order to CG, II MEF via II MEF SARC.

5. Administration and Logistics. The SAPR program shall be maintained per this order and the Inspectors General Functional Area Checklist 1752.

6. Command and Signal

a. Command. This order is applicable to all personnel assigned or attached to II MEF and all subordinate units.

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



R. F. HEDELUND

DISTRIBUTION: A&B

II Marine Expeditionary Force Sexual Assault Response Program  
Standard Operating Procedures

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## Chapter 1

General

1. Sexual Assault Defined. Sexual assault is intentional sexual contact, characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (including unwanted and inappropriate sexual contact), or attempts to commit these acts.

2. Confidentiality. Confidential communications are verbal, written, or electronic communications of Personally Identifiable Information (PII) made by a victim to a SARC, SAPR VA, chaplain, or healthcare personnel. Confidentiality applies to both restricted and unrestricted reports of sexual assault. Military Rule of Evidence (MRE) 514 is the victim advocate-victim privilege. Per reference (b), a victim has a privilege to refuse to disclose, and to prevent any other person from disclosing, a confidential communication made between the victim and a victim advocate in a case arising under the Uniform Code of Military Justice (UCMJ), if such communication was made for the purpose of facilitating advice or supportive assistance to the victim.

3. Restricted Reporting. This reporting option allows victims to confidentially report a sexual assault to individuals granted confidentiality (SARC, SAPR VA, healthcare personnel) per references (b) and (c). A restricted report is available only when a victim elects the restricted reporting option on the DD Form 2910, Victim Reporting Preference Statement (VRPS). The victim's report provided to healthcare personnel, SARCs, or SAPR VAs will not be reported to the command or to law enforcement to initiate an official investigation unless the victim consents or an established exception applies. Medical treatment (to include the Sexual Assault Forensics Exam (SAFE)), Victim's Legal Counsel (VLC), chaplain support, and SAPR VAs are available for individuals choosing a restricted report.

a. A victim may choose to convert a restricted report to unrestricted any time by contacting their SAPR VA and/or SARC and signing block 5 on the VRPS.

b. Under restricted reporting, confidential communication shall be waived when any of the following exceptions apply:

(1) Disclosure is authorized in writing by the victim.

(2) Disclosure to command officials or law enforcement is necessary to prevent or lessen a serious and imminent threat to the health or safety of the victim or another.

(3) Disclosure by healthcare personnel to Disability Retirement Boards and officials is required for fitness for duty or disability retirement determinations, limited only to information that is necessary to process disability retirement determinations.

(4) Disclosure to the SARCs, SAPR VAs, or healthcare personnel is required for the supervision of direct victim services.

(5) Disclosure to military or civilian courts of competent jurisdiction, when ordered by competent authority or required by federal or state law.

(6) Disclosure of suspected and alleged child abuse to law enforcement is required.

(7) Disclosure of sexual assault by a spouse will be deemed a domestic violence case and will be referred to the Family Advocacy Program (FAP).

c. The SARC shall consult with the SJA using non-PII to determine whether an exception applies, if there is a duty to disclose the information, and who will make the disclosure when required.

4. Unrestricted Reporting. This reporting option allows a victim of sexual assault to receive command support, an official investigation of the crime, medical treatment, counseling, advocacy, VLC, and the option to request an expedited transfer.

5. Independent Investigation. If a commander is notified of a sexual assault from a source other than a victim, the Commander shall report the assault to the Military Criminal Investigative Organization (MCIO), per reference (c).

6. Mandatory Reporting.

a. Report all observed incidents of sexual assault to PMO/law enforcement and the chain-of-command immediately.

b. Avoid questioning a victim about the incident, unless required in the course of official duties (i.e., law enforcement, legal, healthcare personnel, etc.), to limit revictimization.

c. Law Enforcement Battalion (LE Bn) Marines and Sailors may serve as SAPR VAs and are not mandatory reporters, while so serving. In the event one of these Marines or Sailors receive Fleet Assistance Program (FAP) or TAD orders to the Provost Marshall's Office (PMO) or Criminal Investigation Division, their SAPR VA appointment letter shall be rescinded until the Marine or Sailor is returned to LE Bn, at which point, the commanding officer will sign a new SAPR VA appointment letter in accordance with reference (c).

d. Victims who disclose a sexual assault outside the chain of command, SAPR program personnel, or other confidentiality-protected entities, increase potential for third-party reporting and subsequent independent investigation.

## Chapter 2

Commander's Requirements

1. All Commanders. Publish a command-specific SOP to outline the implementation of the SAPR program, per reference (c). The SOP shall include protocols for response, reporting, advocacy, training, and guidance for the command's area of responsibility. The SOP shall specifically address the following: collection of initial contact information and management of the VRPS; local response and reporting protocols for all supporting SAPR VAs, particularly if not co-located with the command; outline the protocol for providing the Safety Screening Tool (SST) to the SARC; protocol for maintaining a roster of certified SAPR VAs that effectively tracks continuing education and proactively alerts the command of potential gaps in personnel; Installation and protocol to track annual SAPR training requirements.

a. Attend the monthly CMG for all open, unrestricted sexual assault cases involving victims within the command and provide an update to the victim within 72 hours of the CMG, per reference (b).

b. Stand up a multi-disciplinary High-Risk Response Team (HRRT) when a victim of sexual assault is screened to be in a high-risk situation, per reference (b).

(1) The HRRT shall be chaired by the victim's immediate commander and include the alleged offender's immediate commander, the victim's SARC and SAPR VA, the MCIO, the SJA, the Victim and Witness Assistance Coordinator assigned to the case, the victim's healthcare provider or mental health/counseling provider, and the personnel who conducted the safety screening.

(2) The first HRRT shall be reported to the CMG chair and CMG co-chair within 24 hours of being activated. Weekly briefings shall occur while the victim is considered on a high-risk status. Maintain meeting minutes, limiting all PII and only identifying the victim by DSAID case control number.

c. Establish a command climate that confronts inaccurate beliefs and values that cause, condone, or reinforce any appearance of tolerance for sexual assault; establish clear standards for personal behavior, and hold offenders accountable under the UCMJ.

d. Continuously educate Marines, Sailors, and civilians on how to prevent incidents of sexual assault, while also encouraging victims and witnesses to report these crimes when they occur.

e. Promote zero tolerance for retaliation, reprisal, ostracism, coercion, sexual harassment, and/or maltreatment. The methods to report retaliation and the resolution process are outlined in reference (b).

f. Empower members to intervene when the environment for potential sexual assault exists. Encourage leaders at all levels to be aware that personnel who are sexually assaulted may be physically, mentally, and emotionally traumatized and wounded.

g. Ensure a copy of the II MEF Policy Statement on Sexual Assault is posted throughout command common areas.

h. Register for an eHQM Sharepoint account, within 30 days of taking command, at: [www.thegearlocker.org](http://www.thegearlocker.org)

i. Ensure mandatory annual training requirements are met in accordance with (IAW) references (k) and (l).

j. Provide oversight of SAPR VA Continuing Education Units (CEU) to ensure 16 hours of CEUs are completed annually IAW reference (c).

k. Maintain a current copy of the following documentation for all supporting SAPR VAs: appointment letter and written verification of certification.

## 2. OPREP-3/SIR

a. The victim's commander shall submit an OPREP-3/SIR to report all unrestricted reports of sexual assault when the victim is a service member assigned to the unit.

b. The subject's commander shall submit an OPREP-3/SIR when the victim is a civilian or member of another Service and the subject is a service member assigned to the unit.

c. An OPREP-3/SIR is required for a sexual assault that occurred prior to service.

d. An OPREP-3/SIR is required for a sexual assault that is referred to/from the FAP.

e. An OPREP-3/SIR sample message is provided in reference (d).

### 3. 8-Day Incident Report

a. In accordance with reference (e), commanders are required to submit an 8-Day Incident Report for all unrestricted reports of adult sexual assault. The requirement is triggered by an open case in the DSAID, initiated by a signed VRPS or an open MCIO investigation with an assigned Case Control Number (CCN).

b. The commander shall provide the SAPR 8-Day Incident Report to the immediate O-6 level commander and the first general officer in the chain-of-command by the eighth day following the initial unrestricted report of sexual assault.

c. The victim's immediate commander shall prepare and submit the 8-Day Incident Report if the victim is a service member, per reference (e).

d. The subject's immediate commander shall prepare and submit an abbreviated 8-Day Incident Report if the victim is a non-service member, per reference (e).

e. The 8-Day Incident Report is accessible on the SAPR SharePoint site at:

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

f. An 8-Day is not required for a case referred to FAP.

4. Expedited Transfers. Contact the supporting SARC for guidance and templates for service members and SAPR-eligible civilian victims. References (b) and (c) provide additional details.



## Chapter 3

SARC Requirements1. II MEF SARC

a. Monitor day-to-day operations and reporting requirements within II MEF, ensuring all facets of case management are conducted accurately and timely. Conduct ongoing assessment to ensure consistency and effectiveness of the SAPR program within II MEF. Identify trends, systemic issues, best practices, and develop appropriate action, as needed.

b. Provide the AC/S G-10 non-case specific aggregate data for unrestricted reports only. The SAPR data provided is "For Official Use Only" and not intended for release to any other entity.

c. When requested, provide the CG with a II MEF consolidated sexual assault report, which includes trend analysis.

d. Operate under confidentiality in all cases, except in those where a statutory or regulatory exception to confidentiality applies.

e. Ensure a copy of the CG's SAPR policy letter is posted on command section read boards.

f. Post a photograph and contact information to read boards.

g. Ensure duty personnel have SAPR VA and SARC contact information.

h. Track sexual assault data for Major Subordinate Commands (MSC) and Major Subordinate Elements (MSE).

i. Track the dispositions of all military sexual assault cases to allow for HQMC generation of monthly, quarterly, and annual reports.

j. Provide SARC support to MSC/Es during times when the appointed command SARC is on TAD, leave, etc., if operationally feasible. If a Command SARC billet is vacant, the II MEF SARC or other command SARC will provide appropriate support until

another SARC is appointed. The AC/S G-10 will make these coverage determinations based on operational requirements.

k. Assume case management responsibility for all SAPR-eligible civilian cases when the subject belongs to II MEF CE, 2d MEB, II MIG, 22 MEU, 24 MEU, or 26 MEU.

l. Provide SARC coverage to MEUs prior to compositing and following decomposition. Provide SARC support, as needed, during deployment.

(1) Ensure cases are entered in DSAID within the 48-hour requirement while in garrison. Facilitate DSAID entry while deployed during periods of limited connectivity.

(2) Coordinate 8-Day Briefs via [www.thegearlocker.org](http://www.thegearlocker.org) and, when requested, attend, either in-person or virtually, with II MEF Deputy CG.

m. Provide SARC services to II MEF ad hoc units pre- and post-deployment. Higher headquarters in theater provides SARC coverage during deployment.

n. Collaborate with command SARCs and the installation SARCs to coordinate and execute successful Sexual Assault Awareness and Prevention Month (SAAPM) events and activities.

o. Provide guidance as higher headquarters to subordinate commands within II MEF.

(1) Provide oversight when MSC commanders and SARCs submit requests to HQMC SAPR for expedited transfers.

(2) Maintain a spreadsheet roster of MSC/E SAPR VAs including: date credentialed, date trained, CEUs, and transfer/PCS/EAS date information.

(3) Track MSC requests to HQMC for SAPR VA revocation.

p. Distribute taskers to MSC SARCs and collect data to roll up for II MEF submission.

q. Ensure that victims' commanding officers are notified of CMG and keep rosters to verify their attendance.

r. Ensure all database requirement are met.

s. Ensure VRPSs are managed IAW reference (c).

t. As required, inspect in support of the II MEF Commanding General's Inspection Program.

2. All MSC and MSE SARCs

a. Submit, via email, a weekly sexual assault report to the II MEF SARC.

(1) The report is due by 1000 on the first working day of each week.

(2) The report shall contain the number of restricted and unrestricted reports from the previous week (Monday - Sunday), the DSAID number for each report, and the date of the 8-Day Incident Report (if available).

b. Ensure the Primary SARC Location Code Protocol in DSAID is completed, per reference (b).

c. Maintain a roster of certified SAPR VAs and actively track CEUs for all SAPR personnel. CEUs must be tracked in DSAID and maintained on a locally generated roster.

d. Ensure that victims' commanding officers are notified of CMG and keep rosters to verify their attendance.

e. Attend the CMG, regardless of the requirement to brief cases.

f. Coordinate with the appropriate installation SARC or authorized command SARC to ensure commanders and command team personnel receive the SAPR Command Resource Brief within 30 days of the commander assuming command. SARCs shall attend the SAPR Command Resource Brief when a commander within their area of responsibility is required to attend.

g. Under double lock and key, maintain VRPS until transfer to installation SARC is complete. Electronic correspondence regarding cases requires the use of FOUO and encryption in all emails with PII.

h. Obtain access to Department of the Navy Tracker and complete taskers according to instructions. All taskers will be routed to the II MEF SARC by the due date.

i. Provide site assists to subordinate units within the command in preparation for Commanding Generals' Inspection Programs.

j. Notify command when SAPR VAs fail to maintain CEU compliance.

k. Utilize proper appointment letter template found in [www.thegearlocker.org](http://www.thegearlocker.org).

l. DSAID entry and case management for SAPR-eligible civilian and non-SAPR-eligible civilian cases will be the responsibility of full-time civilian command SARCs.

m. Provide a spreadsheet roster of MSC/E SAPR VAs to the II MEF SARC including: date credentialed, date trained, CEUs, and transfer/PCS/EAS date information.

n. Coordinate and provide the gaining SARC a roster of all deploying SAPR VAs. Include a copy of their D-SAACP Certificate, appointment letter, and 40 Hour Victim Advocacy Training Certificate.

## Chapter 4

SAPR Requirements and Deployment1. Commanders

a. Shall have an established sexual assault response capability with an SOP that addresses response, reporting, advocacy, training, and guidance for those preparing for deployment and during deployment.

(1) The SOP shall be specific to the type of deployment (Unit Deployment Program (UDP), MEU, SP-MAGTF, Task Force-Southwest, etc.).

(2) The SOP shall be reviewed and approved by MEF or Marine Corps Forces (MARFOR) SARC prior to the commander's initial assessment of the unit capability. The SAPR response capability shall be confirmed during certification process.

b. Identify SARC and SAPR VAs that are compositing or deploying (both active and reserve components). This will afford the commander the ability to identify if he or she needs to have a service member trained and credentialed prior to deployment, or if the deploying unit will have to coordinate with the MEF or MARFOR SARC and/or the SARC who supports the deployment location.

c. The SOP shall include the following:

(1) Reporting and response procedures for service members and civilians who are deploying with the command, per reference (a).

(2) Available resources (medical, chaplain, counseling, civilian command SARCs) and points of contact (POC) within the deployed area.

(3) Procedures to:

(a) Contact the SARC and/or SAPR VA when they are not co-located with the victim at the time of report.

(b) Complete all requirements outlined in references (b) and (h), while deployed.

(c) Fulfill the requirements for CMG, HRRT, and managing reports of retaliation associated with a report of sexual assault within the deployed environment.

(d) Manage SAPR documents while in a deployed environment to ensure victim confidentiality.

(4) SAPR personnel requirements to uphold victim confidentiality and privacy. Include consequences for failure to maintain ethical boundaries and billet responsibilities.

(5) Requirement for all compositing SAPR personnel to provide a copy of their D-SAACP credential certificate, training, and appointment documentation to the S-1 and the respective SARC.

d. Training

(1) All personnel who deploy shall complete their annual SAPR training prior to, or during, the pre-deployment period. Training shall be appropriately documented in MCTIMS and verified by the civilian command SARC.

(2) Pre-deployment Training. Shall be completed, per reference (h), and shall include the following:

(a) Commanders policy on sexual assault.

(b) SAPR eligibility and response for active duty and civilians who are deploying.

(c) Names and contact information for SARCs and SAPR VAs who are deploying. Include if there will be support provided by a MARFOR or an Installation SARC within the deployed location.

(d) The process for reporting sexual assault when the SARC or SAPR VA is unavailable. Provide contact information for medical personnel, chaplain, and SAPR-related resources within the deployed environment.

(e) Policy on restricted reporting and disclosure to non-SAPR personnel.

(f) Restricted reporting and the Navy's policy on informing the victim's commander per reference (g).

(h) Requirement for all liberty briefs to include information on how to mitigate risk of sexual assault, bystander intervention, and how to report a sexual assault.

(3) Post-Deployment/Reintegration Training. Shall be completed per reference (h) and shall include the following:

(a) Installation Sexual Assault Support Line phone number.

(b) DoD Sexual Assault Helpline: 1-877-995-5247.

(c) MARFORRES Sexual Assault Support Line (1-877-432-2215) (Text 1-504-655-3521) for activated reservists who will return to their parent command.

(d) Intervention and examples of preventing high risk situations. Address force preservation related topics associated with sexual assault.

(4) Cases opened during deployment will be transferred to the parent command SARC within the first 30 days of redeployment or reintegration.

e. Joint Operations

(1) Coordinate with sister-service components to identify SAPR support and the process for fulfilling commander requirements.

(2) Confirm identified SAPR personnel understand the joint component process for responding to sexual assault and are aware of available resources.

(3) Provide a brief to all personnel to ensure understanding of sexual assault reporting and available resources within area of responsibility.

2. SAPR VAs

a. Provide required SAPR Pre-Deployment training with SAPR resource information specific to location(s) of deployment.

b. Operational planning should include procedures for expeditious movement of a victim and assigned SAPR VA, to the nearest Medical Treatment Facility (MTF) or civilian hospital for prompt evidence collection, regardless of report type.

Develop protocols to protect the Restricted Reporting option during MTF transport.

c. A deployed victim may contact any SAPR VA, regardless of branch of service, and make a Restricted or Unrestricted Report of sexual assault.

d. Transmit a copy of the DD-2910, via encrypted email, to the command SARC within 24 hours. Retain the original DD-2910 under double lock and key until return to home station. Upon return, provide original to command SARC for final submission to installation SAPR.