



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO  
ASO 1752.5C  
SAPR  
10 Jun 22

AIR STATION ORDER 1752.5C

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURE FOR SEXUAL ASSAULT PREVENTION AND  
RESPONSE PROGRAM

Ref: (a) MCO 1752.5C  
(b) NAVMC 1752.5  
(c) DoDD 6495.01  
(d) DoDI 6495.02  
(e) DoDI 6495.03  
(f) MCO 3504.2A  
(g) SECNAVINST 1752.4C  
(h) MCO 5800.16  
(i) MARADMIN 096/21  
(j) MARADMIN 047/22  
(k) SECNAV Notice 5210 Implementation of New Department of the Navy  
Bucket Records Schedules  
(l) SECNAV M-5210.1 Records Management Manual  
(m) MCO 5215.1K Marine Corps Directives  
(n) MCO 5210.11F Marine Corps Records Management Program  
(o) Marine Corps Installations East-Marine Corps Base Camp Lejeune  
Order 1752.5C  
(p) DoDI 5505.03  
(q) DoDI 5505.18

Encl: (1) Sexual Assault Incident Checklist  
(2) Commander's Protocol on Sexual Assault Prevention and Response  
(3) Marine Corps Air Station Beaufort Resource List  
(4) Staff Duty Officer (SDO) Standard Procedures  
(5) Barracks Duty Procedures for Responding to Sexual Assault

1. Situation. Sexual assault is a crime that devastates victims, undermines the trust and confidence that bonds Marines and Sailors together, and ultimately degrades our combat readiness and effectiveness. It is incompatible with Marine Corps values and Marine Corps Air Station (MCAS) Beaufort must take an active role in preventing any such assaults. In compliance with references (a) through (q), this Air Station Order (ASO) establishes policy and procedural guidance for responding to allegations of sexual assault and to implement the Sexual Assault and Prevention Response (SAPR) Program aboard MCAS Beaufort.

2. Cancellation. ASO 1752.5B

3. Mission. To establish policy and procedures for responding to sexual assault incidents that involve all personnel assigned to or stationed aboard MCAS Beaufort, or living in the Laurel Bay Housing Area. Marines take care of their own. All personnel assigned to or stationed aboard MCAS Beaufort, or living in the Laurel Bay Housing Area shall be knowledgeable on what constitutes sexual assault. They should understand that it is a crime

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

incompatible with Marine Corps values and is punishable under the Uniform Code of Military Justice (UCMJ), as well as other federal and local civilian laws. Personnel must demonstrate the strength and courage to step up and take action to protect their fellow Marines. Together, we will work to create a culture of prevention and respect, with the goal of eliminating the occurrence of sexual assault. Situations not covered in this document can be found in more detail within the references.

#### 4. Execution

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

(1) Commander's Intent. Victims of sexual assault shall be treated with sensitivity, dignity, and respect. Sexual assault victims shall be given priority and treated as emergency cases regardless of whether physical injuries are evident. Victims will receive appropriate healthcare (medical, emotional, and psychological) and social services, unless care is refused. Consideration will be given to ensure the identity of a victim of sexual assault is released only to those who have a need-to-know (i.e., in the case of an unrestricted report: the unit commander, the Provost Marshal's Office (PMO), or Naval Criminal Investigative Service (NCIS)). Victim safety is paramount at all times. Victims who choose to make a restricted report per the references will have their choice honored to the fullest extent. Victims who elect to report must feel confident their personal safety will be protected, and that they are protected from coercion, ostracism, reprisal, or discrimination.

(2) Concept of Operations. This ASO should be used in conjunction with the references, and any applicable MARADMINS or Memorandum for the Record, to ensure compliance with policies and procedures established by the Commandant of the Marine Corps and the Department of Defense (DoD).

(a) Sexual Assault is a Criminal Act. Sexual assault is defined by the DoD as "intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent." This term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses, per reference (d).

(b) Reporting Options. Per reference (a), service members and their dependents, 18 years of age or older, who are sexually assaulted have two reporting options: Unrestricted and Restricted. Regardless of the type of report, a victim's privacy will be honored to the maximum extent. The Installation Sexual Assault Response Coordinator (ISARC) shall be notified of all cases that occur on and off the Installation to initiate advocacy services and case management. Incidents occurring between spouses, intimate partners who reside in the same residence, individuals with a child in common, or those that include victims under the age of 18 must be referred to the Family Advocacy Program (FAP). If a victim requires referral to FAP, any SARC or SAPR Victim Advocate (SAPR VA) will provide a warm hand off to a FAP Victim Advocate (VA). The FAP VA for MCAS Beaufort can be reached at 843-592-0646.

1. Unrestricted Reporting. This reporting option triggers an investigation and command notification. An unrestricted report can be initiated by the victim by notifying any Sexual Assault Response Coordinator (SARC) (i.e., ISARC or Command SARC), SAPR VA, law enforcement or their chain of command. In addition to a law enforcement investigation and command support, an individual who makes an unrestricted sexual assault report may also receive a Sexual Assault Forensic Examination (SAFE), medical care, Chaplain, counseling, Victims' Legal Counsel, military protective order, expedited transfer, and advocacy services. Once an unrestricted report has been filed, it cannot be changed to a restricted report.

2. Restricted Reporting. This reporting option allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., ISARC, Command SARC, SAPR VA, or healthcare personnel), and receive medical treatment, including emergency care, counseling, and assignment of a SARC or SAPR VA without triggering an investigation. The victim's report provided to healthcare personnel including the information acquired from a SAFE Kit, any SARC, or SAPR VA will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents or an established EXCEPTION applies in accordance with reference (a). The Restricted Reporting option applies to Service Members and their military dependents 18 years of age or older. For additional persons who may be entitled to Restricted Reporting, see eligibility criteria in reference (b). Only SARCs or SAPR VA may receive an official Restricted Report.

(c) Expanded Eligibility to file a Restricted Report. Victims covered under reference (d), are eligible to file a Restricted Report, providing they did not personally report the sexual assault incident to law enforcement (including Military Criminal Investigation Organization (MCIOs)); and they did not previously elect to make an Unrestricted report with any SARC, or SAPR VA by signing a DD Form 2910 on the same sexual assault incident. Victims, covered by reference (d) are eligible to file a Restricted Report even if:

1. They disclosed the sexual assault incident to the Commanding Officer (CO), Executive Officer (XO), and Sergeant Major (SgtMaj) or to personnel in the chain of command;

2. There is an ongoing MCIO investigation into the sexual assault incident initiated by a third party and not due to the victim's disclosure to law enforcement; or

3. The MCIO investigation into the sexual assault incident has been closed.

(d) Required Reporting. Per reference (d), a CO who receives a report of a sex related offense involving a service member within their chain of command will immediately refer the report to NCIS. NCIS retains their duty to initiate a criminal investigation in response to allegations of adult sexual assault per references (m) and (n).

(e) CO's and personnel in the chain of command will encourage individuals who report experiencing a sexual assault to meet with an ISARC or SAPR VA.

(f) The victim's Commanding Officer and other appropriate personnel in the chain of command will inform the victim disclosing a sexual assault:

1. Their respective reporting requirements, including notifying the ISARC; and

2. That this disclosure has no impact on their choice to file a Restricted or Unrestricted Report.

(g) All victims, witnesses, all SAPR personnel, Equal Opportunity personnel, first responders, or bystanders shall be protected under coercion, discrimination, and reprisal. Any individuals who experience retaliation may report such incidents to the Command Inspector General, Military Criminal Investigative Organizations, or the chain of command.

(h) CATCH A Serial Offender (CATCH) Program. Individuals who make an unrestricted report, when the identity of the suspect was not disclosed by the victim or uncovered by law enforcement, to include MCIO, will have the option to participate in the CATCH Program. Individuals who make a restricted report, have the option to participate in the CATCH Program. Additional information about the CATCH Program can be found under reference (a) or by contacting the ISARC or SAPR VA.

b. Tasks

(1) Installation Commander

(a) Appoint a full-time civilian employee as an ISARC to serve as a Subject Matter Expert (SME), trainer, and program coordinator. The ISARC shall report directly to the Installation Commander for all operational tasks and administratively to the Behavioral Health Program Manager. The ISARC shall have direct and unimpeded access to the Installation Commander in accordance with reference (a).

(b) The Installation Commander shall participate in the annual evaluation of the ISARC. The Installation Commander has operational oversight of the installation SAPR Program.

1. Offenses in violation of Defense Sexual Assault Advocate Certification Program (D-SAACP) standards are listed in reference (d). Reporting procedures for all violations, complaints, and investigations can be found in chapter 3 of reference (b). All suspensions and revocations of the ISARC and civilian SAPR VAs must be reported by the Installation Commander to Headquarters Marine Corps (HQMC) SAPR personnel within 24 hours. The Installation Commander shall initiate an investigation of the violation and complaint (actual or alleged), in conjunction with the Staff Judge Advocate (SJA) and human resources department. The Installation Commander will inform the ISARC or Civilian SAPR VA in writing of their suspension and/or revocation using the templates in reference (b).

2. In the event of a suspension or revocation of the ISARC, the Installation Commander will request temporary assistance from Marine

Corps Installations East (MCIEAST and/or Marine Corps Installations Command (MCICOM)).

3. In the event that the ISARC is unavailable for an extended period of time or vacant (e.g. Temporary Additional Duty (TAD), leave, suspension, revocation, or attrition, etc.), a contingency plan shall be established to ensure 24/7 support and coverage for the program. The plan is submitted to HQMC SAPR, MCICOM SARC, MCIEAST SARC, Headquarters and Headquarters Squadron (H&HS) Command Team, Installation Command Team, tenant command teams, Command SARCs within the Area of Responsibility (AOR) and all SAPR VAs under their supervision. The Installation Commander will contact the ISARC to establish protocols and coverage.

4. In the event there is a revocation of a civilian SAPR VA, the ISARC, or appropriate Command SARC, will cover all cases assigned to the revoked civilian SAPR VA. This course of action will remain in place until a new credentialed civilian SAPR VA is hired or the Civilian SAPR VA is reinstated.

(c) Establish a multidisciplinary SAPR Case Management Group (CMG) that meets monthly, per reference (a), to review all open, unrestricted cases of sexual assault. The Installation Commander shall be the chair of the CMG.

(d) Ensure procedures outlined in reference (b) for requests for expedited transfers are followed to include responding within five calendar days of the request and only sending the approved or disapproved request to HQMC via encrypted email from the ISARC and/or the commander of the victim.

(e) Implement all other requirements not specifically stated herein, but identified in references (a) through (q).

(2) Installation Executive Officer

(a) Ensure all Staff Duty Officers (SDOs) are aware of this order and the SDO Duty Binder contains a copy of this order with enclosures. In particular, enclosure (4) should be readily available and the 24/7 support line posted for ease of use.

(b) Maintain oversight of the credentialing status of all appointed Civilian SAPR Personnel. This includes ensuring that the Civilian SAPR Personnel are completing 16 hours of Continuing Education Units (CEUs) each year to maintain D-SAACP credentialing.

(3) All Commanders

(a) Shall confront beliefs and values that cause and reinforce sexual assault, establish clear standards for personal behavior, and hold offenders accountable under the UCMJ. Encourage professional workplace behavior and intervention against those who do not behave respectfully.

(b) Encourage the reporting of sexual assault incidents by protecting the right of the victim's choice for reporting. Protect victims, bystanders, and witnesses from retaliation and reprisal. Information surrounding a sexual assault allegation shall be protected to the greatest extent possible and only disclosed on a need-to-know basis. Comply with Safe-

To-Report Policy which prohibits commanders from taking legal or administrative action on minor collateral misconduct against a victim of sexual assault.

(c) Coordinate with the ISARC or Command SARC to receive a Command Team SAPR Resource Brief within 30 days of assuming command. For an O-6 Commander, the XO, SgtMaj, and supporting Command SARC are also required to attend the Resource Brief with the Commander.

(d) Develop a Policy Statement on sexual assault within 90 days of assuming command and have it posted throughout high traffic areas.

(e) Establish and sign an Order/SOP for SAPR functions within their respective commands within 90 days of assuming command.

(f) Adhere to enclosures (2) and (3) when responding to allegations of sexual assault.

(g) Appoint in writing a minimum of two uniformed SAPR VAs, unless otherwise directed by policy in reference (a). Care should be taken to identify and screen the candidate to ensure that they have the appropriate demeanor, reputation, and capacity to successfully fulfill the role of the SAPR VA.

1. The ISARC or Command SARC should be notified with the names and contact information for all potential SAPR VA candidates. The ISARC or Command SARC will conduct an interview with the candidates, register them for training, and assist with the process for obtaining credentials, as required under reference (e).

2. Offenses in violation of D-SAACP certification standards are listed in reference (e). Reporting procedures for all violations, complaints, and investigations can be found in Chapter 3 of reference (b). All suspensions and revocations of SAPR VAs must be reported by the SAPR VA's CO to HQMC SAPR personnel within 24 hours. The SAPR VA's CO shall initiate an investigation of the violation and complaint (actual or alleged), in conjunction with the SJA and supporting ISARC or Command SARC.

3. In the event that the SAPR VA positions are gapped or not available for an extended period of time (e.g. TAD, suspension, revocation, attrition, etc.), the command shall request coverage support from another command on MCAS Beaufort while identifying, training, and credentialing another SAPR VA. If another command has the resources to support, a Memorandum of Understanding will be completed to outline the coverage.

(h) Ensure that all Marines and Sailors receive rank specific SAPR training as well as pre-and post-deployment SAPR Training as required under reference (a) and (i), facilitated by credentialed and appointed SAPR personnel.

(i) Ensure the protection of the victim, witnesses, bystanders, SAPR VA, Command SARC, and ISARC from coercion, ostracism, discrimination and reprisal.



(j) Ensure all Staff Duty Officers (SDOs) are aware of this order and the SDO Duty Binder contains a copy of this order with enclosures. In particular, enclosure (4) should be readily available and the 24/7 support line posted for ease of use.

(k) Ensure all Barracks Duty Non Commission Officers (NCO) are aware of this order and the Barracks Duty NCO contains a copy of this order with enclosures. In particular, enclosure (5) should be readily available and the 24/7 support line posted for ease of use.

(l) Complete an Operations Event/Serious Incident Report (OPREP-3/SIR) in accordance with reference (f) for sexual assaults reported by a victim and for any third party reports to the command to include voice notification within 30 minutes and message report within six hours. It is critical to ensure that the victim's privacy and confidentiality are protected to the greatest extent with regard to the information provided in and distribution of the OPREP-3/SIR. The OPREP-3/SIR shall not contain any victim or alleged offender Personally Identifiable Information (PII), or any specific detailed information about the assault.

1. 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.

2. The alleged offender's Commander shall submit an OPREP-3/SIR when the victim is a civilian or member of another service and the alleged offender is a Service Member assigned to the unit.

(m) Ensure compliance with reference (b) in the event a sexual assault victim is deemed high risk, which would indicate a High Risk Response Team (HRRT) is warranted. The HRRT shall be chaired by the victim's Commander and, at a minimum, include the alleged offender's Commander, the victim's SARC and SAPR VA, the MCIO, the SJA, the Victim Witness Assistance Program (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 members to attend the HRRT meetings and actively participate in them will not be delegated.

1. The HRRT shall make their first report to the Installation Commander (CMG Chair) and ISARC (CMG Co-Chair) within 24 hours of being activated. A briefing schedule will be established for the CMG Chair and Co-Chair, with briefings occurring at least once per week while the victim is in a high risk status.

2. A final report shall be provided to the CMG Chair and Co-Chair once it is determined that the victim is no longer in a high risk status. The final report shall include details on the actions taken to mitigate or eliminate the identified risk.

(n) In accordance with reference (a), complete a Sexual Assault Incident Report, hereafter referred to as the "SAPR 8-Day Incident Report". The SAPR 8-Day Incident Report serves as a commander checklist for all initial requirements that shall be completed within the first eight calendar

day following an Unrestricted Report of adult sexual assault involving a Service member. The report focuses on victim care and command response.

1. SAPR 8-Day Incident Reports shall be completed for victims of sexual assault who are Active Duty Service member and/or reserve members who file Unrestricted Reports.

2. SAPR 8-Day Incident Reports shall be completed for cases where an independent investigation has been initiated by an MCIO that involves either a Service member victim or a Service member alleged offender.

3. The victim's commander prepares and submits the SAPR 8-Day Report if the victim is a Service member. If the commander is the alleged offender, the next higher commander prepares and submits the SAPR 8-Day Incident Report.

(o) Implement all other requirements not specifically stated herein, but identified in references (a) through (q).

(4) ISARC

(a) In accordance with references (a) through (e), complete all necessary background checks, training, and certification to ensure good standing and proper appointment. Maintain documentation of all training, certification, and appointment; provide copies of relevant documentation to the Installation S-1.

(b) Coordinate with subordinate and tenant commands for the planning and execution of events designed to raise awareness and prevention of sexual assault.

(c) Ensure current information regarding SAPR is appropriately distributed and displayed across the Installation and online. Posters with SAPR information should be posted in common areas along with the SAPR Policy Statement and other relevant information.

(d) Ensure local resources are created, maintained, and updated regularly. The resource list is included as enclosure (1) and is provided to the SAPR VAs for distribution and posting in common areas.

(e) Manage the MCAS Beaufort 24/7 Sexual Assault Support Line for the Installation. Ensure a monthly calendar is created for coverage and data is tracked for the phone call volume. Documentation of certification and appointment of all SAPR VAs who staff the phone shall be maintained by the ISARC. Audits shall be conducted as necessary to ensure full compliance with all references.

(f) Oversee and actively track reported incidences of sexual assault in area of responsibility, ensuring all facets of case management are conducted in an accurate and timely fashion. Coordinate with the SJA and NCIS for oversight of cases and tracking of offender accountability.

(g) Enter all unrestricted and restricted reports of sexual assault into the Defense Sexual Assault Incident Database (DSAID) within 48



hours of the report or within 96 hours of deployed locations that have internet connectivity issues, as required under reference (a).

(h) Enter all SAPR-Related Inquiries (SRI) into the SRI DSAID module within 48 hours or within 96 hours in deployed locations, as required under reference (a).

(i) Notify the victim's Commander and the MCAS Beaufort Installation Commander within 24 hours when an unrestricted report of sexual assault is made. In the cases involving a restricted report, only non-PII information will be provided as a notification to the Installation Commander. In accordance with reference (b), neither the Installation Commander nor DoD law enforcement agencies may use information provided regarding restricted reports for any investigative purposes or in any manner that would reveal the identity of the victim.

(j) Assist Commanders with gathering the necessary information to complete the requirements for submitting the OPREP-3/SIR and SAPR 8-day brief.

(k) As the SAPR Program SME, support the Commanding General's Inspection Program, as necessary.

(l) Maintain liaison with civilian organizations to keep abreast of trends within the field of SAPR. Support the coordination and facilitation of a quarterly Sexual Assault Response Team (SART) meeting with community partners to maintain collaborative relationships with community programs and oversight of trends or patterns. Maintain SART minutes electronically.

(m) Continually analyze, assess, and evaluate MCAS Beaufort's SAPR Program for noted efficiencies and successes, and/or trends requiring corrective actions, then make recommendations for special SAPR Program assessments or changes as necessary.

(n) Co-Chair the CMG on a monthly basis and maintain minutes, documentation of attendance, retaliation, and enter minutes into DSAID as required under reference (d).

(o) Participate in the HRRT for a victim of sexual assault who is determined to be in a high risk situation. Reference (c) provides additional guidance regarding the HRRT responsibilities and protocols.

(p) Safeguard all confidential information pertaining to victims. The ISARC will ensure confidentiality by securing all paperwork with information related to a sexual assault under double lock and key. DD Form 2910 shall be maintained for 50 years in the ISARC's office under double lock.

(q) Establish and maintain a 24/7 Sexual Assault Support Line in order to afford victims the opportunity to make a restricted or unrestricted report and receive support services at any time, as required by reference (b). Internal protocols for staffing this support line and subsequent response procedures will be established in writing and the telephone number for this support line will be prominently displayed on all Installation and command web sites with a link to reporting and response information. As

required by reference (a), the DOD Safe Helpline phone number shall also be displayed on installation and command websites.

(r) Notify HQMC SAPR via email to smb.manpower.SAPR@usmc.mil and the MCIEAST and MCICOM SARCs when notified of a change and/or a pending change in ISARC personnel, as required under reference (b).

(s) Following a report of sexual assault, the ISARC shall meet with the SAPR VA to review the DD Form 2910, safety screening tool, and any other relevant documentation. Case files shall be created to track reports and services provided. Extraneous documentation in the case file shall be shredded following case closure in DSAID. Case files will be locked in a filing cabinet for storage.

(t) Review and maintain this Order annually to ensure it is aligned with established policies.

(u) Track appointment, training, and certification for SAPR VAs within the area of responsibility as well as responsible for maintaining a SAPR VA roster.

(v) Respond to requests from HQMC SAPR via MCIEAST to provide program data in a timely manner.

(w) Present commanders and command teams assigned to the installation the SAPR Resource Brief within 30 days of assuming command.

(x) Conduct site pre-inspections, as necessary and upon request, with all units in the area of responsibility to provide support, education, and ensure compliance with the SAPR Program guidelines.

(y) Develop, maintain, and reconcile the budget for events as well as implement prevention and response campaigns as requested by HQMC SAPR.

(z) Serve as the Command SARC for H&HS and meet all command SARC duties as outlined in ref (a).

(aa) Provide Command SARC support, as necessary, to tenant commands when their Command SARC is not local.

(ab) Implement all other requirements not specifically stated herein, but identified in references (a) through (q).

(5) Installation and Tenant Commands SAPR Victim Advocates

(a) Comply with all requirements under reference (e) to obtain and maintain certification as a SAPR VA through the DoD D-SAACP. Maintain documentation of credentialing and appointment, including, at a minimum: D-SAACP credentialing certificate or email verifying certification; appointment letter signed by the SAPR VA's CO; 40 hour Advocacy training certificate; and Supervisor Statement of Understanding, page 10 of the DD Form 2950, and certificates for authorized CEU trainings.

(b) Ensure achievement of required continuing education by completing 16 hours annually to maintain credentialing status, as required under reference (e). At least one hour of training each year must be dedicated to ethics. Provide copies of completed training certificates to respective Command SARC.

(c) Post HQMC SAPR approved posters in common areas that include reporting options, location and phone numbers/emails for the ISARC or Command SARC, and respective Command SAPR VA(s), location and phone numbers/emails to contact the VLC, process for reporting to an individual outside the chain of command, information for CATCH, information regarding services furnished by the Secretary of Veterans Affairs to survivors of sexual trauma, along with contact information for the MCAS Beaufort 24/7 Sexual Assault Support Line (843)321-6009 and the DoD Safe Helpline (877)-995-5247.

(d) Within their respective commands, provide training and education for all Marines and Sailors, active and reserve in accordance with reference (a) and (i). Training includes SAPR annual, pre and post deployment, Take-A-Stand (Noncommissioned Officers), Step-Up (junior Marines), and other trainings as directed by HQMC SAPR. Maintain and ensure a copy of the sign-in roster is provided to respective command S-3 for input into the Marine Corps Training Information Management System (MCTIMS). Track and ensure the correct code is posted. Copies of all training rosters shall be maintained by the SAPR VA's within the commands. Provide copies of training rosters when requested by the ISARC or Command SARC.

(e) Ensure that accurate information about victim support services is made available to provide appropriate referrals to victims of sexual assault.

(f) Present at new join briefs if ISARC or Command SARC is unavailable, and ensures that information about the SAPR program and local SAPR resources is included in the New Join Brief.

(g) Provide the ISARC with 14 day notification prior to all extended absences and deployments. The out-of-office email notification should include the 24/7 Sexual Assault Support Line phone number and a point of contact with email and phone number.

(h) Attend Quarterly SAPR meetings scheduled by the ISARC or Command SARC.

(i) Assist with the preparation, management, and execution of all events associated with annual prevention initiatives.

(j) When working with victims of sexual assault, ensure protection of confidentiality by maintaining any records (including the DD Form 2910) under double lock and key until they can be transferred to the ISARC. Documentation of ongoing services should not be maintained by the SAPR VA.

(k) Attend the monthly CMG with the victim's CO when working with a victim who has an open unrestricted report.

(l) Report to the ISARC any incidents of retaliation, reprisal, ostracism, or maltreatment experienced by the SAPR VA or disclosed by the victim or witnesses.

(m) While acting as a SAPR VA, personnel shall report directly to the ISARC on all matters pertaining to sexual assault to meet notification requirements and for the purpose of providing care to victims.

(n) When assigned to a case, the SAPR VA is required to provide all relevant referrals to the victim, conduct monthly safety screenings, provide monthly updates to the ISARC and Command SARC, and attend the monthly CMG. The SAPR VA is responsible for tracking the case and ensuring that all services are offered and provided to the victim in a timely and sensitive manner. The SAPR VA shall protect the victim's confidentiality to the greatest extent possible. This may include: ensuring privacy when meeting in person with the victim; transferring all documentation to the ISARC and Command SARC as soon as practicable; intervening in any inappropriate behaviors or gossip by other members of the command; shredding any notes; and protecting electronic communication.

(o) Implement all other requirements not specifically stated herein, but identified in references (a) through (q).

(6) SJA, MCAS Beaufort

(a) Consult with and advise the MCAS Beaufort and H&HS on all sexual assault reports as well as implementation of, and compliance with, this Order.

(b) Consult with and advise the MCAS Beaufort and H&HS on all sexual assault law enforcement reports of investigation to assist them in making appropriate disposition determinations.

(7) Installation and Tenant Commands Chaplains

(a) Ensure that all military religious service personnel have gone through SAPR training in accordance with the references.

(b) Attend annual refresher training as required.

(c) Inform all victims of sexual assault of SAPR services and refer them to the SARC/SAPR VA when appropriate. The Chaplain shall not notify the SARC or SAPR VA and shall only provide information to the SARC/SAPR VA when given prior approval by the victim.

(8) Installation and Tenant Commands Staff Duty Officer (SDO)

(a) When a SDO becomes aware of, or is informed of, a sexual assault on a victim, the SDO shall refer to enclosure (4) which is located in the SDO binder, and is required to notify the ISARC or Command SARC by calling the MCAS Beaufort 24/7 Sexual Assault Support Line at (843) 321-6009. The SDO must pass all information gathered on the matter to the SAPR VA/ISARC, including the location and physical condition of the victim. If the SDO is a SAPR VA, they must contact the ISARC to provide the report notification.

(b) SDOs are not authorized to discuss the assault with anyone except the victim's CO, necessary command team members (need-to-know basis only), ISARC or Command SARC/SAPR VA, or law enforcement.

(c) Protecting the privacy of the victim is paramount. The SDO will not enter any PII about the victim in the SDO logbook or any information that will identify the victim or alleged offender, if known.

(9) Barracks Duty Non-Commissioned Officers (DNCOs)

(a) When a Barracks DNCO becomes aware of, or is informed of, a sexual assault on a victim, the Barracks DNCO shall refer to enclosure (5), a copy of which is at the duty desk, and is required to notify the ISARC by calling the MCAS Beaufort 24/7 Sexual Assault Support Line at (843) 321-6009. The Barracks Duty NCO must pass all information gathered on the matter to the SAPR VA/ISARC, including the location and physical condition of the victim. If the Barracks DNCO is a SAPR VA, they must contact the ISARC to provide the report notification.

(b) Barracks DNCOs are not authorized to discuss the assault with anyone except the victim's CO, necessary command team members (need-to-know basis only), SAPR VA/ISARC, or law enforcement.

(c) Protecting the privacy of the victim is paramount. The Barracks DNCO will not enter any PII about the victim in the Barracks DNCO logbook or any information that will identify the victim or alleged offender, if known.

(10) PMO, MCAS Beaufort

(a) Ensure that any victims of sexual assault are treated fairly, with dignity, sensitivity, and without prejudice.

(b) In response to a report of adult sexual assault, notify the ISARC or SAPR VA as well as NCIS immediately after ensuring the victim is not in imminent danger.

(11) Adjutant, MCAS Beaufort. Will submit on the installation Commander's behalf an OPREP-3/SIR to report all unrestricted reports of sexual assault when the victim is a civilian over the age of 18 who is sexually assaulted:

(a) Aboard MCAS Beaufort and/or Laurel Bay; or

(b) Off the installation by a non-service member, or when the alleged offender is unknown.

(12) NCIS

(a) Initiate a criminal investigation in response to reports/allegations of adult sexual assault per references (p) and (q).

(b) Attend Monthly CMG meetings to provide current and relevant updates for each case staffed.

(13) Personnel

(a) Sexual Assault Prevention

1. Eliminate behavior that violates our ethos and serves to tarnish the prestige of the Marine Corps.

2. Maintain a climate that is respectful to all.

3. Be an active bystander - be prepared to safely intervene when recognizing a potentially harmful situation is occurring. See your ISARC, Command SARC, or SAPR VA for bystander intervention strategies or go to the DoD SAFE Helpline website.

4. Attend annual rank specific SAPR training per references (a) and (i).

(b) Sexual Assault Response

1. Marines must report all incidents of sexual assault which come under their observation to their chain of command or law enforcement immediately, in accordance with reference (a).

2. Upon learning that a sexual assault incident is being planned, notify your chain of command.

3. Become familiar with the victim-related resources available in your community.

4. Ensure that any victims of sexual assault are treated fairly, with dignity, sensitivity, and without prejudice.

5. Discourage idle gossip regarding an incident, the victim, and the alleged offender. Incidents involving threats toward the victim, alleged perpetrator(s), SAPR VA, and/or SARC should be reported immediately.

6. Retaliation against alleged victims or other members of the Armed Forces who report a criminal offense is prohibited.

7. The DoD recognizes that the victim may tell someone that a sexual assault has occurred before deciding whether to file a report. If the victim specifically discloses to someone who is in the victim's chain of command, that member of the command is required to report the information to the command and appropriate Military Criminal Investigative Authority.

c. Coordinating Instructions

(1) The MCAS Beaufort 24/7 Sexual Assault Support Line can be reached at (843) 321-6009.

(2) The DoD Safe Helpline is available at 1(877)995-5247 and online at [www.safehelpline.org](http://www.safehelpline.org). This helpline can direct you to the nearest rape crisis center and or your Installation SAPR Program. It is free and confidential, 24/7.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order shall be submitted to the ISARC.

b. Controlled Unclassified Information (CUI)

(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

(2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

(3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

c. Records Management. Records created as a result of this Plan shall be managed according to national archives and records administration (NARA) approved dispositions per references (k) and (l) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to references (m) and (n) for Marine Corps records management policy and procedures.

d. Personally Identifiable Information (PII). To ensure the privacy rights of victims, any documentation containing PII will be maintained in accordance with the references, relevant privacy laws, and information regarding the allegations will be disclosed on a need-to-know basis only.

6. Command and Signal

a. Command. This Order is applicable to all personnel assigned to or stationed aboard MCAS Beaufort, or living in the Laurel Bay Housing Area.

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

  
K. R. ARBOGAST

DISTRIBUTION: A



**SEXUAL ASSAULT INCIDENT CHECKLIST**

<b>ACTION</b>	<b>BY WHOM</b>	<b>REQUIRED TIMEFRAME</b>	<b>DATE COMPLETED (if applicable)</b>
Notify Installation Sexual Assault Response Coordinator (ISARC) or Command Sexual Assault Response Coordinator (SARC) - ISARC: H&HS and non-Marine Aircraft Group 31 (MAG-31) Commands - MAG-31 Command SARC: MAG-31 Commands	Installation Commander (CO) or Command CO, or any command member that was made aware of a sexual assault.	Immediate	
Notify Naval Criminal Investigation Services (NCIS)	Installation CO or Command CO, or any command member who received initial report	Immediate	
Offer SARC/Sexual Assault Prevention and Response Victim Advocate (SAPR VA) services	CO, Duty, or any command member who received initial report	Immediate	
Take to Naval Hospital	Any SARC/SAPR VA, <u>if victim chooses</u>	As requested	
Offer/arrange for chaplain services	Any SARC/SAPR VA	Immediate	
Offer/arrange for counseling services	Any SARC/SAPR VA	Immediate	
Offer/arrange for Victim's Legal Counsel (VLC)	Any SARC/SAPR VA	Immediate	
Establish High-Risk Response Team (HRRT), if needed	CO of the alleged offender or victim, and ISARC or Command SARC	Immediate	
Issue Military Protective Order (MPO)*	CO of alleged offender	As necessary	
Transfer of alleged offender	CO of alleged offender	TBD	
Execute expedited transfer (active duty/Sexual Assault Prevention and Response (SAPR) eligible military dependent)	CO of Service Member/SAPR eligible dependent (The action Officer may vary) - <u>if requested by victim</u>	Decision w/in 5 calendar days	
<b>FORMS</b>			
Operational Event/Serious Incident Report (OPREP-3/SIR)	Dependent on case	Voice report: 30 minutes; Message: 6 hours	
- Victim is service member	CO of victim	Immediate	

- Victim is civilian	CO of alleged offender	Immediate	
- SAPR eligible civilian Victim; sexual assault occurs on-base (alleged is a civilian) - SAPR eligible civilian victim; sexual assault occurs off-base or alleged is unknown	CO of installation	Immediate	
Commander's Critical Information Reports	Dependent on case		
- To Marine Corps Installations East - Marine Corps base Camp Lejeune	CO via OPREP-3/SIR	Immediate	
8-Day Incident Report	Dependent on case	8 days after UR DD-2910 signed or Naval Criminal Investigative Service issues a Case Control Number	
- Non-SAPR eligible civilian	CO of alleged		
- Victim is service member	CO of victim		
- Victim is SAPR eligible civilian victim	CO of installation		
Sexual Assault Disposition Report	Staff Judge Advocate Office	Upon Adjudication	

**Commander's Protocol on Sexual Assault Prevention and Response**

1. Prevention. To prevent sexual assault, all Commander's shall:
  - a. Establish a command climate of prevention predicated on mutual respect and trust, which 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 towards any negative trends that may emerge.
2. All Commanders. In the event of a sexual assault report, the Commander shall:
  - a. Report all actual, suspected, or alleged incidents of sexual assault to the Military Criminal Investigative Authority (MCIO).
  - b. Discourage personnel from participating in barracks gossip or speculation regarding the case or investigation.
  - c. Advise those who may have knowledge of the events leading up to or surrounding the incident to fully cooperate with any investigation.
  - d. Remind personnel that discussion of a possible sexual assault incident may compromise an ongoing investigation.
  - e. Coordinate unit refresher training with respective Command's Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA) or Sexual Assault Response Coordinator (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 them may be detrimental.
  - f. Continuously monitor the unit's climate to ensure the victim, alleged offender, witnesses, SARC, or SAPR VA in the investigation are not being ostracized, to prevent organizational splintering.
3. Victim's Commander
  - a. Ensure the physical safety and emotional security of the victim. Determine if the alleged offender is still nearby and if the victim desires/needs protection.
  - b. Ensure emergency medical care is available if necessary and/or requested by the victim.
  - c. Immediately notify the Installation SARC (ISARC) or Command SARC, and a SAPR VA once the report is received.
  - d. Provide a report notification to Naval Criminal Investigative Service (NCIS) or the appropriate MCIO as soon as the victim's immediate safety is addressed and medical treatment procedures have been initiated. To the

fullest extent practicable, strictly limit knowledge of the facts or details regarding the incident to only those personnel who have a legitimate need-to-know.

e. Ensure necessary action is taken 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. If the victim is deemed to be high risk for continued or imminent harm, conduct procedures to initiate a High Risk Response Team, in accordance with reference (b).

g. Submit the Operation Reporting/Serious Incident Report (OPREP-3/SIR) for all unrestricted reports of sexual assault in accordance with reference (g).

h. Within eight calendars days from the date that the victim makes an unrestricted report using a DD 2910 or NCIS issues a Case Control Number (CCN) in accordance with reference (h), complete the SAPR 8-day Brief. Information for the 8-day brief can be retrieved via the respective command SARC or law enforcement. It is not appropriate for information to be requested from the victim or the SAPR VA. The SAPR VA should not participate in the process of completing any of the reporting requirements to protect the confidentiality within the victim-victim advocate relationship.

i. Ensure that the victim understands the availability of victim advocacy and the benefits of accepting advocacy and support services. The victim shall also be notified that participation with the SAPR VA is voluntary.

j. Determine if the victim desires/needs a Military Protection Order (MPO) (DD Form 2873). If necessary/requested, immediately issue an MPO, particularly if the victim and alleged offender are assigned to the same command, unit, duty location, or living quarters.

k. Determine the need for a temporary reassignment to another unit, duty location, or living quarters on the Installation for the victim or the alleged offender. Prior to relocating the victim, the Commander should consult with the victim or SAPR VA to determine the needs of the victim. Work with the Commander of the alleged offender, if different from the victim's Commander, until there is a final legal disposition of the sexual assault allegation, and/or until the victim is no longer in danger.

l. Process expedited transfer requests by the victim in accordance with reference (c).

(1) Process expedited transfer requests in a timely manner while securing the privacy of the individual to the highest degree possible, as required under reference (c). Receipt of expedited transfer requests shall be documented and processed within 72 hours. The CO shall utilize the list of criteria provided under reference (c) in making a determination.

(2) Approval or denial of the request shall be documented utilizing the templates provided on the SAPR Gear Locker page; <http://hqmcpportal.hqi.usmc.mil/sites/family/mfb/SitePages/Homes.aspx> and routed to HQMC SAPR personnel by the respective command SARC.

m. Attend the CMG meeting on a monthly basis from the time of the report until the case is adjudicated and the victim is no longer utilizing services. Provide a monthly update to the victim within 72 hours of the CMG.

n. If collateral misconduct on the part of the victim arises, the victim's Commander should consult with the Staff Judge Advocate (SJA) on when and how best to dispose of the victim's collateral misconduct. Absent extenuating or overriding circumstances inappropriate to delay taking action, the commander will consider deferring discipline for such victim misconduct until all investigations are completed and the sexual assault allegation has been adjudicated.

o. When practical, consult with the SJA and MCIO, and notify the assigned SARC and SAPR VA prior to taking any administrative or disciplinary action against the victim.

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

q. Listen/engage in support of the victim, as needed. Throughout the investigation, consult with the victim and SAPR VA to address any safety or well-being concerns as they arise.

#### 4. Alleged Offender's Commander

a. Ensure notification to the appropriate MCIO as soon as possible after receiving a report of a sexual assault incident, unless the notification has otherwise been made.

b. Safeguard the alleged offender's rights and preserve the integrity of a full and complete investigation. Avoid unnecessary questioning or interrogation of the subject.

c. Restrict information pertinent to an investigation to those who have an official need-to-know.

d. Ensure procedures are in place to inform the alleged offender about the investigative and legal processes that may be involved, as appropriate. Coordinate with the appropriate MCIO on notification to the alleged offender, as it may have an impact on the pending investigation.

e. Inform the alleged offender about available counseling and mental health resources. Monitor the well-being of the alleged offender, particularly for indications of suicidal ideation, and ensure appropriate intervention occurs if indicated.

f. Determine the need to issue an MPO. When the command issues, terminates, amends, or modifies an MPO, a copy of the MPO should be sent to the NCIS Agent and the respective command SJA. The SJA's office processes the MPO by submitting it to PMO aboard MCAS Beaufort for entry into the

Protective Order File (POF) of the National Crime Information Center (NCIC). The MPO should be monitored to avoid lapse while the case is pending adjudication.

g. Submit an OPREP-3/SIR and 8-Day Brief when the victim is a civilian and the alleged offender is a service member. It is inappropriate for the SAPR VA to complete these reporting responsibilities due to their advocacy relationships with victims. The Executive Officer, legal officer, or adjutant are more appropriate avenues to provide assistance with completing the OPREP-3/SIR and 8-Day Brief.





# MCAS Beaufort Resources List

## Helplines

### MCAS Beaufort 24/7 Sexual Assault

**843-321-6009**

Department of Defense Safe Helpline	877-995-5247	Rape, Abuse, & Incest National Network (RAINN)	800-656-4673
Family Advocacy Program (FAP) Domestic 24/7 Helpline	843-592-0646	Military One Source Español	800-342-9647 877-888-0727
Hopeful Horizons Rape Crisis Center 1212 Charles St.	843-770-1070	Hopeful Horizons Rape Crisis Center 24/7 Support Line	800-868-2632

## Healthcare

Naval Hospital Beaufort 1 Pinkney Blvd	843-228-5200	Beaufort Memorial Hospital 955 Ribaut Rd.	843-522-5200
---	--------------	--	--------------

## Law Enforcement

Provost Marshal's Office (PMO) Bldg 584	843-228-6710/911	Beaufort Police Department	843-524-2777
Naval Criminal Investigative Service (NCIS) Duty Agent	843-228-1127	Beaufort County Sheriff	843-524-2777

## Legal

Victims Legal Counsel (MCRD Parris Island)	843-228-3581	Beaufort County Solicitor's Office	843-779-8477
Victim and Witness Assistance Program	843-228-6624	Parris Island Base Legal	843-228-2559
		Beaufort County Clerk of Courts	843-255-5057

## Counseling/Mental Health

MCAS Beaufort Chapel	843-228-7576	Chaplain 24/7 Line	843-321-6708
Community Counseling Program (CCP)	843-228-6392	National Suicide Prevention Life Line	800-273-8255
FAP	843-228-6126	DSTRESS Line	877-476-7734

## MCAS Beaufort Installation SARC's & VAs

Ashly Byam Installation SARC	Office: 843-228-6499 Cell: 843-271-5176
Marie Brodie 2D MAW SARC	Office: 252-466-3549 Cell: 252-876-6352
Capt Finney Wing Command SARC	Office: 843-228-7369
Vacant Installation VA	Office: 843-228-6904
Naval Hospital Duty VA	843-321-6493



**STAFF DUTY OFFICER PROCEDURES FOR RESPONDING TO SEXUAL ASSAULT**

1. In the event a request is made to speak to a Sexual Assault Response Coordinator (SARC) or Sexual Assault Prevention and Response Victim Advocate (SAPR VA), but a sexual assault is not disclosed and a victim is not identified, the Staff Duty Officer (SDO) must protect the right to confidentiality. Unless the SDO determines that the caller is in danger or if the reported crime is in progress, the SDO shall not ask the individual identifiable information and will refer the caller to contact the Marine Corps Air Station (MCAS) Beaufort 24/7 Sexual Assault Support Line at 843-321-6009. Alternatively, if a command uniformed SAPR VA is available, the SDO may direct the individual to that SAPR VA without impacting the right to a restricted report.

a. A request solely to speak to a SARC or SAPR VA is not a reportable incident and information about the request should not be disclosed to those without a need-to-know.

b. The SDO shall not question the individual about the reason for speaking to a SARC or SAPR VA.

c. The SDO shall not log any Personally Identifiable Information (PII) into the logbook.

2. In the event that a sexual assault is reported to the SDO the following shall occur:

a. Ensure that the victim is safe. Assess the physical safety and emotional security of the victim. Determine if the alleged offender is still nearby and if the victim desires/needs protection. If the victim is not safe, call the Provost Marshal's Officer (PMO). The SDO should not further question the victim about the details of the assault.

b. Immediately notify a SAPR VA and the victim's Commanding Officer. After hours, a SAPR VA can be reached by calling the MCAS 24/7 Sexual Assault Support Line at 843-321-6009. The victim's name, rank, location, and contact information can be passed to the SAPR VA. These details should not be included in the logbook.

c. Determine if the victim desires/needs medical care. If the victim needs medical care, secure transport via ambulance to the Beaufort Memorial Hospital. The Emergency Department will then initiate their sexual assault procedures.

d. If the victim's immediate safety is assured and medical procedures are in motion, contact PMO at 843-228-6710 so their reporting to the Naval Criminal Investigative Services (NCIS) can occur. To the maximum extent practical, strictly limit information on the details of the incident on a need-to-know basis.

e. If necessary, take action to safeguard the victim from any informal investigative interviews or inquiries, except by those authorities with a legitimate need-to-know.

f. The SDO may only disclose information about the report to those with an official need-to-know, which includes the Commander, Executive Officer,

Sergeant Major, and the SAPR VA who responded to the call along with law enforcement and medical staff. Information regarding the report should not be provided to additional members of the command who do not have an official need-to-know.

g. Protecting the privacy of the victim is paramount. The SDO shall not enter any PII or any information that could reasonably result in identification of the victim in the logbook. Any written notes should be shredded or given to the SAPR VA to avoid possible violations of privacy.