



UNITED STATES MARINE CORPS

HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VA 22134

HQBN SAPR SOP 1752.1
SARC
18 May 22

HEADQUARTERS BATTALION ORDER 1752.1

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR HEADQUARTERS BATTALION,
TRAINING AND EDUCATION COMMAND SEXUAL ASSAULT PREVENTION AND
RESPONSE PROGRAM

Ref: (a) DoDI 6495.02
(b) MCO 1752.5C
(c) NAVMC 1752.5
(d) DoDI 6495.03
(e) MCO 3504.2A
(f) TECOM O 5000.1
(g) MOAs between HQBn, TECOM and CD&I, M&RA, MCRC, TRGCMD, MCSC,
EDCOM/MCU, MCWL, MCIA, and MCOTEA

Encl: (1) Commanders Protocols for Prevention and Response
(2) High Risk Response Team Protocol
(3) Points of Contact

1. Situation. Sexual assault is a crime that erodes unit cohesion, obstructs unit readiness, and contradicts Marine Corps core values. There is no place for it in our Corps. This order covers roles of the Commander and Command Team, Sexual Assault Response Coordinator (SARC), Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA), and duty officers, as well as procedures for training, reporting, and response. This order, with its enclosures, comprises the SAPR Order and standard operating procedures (SOP) for Headquarters Battalion (HQBn) and its supported organizations. These organizations are Training and Education Command (TECOM), CD&I Combat Development and Integration, Manpower and Reserve Affairs, Marine Corps Recruiting Command, Training Command, Marine Corps Systems Command, Education Command, Marine Corps University, Marine Corps War Lab, and Marine Corps Operational Test and Evaluation Activity.

2. Cancellation. Headquarters and Service Battalion Order 1752.5B.

3. Mission. All members of HQBn will contribute to a command climate conducive for reporting sexual assault, encouraging victims to receive support, and promoting education and skill building opportunities. Efforts must be assessed regularly for process improvement. The purpose of this mission is to establish the battalion as a professional command equipped to combat sexual assault through prevention, education, and response.

4. Execution

a. Commander's Intent. My intent is to foster a command climate characterized by dignity and mutual respect. Such a climate fundamentally affords competent care for victims of sexual assault, ensures accountability for offenders, provides education, offers skill building opportunities, and eliminates toxic behaviors such as hazing, retaliation, ostracism, maltreatment, reprisal, offensive language, sexual harassment, etc.

b. Concept of Operations.

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

SAPR Tool Kit/Locker:

<https://hqmportal.hqi.usmc.mil/sites/family/mfb/SAPR/SitePages/Launch.aspx>

Bn SAPR eFiles:

<\\mcusquanfs44\quanticos\HQSVCBN\SAPR>

SAPR VA and SARC Workspace -

<https://hqmportal.hqi.usmc.mil/sites/family/mfb/SAPR/SitePages/Launch.aspx>

(2) A HQBN SARC will be appointed in writing and all security clearance background checks and training requirements are met in accordance with references (a), (b), and (d).

(3) The HQBN Command SARC has direct and unimpeded access to all levels of leadership within the command and with the given installation commander.

c. Tasks. This section outlines duties, implementation, reporting, support, and education.

(1) Executive Officer:

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

(b) Evaluate the SARC's performance of all duties and responsibilities in accordance with HQMC policy and procedures.

(2) Company Commanders:

(a) Ensure familiarization with this order.

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

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

(d) Nominate Marines to serve as SAPR VA(s) for HQBN Command Post. The Command Post is required to maintain a minimum of 2 SAPR VA(s), in accordance with reference g.

(e) Ensure one SAPR VA, for every 1-250 Marines, are credentialed and appointed at the supported organizations, in accordance with

reference g. Commanders are encouraged to provide more than two SAPR VA(s), per company, if able.

(f) Ensure proper budget is made available for the SAPR VAs, within the supported organizations, to attain continuing education requirements in accordance with references (a) through (c). Opportunities include and are not limited to: Commander's Quarterly SAPR Council, training provided annually by the National Organization for Victim Assistance (NOVA), in-person trainings offered by sister-service programs, etc.

(3) S-1:

(a) Upon notification, immediately submit an Operations Event/Incident Report (OPREP-3) Serious Incident Report (SIR), in accordance with reference (f), for all Unrestricted Reports and allegations of sexual assault, to include prior-to-service incidents, incidents involving civilian victims and Marine offenders, and reports converted from Restricted to Unrestricted. Templates are located in the SIR Tracking platform:

<https://hqmcportal.hqi.usmc.mil/sites/family/mfb/Sitepages/SIRs.aspx>

(b) OPREP-3 AND SIR instructions are located in the administration and logistics section of this order.

(c) Ensure administrative support is provided to the Command SARC as needed.

(4) Security Manager. Provide support for security clearances, as needed, to Command SARC and SAPR VA(s).

(5) S-3:

(a) Ensure SAPR annual training dates are coordinated with the Command SARC and published for each Fiscal Year. This includes: Step Up, Take a Stand, Staff Noncommissioned Officer, and Officer annual training.

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

(6) S-4 Proper: Ensure logistical support is provided to the Command SARC and SAPR VA(s). Support includes and is not limited to: set up and maintenance of office fixtures.

(7) S-4 Supply:

(a) Ensure office supplies are allocated for the Command SARC. Supplies include and are not limited to: paper, business cards, posters, pamphlets etc.

(b) Ensure proper budget is made available for the Command SARC and HQBN Command Post SAPR VAs to attain continuing education requirements in accordance with references (a) through (c). Opportunities include and are not limited to: Commander's Quarterly SAPR Council, training provided annually by the National Organization for Victim Assistance (NOVA), in-person trainings offered by sister-service programs, HQMC SAPR, in-person training created by the HQBN Command SARC, on-line and web-based trainings, training

offered via HQMC SAPR SharePoint, and Marine Corps installation sponsored training, etc.

(c) Ensure the Resiliency Quad (RQ) is supplied with a functional and operational printer, inside the RQ.

(8) Information Systems Coordinator:

(a) Provide technical support to the Command SARC for computer, office phone, duty phone, voicemail, and HQBN webpage.

(b) Provide technical support for access to shared drive, SharePoint, and printers, etc.

(9) Unit Readiness Coordinator

(a) Provide budget support for the Command SARC and all SAPR VAs to create opportunities for battalion unit SAPR events. Opportunities include and are not limited to: Commander's Quarterly SAPR Council, in-person training created by the HQBN Command SARC, SAPR awareness month, etc.

(b) Create opportunities for sponsorship. Opportunities include and are not limited to: Marine Corps Community Services sponsorship for food and refreshments, Marine Welfare and Recreation for donations of cake, drinks, etc.

(10) SARC:

(a) Provide the CO with the SAPR Command Resource Brief within 30 days of assumption of command. Maintain all certificates of attendance. The battalion and company command teams will be familiar with all parts of this order and all available SAPR resources.

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

(c) Collaborate across the supported organizations for all sexual assault reporting, any SAPR Victim Advocates (VA) recommendations, and Headquarters Marine Corps (HQMC) SAPR annual training matters in accordance with reference (e). Post current information including appointed and credentialed Command (CMD) SAPR personnel, SAPR reporting options, local resources, the Marine Corps Base (MCB) Quantico 24/7 Sexual Assault Support Line phone number, the CMD SARC contact information, and the Department of Defense (DoD) Safe Helpline contact information throughout high traffic and common areas. Ensure other DoD sponsored assets are posted such as resources for reporting retaliation, ostracism, maltreatment, and reprisal, sexual harassment, suicide helpline, domestic violence helpline, etc. The HQBN website will only display the MCB Quantico 24/7 Sexual Assault Support Line phone number and the DoD Safe Helpline contact information.

(d) Notify HQMC SAPR of any pending SAPR personnel changes in the appointed SARC billet via email at SMB.Manpower.SAPR@usmc.mil. Include the termination date in the notification.

(e) Post current information including appointed and credentialed SAPR VAs, SAPR reporting options, local resources, the Installation 24/7 Sexual Assault Support Line phone number, the HQBN Command SARC contact information, and the DoD Safe Helpline contact information throughout high traffic and common areas. Ensure other DoD sponsored assets are posted such as resources for reporting retaliation, ostracism, maltreatment, and reprisal, sexual harassment, suicide helpline, domestic violence helpline, etc. The command website will only display the Installation 24/7 Sexual Assault Support Line phone number and the DoD Safe Helpline contact information.

(f) Ensure 24/7 victim advocacy support is available to the unit. Contingency plans will be designed to minimize risk and disruption of SAPR services during special circumstances (e.g., HQBN CMD SARC vacancy, SAPR personnel suspensions/revocations, inclement weather, natural disasters, government shutdown). Coordinate with TECOM as needed. SAPR VAs must not serve in the capacity of the TECOM Command SARC at any time.

(g) Identify local installation and community support services relevant for service members and civilian victims.

(h) Maintain current copies of the SARC appointment letter, documentation of D-SAACP certification, and all required training certificates in accordance with reference (b).

(i) Schedule and coordinate monthly meetings with the CO to support communication, review program implementation, and to design prevention initiatives.

(j) Establish a 24/7 local communication protocol for SAPR personnel and staff members. The communication protocol will list the HQBN SARC to support HHQ structure and initiatives.

(k) Notify TECOM SARC of any pending SAPR personnel changes in the appointed SARC billet.

(l) Provide all original Restricted and Unrestricted Reports (i.e. signed DD 2910s) to the given installation SARC within 10 business days. Maintain a copy of each in accordance with references (b) and (c).

(m) Concerning SAPR VA Appointments. Ensure at least two SAPR VAs are credentialed and appointed at the HQBN Command Post. Ensure at least one SAPR VA is credentialed and appointed for every 1-250 Marines at the supported organizations. Commanders are encouraged to appoint more than two SAPR VAs if able. Ensure all security clearance, background checks, and training requirements are met in accordance with reference (b). Maintain current copies of the appointment letter, documentation of D-SAACP certification, and all required training certificates in accordance with reference (b).

(n) Ensure SAPR VAs are listed on the check-in/check-out sheet and are participating in the new-join brief. These briefs/interactions will be recorded. Resources to support these events are located on the CMD SharePoint.

(11) SAPR VA:

(a) Stand duty for Marine Corps Base Quantico 24/7 Hotline on a quarterly basis.

1. Coordinate with MCBQ SAPR Installation SARC office to schedule SAPR VA duty.

2. Provide individual 24/7 Hotline duty dates to HQBN SARC.

(b) Instruct SAPR training to members of direct supported organization, quarterly at minimum, according to rank.

1. Provide attendance roster to the SARC within 2 business days of completed training.

2. Provide attendance roster to the Company Office within 2 business days of completed training.

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

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

(e) Brief New Joins and personnel checking out of the command utilizing standardized material provided by the SARC. Ensure SAPR VAs are listed on the check-in/check-out sheet of supported organization.

(f) Maintain a logbook to track individuals who check in and out of the command.

(g) When assigned to an unrestricted sexual assault case, attend the monthly CMG aboard Marine Corps Base Quantico with the Sergeant Major and Commander to ensure a comprehensive response for the victim.

(h) Facilitate care and provide referrals and non-clinical support to the adult victim of a sexual assault.

(i) Support will include providing information on available options and resources so the victim can make informed decisions about his or her case.

(j) Report directly to the SARC while carrying out sexual assault advocacy responsibilities.

(k) Complete DD Form 2910 and the Safety Assessment Tool with the victim. Annotate the initial information for DSAID on DD Form 2965 for all reports of sexual assault. Provide the DD Form 2910 and the Safety Assessment Tool to the respective SARC either in-person, over the phone, or via encrypted email. Provide all forms within 24 hours of a filed report of sexual assault.

(l) Provide a copy of DD Form 2910, DD Form 2701 the Initial Information for Victims and Witnesses of Crime, the Victim Legal Counsel

(VLC) Information Brochure, the DOD Safe Helpline Brochure, and the Military/Local Resources information to the victim.

(m) Provide a copy of the Letter of Instruction on Submitting and Processing Expedited Transfers to the victim.

(n) Notify emergency medical personnel immediately if a victim is suicidal and law enforcement if a victim is homicidal. Remain with the victim until their care has been handed-off and acknowledged by a first responder.

(o) Ensure that each victim is aware of the methods to report retaliation and the resolution process, the expedited transfer request process, and contact information for requesting a military protective order or civilian restraining order.

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

(r) Complete four hours of CEUs quarterly; submit training completion documents to the SARC.

(s) Comply with D-SAACP credentialing requirements.

(12) Officer and Assistant Officer of the Day (OOD/AOOD)

(a) Protecting the privacy of the victim is paramount. The OOD will not enter any personally identifiable information in the logbook or any information that will identify the victim.

(b) When the OOD becomes aware of or is informed of a sexual assault, they are mandated to report the assault. The OOD must pass all information gathered on the matter to the SARC/SAPR VA, including the location and physical condition of the victim.

(c) OODs are not authorized to discuss the assault with any individual except the Commanding General, SARC/SAPR VA, and law enforcement.

5. Administration and Logistics.

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

(1) Every victim will be offered all sexual assault support services. Notify the HQBn and TECOM Command SARC for assistance.

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

(3) Ensure all Unrestricted Reports (i.e., signed DD 2910s) and all allegations of sexual assault are immediately reported to the Naval Criminal Investigation Service (NCIS) or the supporting military law enforcement agency per reference (a). This includes assaults disclosed directly by a victim or by a third party.

(4) Ensure the Installation Commander is notified within 24 hours.

(5) Immediately submit an Operations Event/Incident Report (OPREP-3) Serious Incident Report (SIR), in accordance with reference (f), for all Unrestricted Reports and allegations of sexual assault, to include prior-to-service incidents, incidents involving civilian victims and Marine offenders, and reports converted from Restricted to Unrestricted. For tracking purposes, notify the TECOM Command SARC of the date and time submitted. An OPREP-3/SIR is not required for Restricted Reports of sexual assault. Ensure OPREP-3/SIRs are approved by TECOM before release by HQBN.

(6) Notify TECOM via a 5 W's report in accordance with reference (g). Submit an encrypted e-mail to the designated POC(s) and copy the following: [designated POC(s)] for operational visibility. A sample 5 W's report is located on the HQBN SharePoint. Reporting will be completed only by the HQBN Commanding Officer, HQBN Executive Officer, or authorized acting capability. Protect the privacy of victims and alleged offenders to the maximum extent possible. Ensure privacy is maintained by limiting access to information to only those with an official need-to-know.

(7) Commanders will not conduct independent command inquiries or investigations of alleged sexual assaults. Contact the TECOM Staff Judge Advocate (SJA) for questions.

(8) Complete the SAPR 8-Day Incident Report located on the HQMC SAPR Gear Locker in accordance with reference (b). There are 2 triggers for the SAPR 8-Day Incident Report:

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

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

(9) The SAPR 8-Day Incident Report will be automatically delivered to the first O-6 and CG, TECOM via SAPR Gear Locker. Ensure all e-mail addresses are correct. Due to this automated process, the SAPR 8-Day Incident Report will only be shared with personnel authorized with an official need-to-know.

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

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

(12) The HQBN CO serves as the Sexual Assault-Initial Disposition Authority (SA-IDA). SA-IDAs will determine the disposition of

incidents after the formal criminal investigation has been completed and after consultation with the TECOM HQ SJA. SA-IDAs will provide disposition information to the HQBN Command SARC, NCIS, and the Judge Advocate Division through the Marine Corps Sexual Assault Disposition Report (SADR) via TECOM. Contact the TECOM SJA for questions.

b. Additional Support for Victims and SAPR Personnel

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

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

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

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

(b) When operational commitments or other exigent circumstances make the tenant commander's participation impossible, the designated acting commander will attend the CMG. The acting commander will provide a copy of the formal acting letter to the CMG chair. Senior Enlisted Advisors are encouraged to attend with the CO, but may not attend in lieu of CO.

(4) If a HQBN victim is assessed to be in a high-risk situation, the tenant commander will chair a High Risk Response Team (HRRT) in accordance with reference (a). All HRRT procedures will be followed in accordance with reference (c).

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

(6) The SA-IDA should contact the TECOM SJA for any questions pertaining to collateral misconduct.

c. Education and Training Requirements for HQBN Personnel

(1) Include all HQMC SAPR approved annual training on the unit's training plan/schedule and, and ensure training is conducted in accordance with reference (b). All service members will attend training specific to their rank. Only credentialed and appointed HQBN Command SARC and SAPR VAs are authorized to facilitate these trainings. Ensure all trainings are documented and recorded in accordance with reference (b). Rosters to support these requirements are located in HQBN shared files. Direct command involvement in preparation and throughout delivery is encouraged.

(2) Coordinate with the HQBN SARC and XO to ensure all newly hired HQBN civilian federal employees complete the required initial Department of the Navy, "One Team, One Fight" training online via Total Workforce Management Services (TWMS). Subsequent annual training of "One Team, One Fight" is also completed online via TWMS.

(3) Recognize and address negative trends that negatively affect command climate. Coordinate with the HQBN Command SARC and SAPR VAs to generate interactive education and skill building opportunities. Examples include and are not limited to: command special events, safety meets, professional military education (PME), workshops, small group discussions, Sexual Assault Awareness and Prevention Month events, and Transformation Enhancement Program initiatives. Collaboration is encouraged with Marine Corps and sister-service installations.

d. Reporting Requirements for SARC and SAPR VA. The HQBn CO will notify HQMC SAPR, via TECOM SAPR, within 24 hours of having knowledge of a situation where a certified and appointed Command SARC or a SAPR VA has been arrested, accused of a violation, named in a complaint, or is the subject of an investigation as outlined in reference (d). Specific administrative procedures pertaining to SAPR personnel suspensions and revocations will be followed in accordance with reference (c).

6. Command and Signal

a. Command:

(1) Succession of Command:

(a) Succession of SARC duties. In the absence of HQBn SARC, will turn to the, TECOM SARC, Training Command SARC, Education Command SARC, Marine Corps Recruiting Command SARC, or Systems Command SARC.

(b) Succession of SAPR VA duties. In the absence of a SAPR VA, training responsibilities will turn to the next VA within the supported organization. Responsibilities of victim cases will turn to the HQBn SARC to coordinate and appoint new SAPR VA.

(2) This Order is applicable to all elements of HQBn. This Order is effective the date signed.

b. Signal. Recommendations or questions concerning the contents of this Order will be submitted to the HQBn SARC at office phone (703) 432-5326 or duty phone (240) 299-2259.



R. B. SCHMIDT

DISTRIBUTION: A

COMMANDER'S PROTOCOL FOR PREVENTION AND RESPONSE

ENCLOSURE (1)

1. To prevent sexual assault, all commanders shall:

a. Establish a command climate of prevention predicated on mutual respect and trust that recognizes and embraces diversity, and values contributions of all members.

b. Remind Marines of their personal commitment to maintaining a healthy environment that is safe and contributes to their well-being and mission accomplishment.

c. Monitor the organization's climate and respond with appropriate action toward any negative trends that may emerge.

d. Engage Headquarters Marine Corps SAPR for assistance as needed.

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

a. Discourage members from participating in "barracks gossip" or speculation about the case or investigation, reminding all to wait in reaching conclusions until all the facts are known and final disposition of the allegations has occurred.

b. Advise those who may have knowledge of the events leading up to or surrounding the incident to fully cooperate with any investigation.

c. Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation, and may result in a Privacy violation complaint.

d. Emphasize the alleged offender is presumed innocent until guilt is established by legal and competent evidence beyond reasonable doubt.

e. Coordinate unit refresher training with a SAPR VA and/or SARC. Address preventive measures and the impact on the unit. Assess and be cognizant of the needs of the victim at this time, recognizing that increased attention on him/her during this period may be detrimental.

f. Monitor the unit's climate to ensure neither the victim nor the alleged offender is being ostracized and to prevent organizational splintering.

g. Conflict of Interest. When assigning a SAPR VA, ensure the Command SAPR reviews each assignment to eliminate conflicts of interest that interfere with, or give the appearance of interfering with, victim care and command relationships (e.g., a Marine/Sailor who is a SAPR VA and an instructor will not be assigned as SAPR VA to a student within his/her class as this places the Marine/Sailor in the concurrent and conflicting roles of advocate and disciplinarian - or - a victim should not be assigned a SAPR VA in their immediate chain of command or chain of leadership).

3. The victim's commander shall:

- a. Ensure the physical safety and emotional security of the victim. Determine if the alleged offender is nearby and if the victim needs protection.
- b. Ensure emergency medical care is offered if necessary and/or requested by the victim.
- c. Ensure the SARC is notified immediately. If not co-located with the command SARC, ensure that a SAPR VA is provided to the victim. Ensure the victim understands the availability of victim advocacy and the benefits of accepting advocacy. Advocacy services are optional.
- d. Ensure notification to the appropriate MCIO as soon as the victim's immediate safety is addressed, and medical treatment procedures are in motion. Strictly limit knowledge of the facts or details regarding the incident to those personnel who have a legitimate need-to-know, as defined in Appendix A of MCO 1752.5C.
- e. Ensure necessary action to safeguard the victim from any formal (official) or informal investigative interviews or inquiries, except those conducted by the authorities who have a legitimate need-to-know.
- f. Submit the OPREP-3/SIR report for all Unrestricted Reports or allegations, actual or suspected, of sexual assault, in accordance with Military Rules of Evidence (MRE) 513-514.
- g. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or MCIO has initiated an adult sexual assault investigation, in accordance with DoD Instruction 6495.02. Communicate with the MCIO and SARC for required information to complete the report. Do not ask detailed questions and/or pressure the victim or SAPR VA for responses or information about the incident.
- h. Ensure the victim is advised of the need to preserve evidence (by not bathing, showering, washing garments, etc.) while waiting for the arrival of representatives of the MCIO.
- i. Ensure assistance with or provide immediate transportation for the victim to the hospital or other appropriate medical facility. Encourage evidence collection, as there is a small window of opportunity to collect it.
- j. Ensure the victim is asked if a specific support person is desired. This person could be a friend or family member of the victim. Ensure the victim is advised that this person could later be called to testify as a witness if the case goes to trial.
- k. Ensure the victim is offered a chaplain and/or VLC and notify accordingly.
- l. Determine if the victim desires/needs a "no contact" order or an MPO (DD Form 2873) to be issued, particularly if the victim and the alleged offender are assigned to the same command, unit, duty location, or living quarters.
- m. Ensure the victim understands the availability of other referral organizations staffed with personnel who can explain medical, investigative, and legal processes and advise of the victim's support rights.

n. Ensure the victim is advised of the expedited transfer process and facilitate the expedited transfer when requested by the victim. Determine the need for a temporary reassignment to another unit, duty location, or living quarters on the installation of the victim or the alleged offender being investigated, working with the commander of the alleged offender, if different than the victim's commander, until there is a final legal disposition of the sexual assault allegation, and/or the victim is no longer in danger.

o. Attend the monthly CMG meeting until case involving command personnel is closed, non-delegable.

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

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

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

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

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

4. The alleged offender's commander shall:

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

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

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

d. Ensure procedures are in place to inform the alleged offender, as appropriate, about investigative and legal processes.

e. Ensure procedures are in place to inform the alleged offender about available counseling support.

f. Determine the need of the issuance of an MPO, DD Form 2873.

g. Monitor the well-being of the alleged offender, particularly for indications of suicidal ideation, and ensure appropriate intervention occurs if indicated.

h. Submit an OPREP-3/SIR, for all reports of sexual assault when the victim is a civilian, and the alleged offender is a Marine or other Service member assigned to a Marine Corps unit.

i. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or MCIO has initiated an adult sexual assault investigation involving a command Service member and a civilian victim. Communicate with the MCIO and SARC for required information to complete the report. Do not ask detailed questions and/or pressure the victim and/or accused for responses or information about the incident.

HRRT Protocol

ENCLOSURE (2)

DoDI 6495.02, Volume 1, March 28, 2013 ENCLOSURE 9, Change 6, 11/10/2021)

1. The CMG chair will immediately stand up a multi-disciplinary HRRT if a victim is assessed to be in a high-risk situation. The purpose and the responsibility of the HRRT is to continually monitor the victim's safety, by assessing danger and developing a plan to manage the situation.

2. The HRRT shall be chaired by the victim's immediate commander and, at a minimum, include the alleged offender's immediate commander; the victim's SARC and SAPR VA; the MCIO, the judge advocate, and the VWAP assigned to the case, victim's healthcare provider or mental health and counseling services provider; and the personnel who conducted the safety assessment. The responsibility of the HRRT members to attend the HRRT meetings and actively participate in them will not be delegated. Additional personnel assembled to advise the commander may include, but are not limited to, the chaplain and Military Family Life Counselor.

3. The HRRT shall make their first report to the installation commander, CMG chair, and CMG co-chair within 24 hours of being activated. A briefing schedule for the CMG chair and co-chair will be determined, but briefings shall occur at least once a week while the victim is on high-risk status.

4. The HRRT assessment of the victim shall include, but is not limited to evaluating:

a. Victim's safety concerns.

b. Alleged offender's access to the victim or whether the alleged offender is stalking or has stalked the victim.

c. Previous or existing relationship or friendship between the victim and the alleged offender, or the alleged offender and the victim's spouse, or victim's dependents. The existence of children in common. The sharing (or prior sharing) of a common domicile.

d. Whether the alleged offender (or the alleged offender's friends or family members) has destroyed victim's property; threatened or attacked the victim; or threatened, attempted, or has a plan to harm or kill the victim or the victim's family members; or intimidated the victim to withdraw participation in the investigation or prosecution.

e. Whether the alleged offender has threatened, attempted, or has a plan to commit suicide.

f. Whether the alleged offender has used a weapon, threatened to use a weapon, or has access to a weapon that may be used against the victim.

g. Whether the victim has sustained serious injury during the sexual assault incident.

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

i. Whether the victim has a civilian protective order or command has

an MPO against the alleged offender, or there has been a violation of a civilian protective order or MPO by the alleged offender.

j. History of drug or alcohol abuse by either the victim or the alleged offender.

k. Whether the alleged offender exhibits erratic or obsessive behavior, rage, agitation, or instability.

l. Whether the alleged offender is a flight risk.

ENCLOSURE (3)

1. Sexual Assault Contact Information and Resources

a. A detailed listing of resources can be accessed via the MCINCR-MCBQ SAPR website at:

<https://www.quantico.marines.mil/Offices-Staff/Sexual-Assault-Prevention-Response/>

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

2. Commands with Sexual Assault Response Coordinators

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

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

3. Legal, Investigative, and Command Support Personnel

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

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Education Command
Training Command
Officer Candidates School
Weapons Training Battalion
The Basic School
Marine Corps Recruiting Command
Marine Corps Systems Command
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Enclosure (3)

5. Mental Health Services

Type of Facility Military

Name Naval Medical Clinic / Clinical Counseling

Address 3259 Catlin Ave., Quantico, VA 22134

Telephone Number (703) 784-1725

Business Hours 0800-1630, Monday-Friday

Notes Victims can call, walk-in, or self-refer for an intake and appointment.

Type of Facility Military

Name Fort Belvoir Community Hospital Emergency Room

Address 9300 DeWitt Loop, Fort Belvoir, VA 22060

Telephone Number (571) 231-3224

Business Hours 24/7

Notes The Emergency Room staff is the primary point of contact when a client presents to the Emergency Room with a mental health concern. Options and courses of action will be discussed directly with client by the medical staff.

Type of Facility Military

Name MCCS Behavioral Health Community Counseling Center

Location #1 Main Side Office, Little Hall, Lower Level, 2034 Barnett Ave., Quantico, VA

Telephone Number (703) 784-4248

Location #2 West Side Office, Cox Hall, Camp Barrett, 24009 Montezuma Ave., Quantico, VA

Telephone Number (703) 432-6442

Business Hours 0800-1630, Monday-Friday

Notes The Community counseling Center is responsible for coordinating care for clients requiring ancillary services. Care coordination is a collaborative process that assesses, plans, implements, coordinates, monitors and evaluates options and services to meet victim's needs. This has been shown to greatly improve outcome for victims, particularly those who have experienced trauma.

Enclosure (3)