



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

ASO 1752.5E  
SARC  
29 Apr 25

AIR STATION ORDER 1752.5E

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

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM STANDARD  
OPERATING PROCEDURES (SOP)

Ref: (a) DoD Directive 6495.01  
(b) DoD Instruction 6495.02, Volume 1  
(c) DoD Instruction 6495.02, Volume 2  
(d) DoD Instruction 6495.02, Volume 3  
(e) DoD Instruction 6495.03  
(f) DoN Safe-to-Report Policy  
(g) MARADMIN 096/21  
(h) Manual for Courts-Martial 2024  
(i) MCO 1752.5C  
(j) MCO 3504.2A  
(k) NAVMC 1752.5  
(l) MCIEAST-MCB CAMLEJO 1752.5D  
(m) MARADMIN 047/22

Encl: (1) Sexual Assault Prevention and Response Program Standard  
Operating Procedures  
(2) Sexual Assault Incident Checklist  
(3) Commander's Protocol on Sexual Assault Prevention and Response  
(4) Marine Corps Air Station Beaufort Resource List  
(5) Staff Duty Officer (SDO) Standard Procedures  
(6) 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. This order defines and assigns specific responsibilities throughout Marine Corps Air Station Beaufort and provides specific guidance to MCAS Beaufort Commanders, Marines, Sailors, and civilians to ensure compliance with existing Department of Defense (DoD), Department of the Navy (DoN), Marine Corps, and Marine Corps Installation Command (MCICOM) policy.

2. Cancellation. ASO 1752.5D

3. Mission. Implement policy and procedures to ensure compliance with higher headquarters' policy, assist commanders in preventing and appropriately responding to sexual assault, establish and maintain a climate in which sexual assault is prevented, and should an assault occur, ensure that victims are protected, and offenders are punished.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Commanders and leaders at all levels will thoroughly understand the references and directives and adhere to the

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guidance set forth herein. For the purpose of the SAPR program, commanders are defined as all Commandant of the Marine Corps-approved, command-screened, and slated O-5 and above Commanding Officers. All Marines and Sailors will understand their responsibility to prevent sexual assault and readily respond should sexual assault occur in our ranks.

(2) Concept of Operations. All actions in response to allegations of sexual assault will be performed in strict compliance with references (a) through (m) and this order.

b. Subordinate Element Mission. See following chapters.

c. Coordinating Instructions. Commanding Officers shall ensure that all personnel concerned are thoroughly familiar and comply with the procedures, rules, and regulations promulgated in this order and the references.

(1) Anyone in need of advocacy services may receive confidential help at any time by calling these 24/7 Sexual Assault Support Lines:

(a) MCAS Beaufort: (843) 321-6009

(b) DoD Safe Helpline: (877) 995-5247

(c) [www.safehelpline.org](http://www.safehelpline.org)

5. Administration and Logistics. Forward all recommended changes and inquiries regarding this order to the MCAS Beaufort Sexual Assault Response Coordinator (SARC).

a. 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.

b. Records Management. Records created as a result of this Plan shall be managed according to national archives and records administration (NARA) approved dispositions per SECNAV Notice 5210 Implementation of New Department

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of the Navy Bucket Records Schedules and MCO 5215.1K Marine Corps Directives, to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to SECNAV M-5210.1 Records Management Manual and MCO 5210.11F Marine Corps Records Management Program for Marine Corps records management policy and procedures.

6. Command and Signal

a. Command. This order is applicable to all personnel assigned and attached to MCAS Beaufort.

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



T. J. FELTER

DISTRUBUTION: A

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## Chapter 1

### GENERAL

1. Sexual Assault Definition. A criminal act, sexual assault is defined as intentional sexual contact characterized by the use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (including unwanted and/or inappropriate sexual contact), or attempts to commit these acts. Sexual assault can occur without regard to gender or spousal relationship or age of victim.

2. Consent. A freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance does not constitute consent. Submission resulting from the use of force, threat of force, or placing another person in fear also does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or in fear. A person cannot consent if the subject makes a fraudulent representation that the sexual act serves a professional purpose or induces a belief that the subject is another person. All the surrounding circumstances are considered when determining whether a person gave consent. A person's previous sexual acts, experiences, and/or history does not constitute consent.

3. Confidentiality. Confidential communications are verbal, written, or electronic communications of personal identifying information made by a victim to a Sexual Assault Response Coordinator (SARC), Sexual Assault Prevention and Response Victim Advocate (SAPR VA), chaplain, healthcare personnel, or Victim Legal Counsel (VLC). Confidentiality applies to both restricted and unrestricted reports of sexual assault. Per reference (b), a victim has a privilege to refuse to disclose and to prevent any other person from disclosing a confidential communication made between the victim and the SAPR VA in a case arising under the Uniform Code of Military Justice (UCMJ), if such communication was made for the purpose of facilitating advice or supportive assistance to the victim.

4. Disclosure of Collateral Misconduct. When disclosed by the victim to the SARC and/or SAPR VA, collateral misconduct related to the sexual assault committed by the victim is considered confidential communication and shall not be disclosed unless confidentiality exceptions apply. This does not include offenses committed at an earlier or later time unrelated to the sexual assault incident.

#### 5. Reporting Options

a. Restricted Reporting. The restricted reporting option allows a sexual assault victim to confidentially disclose the assault to specified individuals (i.e. SARC, SAPR VA, and healthcare personnel), and receive medical treatment including emergency care, counseling, and assignment of a SARC and SAPR VA, without triggering an official investigation. The victim's report provided to healthcare personnel [including the information acquired from a Sexual Assault Forensic Exam (SAFE) kit] will not be disclosed to law

enforcement. SARCs and SAPR VAs will not report to law enforcement or to the command to initiate an official investigation process unless the victim consents or an established EXCEPTION is exercised in accordance with reference (b). Only a SARC, SAPR VA or healthcare provider are authorized to accept a restricted report per reference (b). A victim may choose to convert a restricted report to an unrestricted report at any time by contacting their SAPR VA and/or SARC and signing Block 4 on the VRPS. If a SAPR-eligible person discloses a sexual assault to their chain of command and has not previously signed a Victim Reporting Preference Statement (VRPS) for an unrestricted report and has not spoken directly to law enforcement, the person remains eligible to file a restricted report with a SARC or SAPR VA. If the person has filed a restricted report and then subsequently informs their chain of command of the restricted report, the report can remain restricted. The person also has the option to un-restrict the report at any time. The commander remains responsible for all reporting requirements when informed of a sexual assault to include, but not limited to, contacting law enforcement and releasing a Serious Incident Report in accordance with reference (b).

b. Exceptions to the Applicability of Restricted Reporting. The SARC shall evaluate the information provided and determine whether an exception may apply. The SARC shall consult with the Staff Judge Advocate (SJA) using non-Personally Identifiable Information (PII) to make the appropriate determination before applying an exception, unless immediate danger is assessed. If an exception is applied for serious or imminent danger, the High-Risk Response Team (HRRT) must convene to address the issue.

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

d. Disclosure to the Chain of Command. If information about a sexual assault comes to a commander's attention from any source, to include the SARC, a victim, a suspect, or a third party, that commander shall report the matter to the Naval Criminal Investigative Service (NCIS), and an official investigation may be initiated based on the information provided per reference (b). This includes when the Chain of Command is made aware of an existing restricted report of sexual assault by the victim.

e. Reporting Requirements. Marines and Sailors must report all incidents of sexual assault which come under their observation via the chain of command and/or law enforcement immediately, in accordance with reference (b).

## 6. Case Management Group (CMG)

a. Purpose. The purpose of the CMG is to ensure the safety of victims and retaliation reporters, to facilitate victim access to restorative services and to track unrestricted reports and retaliation related to unrestricted reports, and to direct effective response system coordination and ensure appropriate accountability.

b. Members. The CMG is chaired by the Installation Commander and co-chaired by the Installation SARC. Required attendees include the victim's immediate commander, the supporting SARC, Command SJA, NCIS, law enforcement/PMO, healthcare personnel, the victim's SAPR VA, VLC and unit chaplain.

c. Commander Responsibilities. The commander will receive updates on the case from a representative from law enforcement and Legal Services. Since the CMG meeting is not covered under confidential communication, the passing of confidential and/or sensitive victim information should be limited to need-to-know only:

(1) Commanders should not mention personal information such as behavioral health, legal issues, substance abuse, and/or unrelated medical conditions.

(2) The update to the CMG members should focus on the investigative and legal status of the unrestricted report.

(3) If the commander cannot attend, an acting letter must be provided to the CMG chair.

(4) The victim's immediate commander shall provide, to victims who filed an unrestricted report, an update within 72 hours after the CMG conclusion regarding the status of the investigation.

d. CMG Procedures. Commanders, the SARC, and/or the SAPR VA will provide information on any safety concerns and if the victim reported retaliation via DD Form 2910-2. The SAPR VA providing support to the victim will confirm that they are making regular contact with the victim and discuss any referrals the person may need and/or is utilizing. CMG procedures are further outlined in reference (b).

7. High Risk Response Team (HRRT). 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 following procedures outlined in reference (b) and (k). The SARC shall provide guidance on convening the HRRT. The HRRT will meet until the high-risk situation is mitigated and will follow guidance for meetings, minutes, and documentation as outlined in references (b) and (k).

a. Safety. If there is a safety issue, the SARC will immediately refer to mental health for crisis support and the commander will assess the immediate safety risk, not waiting for the HRRT to be stood up.

b. Risk assessment. The SARC makes the risk assessment based on input from the SAPR VA and the Safety Screening Tool. If there is a high-risk situation, the SARC notifies the victim's commander. Following reference (k), the commander shall convene an HRRT.

c. HRRT convened at CMG. In the event that a victim is determined to be in a high-risk situation at the CMG, the CMG Chair will immediately convene an HRRT. The victim's immediate commander chairs the HRRT and reports back to the installation commander.

8. Expedited Transfer (ET)

a. Eligibility. Service members who file an unrestricted report are eligible to request an expedited transfer. Adult dependents are eligible for an ET with an unrestricted report (signed VRPS) and the suspect is a Service member or there is a military nexus. The request is made by the Service member sponsor.

b. ET Requests. The SARC is the primary point of contact for all ET requests, to include submitting the request to Headquarters Marine Corps (HQMC) SAPR designated personnel. The request for an expedited transfer is done in coordination with the SARC and must be in writing. Specific procedures are outlined in reference (b) and (k).

c. Approval/Denial of ET Requests. The CO documents the receipt of the request and approves or denies the ET request within 5 calendar days. The approval/denial is sent to HQMC SAPR personnel via the SARC. If the ET is denied, the CO will inform the Service member of their opportunity to request a review by the first GO/FO in their chain of command.

d. Commander Responsibilities. Upon approval of the ET, the CO, at a minimum, shall:

(1) Notify the gaining CO of the inbound ET following all procedures outlined in reference (b) when investigative and legal proceedings are ongoing.

(2) Inform the Service member in writing of the approval of mandatory intake meetings with the gaining SARC and the gaining commander (when investigative and legal proceedings are ongoing), of out-brief meeting with the losing SARC, that personnel will be assigned for assistance with out-processing.

9. Collateral Misconduct. No member of DON may discipline a Service Member who filed an unrestricted report of sexual assault through the SAPR Program for minor collateral misconduct per reference (f).

10. Deployments. Commanders shall coordinate with the SARC to verify that all deploying SAPR VAs are trained, appointed and D-SAACP certified. Commanders must ensure that all pre-deployment SAPR training is complete prior to the deployment. Deploying unit commanders will coordinate with the SARC to identify gaining command SAPR assets, i.e. SARC, other SAPR VAs, and local resources. They will also coordinate with the SARC to establish SOP for sexual assault response and address how the command will respond if the unit does not have a SAPR VA on site to respond to a victim of sexual assault. Commanders are encouraged to include sexual assault prevention in all liberty briefs. Topics to include are information on bystander intervention, such as how to confront sexual harassment and gender discrimination, as well as promoting a positive, respectful command climate.



## Chapter 2

### RESPONSIBILITIES

#### 1. Installation Commander

a. Be assigned by the MCIEAST Commanding General an appointed and credentialed full-time civilian employee as an Installation Sexual Assault Response Coordinator (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 and administrative tasks. The ISARC shall have direct and unimpeded access to the Installation Commander in accordance with reference (a).

b. 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).

c. 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)).

d. 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.

e. 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.

f. 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.

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

#### 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. ISARC. The SARCs shall be appointed in writing after completion of all required training and D-SAACP certification. The civilian SARCs will be a Special Staff Officer to the MCAS Installation Commander. The SARCs will have direct and unimpeded access to the MCIEAST Commanding General, MCAS Beaufort Commanding Officer, and the commanders of any victims or suspects in a sexual assault case.

a. The SARC shall be provided adequate staffing and logistical support, (e.g. office space with a locking door, computer access, office printer, telephones for domestic and international calls, cell phone), as well as the reimbursement of incidental expenses.

b. Maintain oversight of the MCAS Beaufort SAPR program and ensure full implementation of and compliance with this order and all relevant references.

c. Oversee and actively track reported incidents of sexual assault within MCAS Beaufort, ensuring all facets of case management are conducted in an accurate and timely fashion and in accordance with all references.

d. Complete 16 hours of Continuing Education (CE) training annually to obtain the required 32 CE hours for biennial D-SAACP certification. When scheduled, attend the HQMC Annual SARC training to complete CE requirements.

e. Establish a turn-over binder with desktop procedures and develop protocols for accountability.

f. Provide direct supervision of all SAPR VAs who are under their charge and assigned to a sexual assault case.

g. Collaborate with subordinate command SARCs and Installation SARCs to coordinate response, prevention efforts and activities.

h. Maintain regular liaison with the MCAS Beaufort SJA to monitor the adjudications of sexual assault cases.

i. 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).

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

k. 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.

l. Notify subordinate commanders of their requirement to attend the CMG each month when they have a service member who has reported a sexual assault, and the case has either a Case Control Number (CCN) assigned by NCIS, or the case has a signed VPRS for an unrestricted report. Reports of sexual assault to the commander that do not have a CCN associated with a sexual assault report and do not have a signed VPRS will not be reviewed at the CMG.

m. 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.

n. Inform all SAPR VAs on how to coordinate with the SARC to provide the DD 2910 during office/after hours and on exercise or deployment. Address double lock and key requirements, use of CUI and encryption in all emails with PII.

o. Maintain a roster for SAPR VA management that provides information and an electronic repository of SAPR VA documentation to include appointment letters, D-SAACP credentials, CE unit hours, SAPR VA 40-hour training certificates, and the supervisor statement of understanding (page 10 of DD Form 2950). DSAID can be used to document CE unit hours for SAPR VAs. Assist commanders with ensuring the minimum number of SAPR VAs are credentialed and appointed to the command.

p. Maintain cognizance of referrals for supportive services provided to a victim from initial report through disposition and resolution through the Defense Sexual Assault Incident Database (DSAID).

q. 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.

r. 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.

s. 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.

t. Provide the following in support of sexual assault response:

(1) Ensure a SAPR VA is available to meet with each victim of sexual assault.

(2) Notify the installation commander, via the installation SARC, within 24 hours when a new restricted or unrestricted report of sexual

assault is filed. Restricted report notification will not include any PII of the victim.

(3) Notify the victim's immediate commander for unrestricted reports. Assist commanders with gathering necessary information to complete the requirements for submitting the operations event/incident report (OPREP-3)/serious injury report (SIR) and preparing the SAPR 8-day incident report.

(4) Complete the entry of each case into DSAID within 48 hours of receiving the report.

(5) Track each sexual assault case from first report until any potential adjudication has taken place and the victim is no longer receiving advocacy services, and/or transfers to a new location and has provided permission for a transfer in accordance with reference (b).

u. 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.

v. 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.

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

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

#### 4. SJA

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. Ensure MCAS Beaufort, and H&HS legal officers are aware of this order and fully comply with it.

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

d. Maintain staff liaison with the Installation SARC per reference (b) and provide the results of sexual assault adjudications to the Installation SARC via Uniform Command Disposition Reports (UCDR).

5. Command Inspector General (CIG). Ensure the SAPR Program is included/incorporated into the Installation CGIP.

6. Installation Chaplain. Ensure Chaplains and staff are trained in the SAPR Program. Inform any victim of sexual assault of the uniformed and civilian SAPR VAs and the SARC.

7. All Commanders

a. All O-6 commanders not co-located with the Higher Headquarters (HHQ) SARC, or with geographically dispersed subordinate units, shall appoint a collateral duty SARC per reference (k).

b. Provide adequate staffing and logistical support, (e.g. office space with a locking door, computer access, office printer, telephones for domestic and international calls, cell phone), as well as the reimbursement of incidental expenses for the SARCs and SAPR VAs.

c. All O-6 commanders shall publish a SOP within 90 days of assuming command for the effective management of the SAPR program that is comprised of, at a minimum: protocols for response, reporting, advocacy, training, and guidance for the commander's area of responsibility, to include protocol for exercises and deployments as well as ensuring protection of victims, SARCs, SAPR VAs, bystanders, and witnesses of sexual assault from coercion and retaliation per reference (k).

d. 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 Executive Officer, SgtMaj, and supporting Command SARC are also required to attend the Resource Brief with the Commander.

e. Appoint at a minimum two SAPR VAs from personnel within the command utilizing the "SARC and SAPR VA Selection Criteria for Commanders" located on the SAPR Leadership Toolkit and SAPR Workspace sites, prior to selecting and appointing a SARC and SAPR VAs.

(1) When determining which Marines and/or Sailors should be assigned as a SAPR VA, consider distributed operations, detachments, deployments, sex, and rank.

(2) Understanding that SAPR VA credentials expire within two years, it is encouraged to train/credential/appoint an adequate number of SAPR VAs to maintain the command's respective SAPR Program. This ensures consistent and continuous support for the Marines and Sailors.

(3) Notify the ISRAC and Command SARC when there is a change in SAPR VA personnel.

(4) Suspend and/or revoke a SAPR VA or SARC using the procedures outlined in references (e) and (k) using the templates located on the SARC workspace in the event that a SAPR VA or SARC has been accused of a violation, named in a complaint or is subject of an investigation. When a SAPR position is gapped or not available for an extended period of time (e.g. TAD, suspension, revocation, or attrition) the command shall create a contingency plan that includes requesting coverage support from another unit on the installation while in the process of identifying, training, and credentialing another advocate. If another unit has the resources to support, a Memorandum of Understanding (MOU) will be completed to outline the coverage. MOU will be filed with the ISARC.

(5) Notify ISARC within 24 hours of having knowledge of a situation where a certified SARC or SAPR VA has been accused of a violation, named in a complaint or is subject of an investigation per reference (e). Ensure the command has a contingency plan when a SARC or SAPR VA is investigated; and/or their certification has been revoked or suspended.

(6) If a suspended or revoked SARC or SAPR VA is re-instated, follow the procedures outlined in references (e) and (k). Templates for the re-instatement of a SAPR VA or SARC are located on the SARC workspace.

(7) The ISARC or Command SARC shall 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).

f. Publish and post a SAPR policy statement within 90 days of assuming command, per reference (i).

g. Ensure the command policy statement and SAPR VA posters are prominently displayed in common areas including, but not limited to the command's respective headquarters building, workspaces, barracks, and all high traffic areas.

h. Ensure the command's SAPR Program is prominently displayed on the unit website to include the installation 24/7 sexual assault support line and the DoD Safe Helpline numbers.

i. Require all units to complete annual training in accordance with reference (c), (g), and (i) and conduct on-going mentorship and training as it relates to preventing sexual assault and promoting a command climate based on dignity and respect.

j. All commanders shall establish a prevention plan to address sexual assault. The prevention plan shall integrate primary prevention elements that address healthy command climates and the continuum of harm, healthy relationships, communication, empathy, boundaries, and consent per reference (b).

k. Ensure that SAPR training is included in the unit's published training plan and that it is conducted annually for all personnel attached to or serving with the command and is taught by a D-SAACP certified and appointed SAPR VAs or SARCs.

l. Pre-Deployment SAPR training shall be conducted for all deploying Marines. Pre-Deployment SAPR training will not satisfy annual training requirements per reference (b).

m. All SAPR training, annual and specialized, shall be taught in small groups of 30 or less using HQMC SAPR materials and entered into MCTIMS using the correct codes, as follows:

Annual Training (SAPR Overview): AT  
Step Up Bystander Intervention Training: SE  
Take a Stand NCO Training: SB  
SNCO training: S6

n. Ensure personnel assigned to the command meet face-to-face with a command SARC or SAPR VA as part of the check-in/check-out process. The SARC and SAPR VA will be included in the new join brief, when applicable.

o. Execute the following with regards to sexual assault response:

(1) Notify NCIS immediately regarding all reports of sexual assault. An internal investigation is not authorized prior to or in lieu of contacting the appropriate MCIO or law enforcement agency when responding to allegations of sexual assault.

(2) Protect all victims, SARCs, SAPR VAs, bystanders and witnesses of sexual assault from coercion and retaliation (restriction, reprisal, ostracism, and maltreatment) per reference (b).

(3) Ensure the appropriate balance between a victim's rights to feel secure and the rights of the accused to due process under the law.

(4) Attend the monthly CMG when your command has an active unrestricted report or any case with a Service Member victim and NCIS has assigned a sexual assault CCN. In the event you cannot be present, an acting letter must be signed for the commander's designee and provided to the CMG Co-chair for CMG minutes, per reference (i).

(5) For the victim:

(a) Report any threat to life or safety of a military service member to law enforcement authorities.

(b) Ensure all appropriate efforts are taken to keep the victim safe, including issuing or coordinating the issuance of a MPO and/or No Contact Order and separating the victim and service member subject. Requests by a victim for an expedited transfer under these circumstances will be handled IAW established service regulations per reference (e).

(c) Notify the ISARC of all actual, suspected, or alleged reports of sexual assault within 24 hours.

(d) Collect only necessary information (i.e. victim's unit, location and time of incident, unit and/or description of the service member subject). Do not ask detailed questions and/or pressure the victim or SAPR VA for responses or information about the incident. Information necessary for all reports can be obtained from law enforcement or the ISARC.

(e) Release an OPREP-3/SIR and submit a SAPR 8-day incident report on the 8-day portal for all sexual assault Unrestricted Reports when the victim is Marine or Sailor, or the suspect is a Marine or Sailor with a civilian victim in accordance with reference (j).

(f) Ensure the ISARC has direct and unimpeded access to directly coordinate all victim services with the commander.

(g) Minimize re-victimization of all sexual assault victims per the following:

1. Ensure, as appropriate, victims and subjects do not remain in the same work and/or living area.

2. Protect the interest and privacy of sexual assault victims to the maximum extent possible.

3. Limit access to documents identifying victims to only those with a need-to-know (i.e. incident reports, charge sheets, MPOs).

4. Update victims within 72 hours from the monthly CMG meeting regarding the status of their sexual assault case. Ensure victims are notified upon adjudication of military justice proceedings per reference (b).

(h) Chair a HRRT when a victim of sexual assault is assessed to be in a high-risk situation per reference (k).

(i) Refer disposition of collateral misconduct to the sexual assault initial disposition authority (SA-IDA) who shall refer to reference (f) when deciding the best course of action regarding the handling of misconduct.

(j) Receipt of expedited transfer requests shall be documented and processed within five calendar days. The commander shall utilize the list of criteria provided under references (b) and (k) in making a determination. Approval or denial of the request shall be documented utilizing the templates provided by HQMC SAPR and routed to HQMC SAPR personnel by the supporting SARC, as required under reference (k). Service members and adult dependents are eligible to request an ET. Adult dependents request an ET via their sponsor to the sponsor's chain of command. If an ET is disapproved, the member can request a review by the first general officer or flag officer in the chain of command and that decision must be made within five days. Procedures for ETs will include contact between the current commander and the gaining commander, the current SARC and the gaining SARC, as well as a warm hand-off between the current SAPR VA and the gaining SAPR VA. The SARC will also arrange for the Service member to meet with the gaining commander and gaining SARC. The command will assign a contact to assist the Service member with out-processing from the unit. The SARC will document the length of time of the processing of the ET both in DSAID and at the CMG. The Service member and/or dependent's case will transfer to the SARC at the new location. Specific guidance is outlined in reference (b).

(k) Determine the need for a "no contact" order or the issuance of an MPO. If a MPO is initiated, provide a copy to the protected person and PMO in all cases. A copy of the MPO shall be provided to the Marine Corps Installations East Civil Processing Office in which case either the subject or protected person resides off base.

(l) Attend the CMG for all open, unrestricted reports until the case is no longer under review.

(m) Address collateral misconduct per guidance in reference (f).

1. No member of DON may discipline a Service Member who filed an unrestricted report of sexual assault through the SAPR Program for minor collateral misconduct.



2. COs (O-6 level) must assess whether the misconduct was collateral to the report of sexual assault and whether it was minor or non-minor.

3. COs shall make the determination of minor and non-minor in conjunction with their SJA.

4. In instances where the conduct is deemed to be non-minor, the CO retains discretion as to whether to discipline the victim for non-minor alleged collateral misconduct.

5. Examples of minor and non-minor collateral misconduct are provided in DON Safe-to-Report Policy, reference (f).

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

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

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

8. Installation and Tenant Command SAPR Victim Advocate

a. Comply with all D-SAACP credentialing requirements as outlined in reference (d) and (i). This includes earning 16 hours of CE each year. For a total of 32 hours with two hours of ethics, in addition to one hour of training on the DoD Safe Helpline A minimum of eight hours of in-person and/or live webinar training. Provide all certificates of completion to the ISARC and relevant unit SARC for tracking purposes.

b. Post your photograph, contact information, reporting options and services across all unit common areas, including work sections and barracks using the poster template provided on the SAPR VA workspace.

c. Maintain a copy of all required documentation, to include the 40-hour SAPR VA training certificate, SAPR VA appointment letter, written documentation of D-SAACP credentialing, and page 10 of the DD Form 2950.

d. Report directly to the ISARC and/or unit SARC, where applicable, while carrying out sexual assault advocacy responsibilities. Immediately notify the appropriate SARC following any reports/disclosures of sexual assault.

e. Protect the confidentiality of all covered communication to the maximum extent possible. The limited exceptions to confidentiality are outlined under the references. The SAPR VA shall consult with the appropriate SARC prior to any disclosures under these exceptions.

f. Maintain an accurate and up-to-date listing of local victim support services in order to provide appropriate referrals. Local resource lists can be obtained from the ISARC upon request.

g. Assist in the coordination and implementation of annual SAPR training and pre-deployment training utilizing HQMC SAPR materials in compliance with references (c) and (g). Only D-SAACP credentialed and appointed SAPR VAs or SARCs are permitted to conduct annual SAPR training. Coordinate with the S-3 to ensure that all Marines are receiving annual SAPR training as appropriate for their rank. The SAPR VA shall provide the training roster to the S-3 for entry into MCTIMS and maintain the original roster for three years with inspection materials. Copies of the training rosters shall be made available to the SARC upon request.

h. Provide information on the SAPR program to all new joins. Be available to conduct check-in/check-out with all new joins. Ensure SAPR VA is listed on all unit check-in/check-out sheets.

i. When the SAPR VA is scheduled to depart the unit, the SAPR VA shall notify the SARC with the details of the anticipated departure. If the SAPR VA is actively working with a victim, the SAPR VA must coordinate a warm handoff with the SARC.

j. When deploying on multiple ships or to separate sites, ensure all Marines have access to a SAPR VA and all applicable orders, handouts, and services.

k. When deployed or away from home station, ensure all Marines are aware of local laws and customs pertaining to sexual assault and the local installation on SAPR resources and points of contact.

1. Provide the following in support of sexual assault response:

(1) Ensure victims understand that talking to the SAPR VA is voluntary and that communication between the victim and SAPR VA are privileged per reference (b).

(2) Inform victims of reporting options outlined in reference (b) and have them sign a VRPS, if they desire to document their report.

(3) Inform victims of the option of medical attention and/or a sexual assault forensic exam. Accompany the victim to medical appointments and/or to the hospital.

(4) Inform the victim of their right not to participate in any potential investigation and accompany the victim through the investigative process.

(5) Ensure victims understand they can withdraw from the process at any time.

(6) Inform victims of all resources and referrals to include counseling, chaplain services, VLC, civilian and/or uniformed SAPR VA, medical care, the DoD Safe Helpline, local rape crisis centers, and the installation 24/7 Sexual Assault Support Line.

(7) Discuss and develop an initial safety plan with victims utilizing the safety screening tool on the SAPR workspace and remain vigilant concerning the victim's wellbeing. If victims threaten to harm themselves or others, seek assistance immediately. Ensure victims receive guidance and

emotional support. Ensure the safety screen is updated every 30 days, at a minimum.

(8) Ensure victims receive DD Form 2701, Initial Information for Victims and Witnesses of Crime.

(9) Notify the appropriate SARC and provide required data for entry into DSAID within 24 hours of initial contact with a victim.

(10) Accompany victims to appointments as appropriate until the victim indicates they no longer desire your support.

(11) Retaliation of any kind will not be tolerated. Notify the appropriate SARC if retaliation is reported to you by the victim. Provide the victim with the opportunity to complete DD Form 2910-2, if they desire to report the retaliation and have it discussed at the CMG.

(12) Continue to assess the victim's safety plan and make adjustments as needed and at a minimum, every 30 days. Communicate with the SARC regarding any concerns for the victim's safety such as mental health, environmental issues, MPOs, or unfair treatment.

(13) Notify the appropriate SARC immediately if you or the victim are transferring to another unit.

(14) In coordination with the SARC, perform a warm handoff to another SAPR VA or local civilian VA, when applicable, to include the transfer of the victim or the advocate. Ensure the victim has contact information for the gaining SAPR VA.

(15) Maintain contact at a minimum of every 30 days for any open sexual assault cases, to include conducting the safety screening every 30 days. Inform the appropriate SARC of the contact and outcomes of the safety screening tool.

(16) Attend the CMG for any open unrestricted report supported by the SAPR VA until the case is no longer under review at the CMG. Provide case updates to the victim as needed and appropriate.

m. 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.

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

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

#### 9. MCAS Beaufort Personnel

##### a. For sexual assault prevention

(1) Eliminate behavior that violates our ethos and serves to tarnish the core values of the Marine Corps.

(2) Never tolerate behavior that divides or weakens the team.

(3) Maintain a climate that is respectful to all.

(4) Be an active bystander. Intervene when you are able to stop behaviors that condone sexual violence, make light of sexual violence, encourage rape myths, promote gossip about sexual violence, or otherwise contribute to a negative environment that does not promote reporting and seeking assistance. Intervene when you hear comments that blame victims for sexual violence. Intervene when you hear discussions of sexual assault reports that are not protecting the privacy and dignity of victims.

(5) Complete all required SAPR annual training.

b. For sexual assault response

(1) When witnessing any person physically, sexually, or verbally assaulting another person, take appropriate action.

(2) Report the incident immediately to the chain of command and/or law enforcement.

(3) Take responsibility to assist and report when appropriate or required.

(4) Ensure a victim of sexual assault is treated fairly, with dignity, sensitivity, and without prejudice, and is treated in a manner that does not usurp control from the victim but enables the victim to determine their needs and how to meet them.

(5) Avoid questioning a sexual assault victim about the incident unless required in the course of official duties (i.e. law enforcement, legal counselors, mental healthcare providers) to limit re-victimization.

(6) Discourage idle gossip regarding the incident, the victim, and the subject. Incidents involving threats toward the victim and/or service member subject(s) will be reported immediately.

(7) Refrain from retaliation against alleged victims or other service members who report a criminal offense. This prohibition constitutes a lawful general order, is punitive, and is applicable to all Department of the Navy (DON) personnel. At a minimum, retaliation includes the following:

(a) Taking or threatening to take an adverse personnel action or withholding or threatening to withhold a favorable personnel action, with respect to a service member because the member reported a criminal offense.

(b) Ostracism and such acts of maltreatment committed by peers of a service member or by other persons because the member reported a criminal offense.

10. 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 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.

11. Barracks Duty Non-Commissioned Officers (DNCO)

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.

12. 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.

13. Adjutant, MCAS Beaufort. Will submit on the installation Commander's behalf an OPREP-3/SIR to report all unrestricted reports of sexual assault as required by applicable Marine Corps Orders and Directives.

14. 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.

### Chapter 3

#### REPORTING PROTOCOLS

1. OPREP-3/SIR. The OPREP-3/SIR will be submitted immediately per reference (h). Commanders do not have to wait for the five "Ws" to submit an OPREP-3/SIR. Often times it is not immediately clear if a report is a sexual assault or another crime (i.e. hazing or sexual harassment). If there is any doubt, commanders should still release the OPREP-3/SIR, which can be amended later if the NCIS investigation determines that a non-sexual assault crime has occurred.
2. SAPR 8-Day Incident Report. Submit an 8-Day Incident report per reference (h). The ISARC will provide the victim's commander with the format and due date for the SAPR 8-day incident report. The ISARC will provide the DSAID number needed to complete the report to the victim's commander.
3. Retaliation Reports. All reports of retaliation may be submitted to the MCAS Beaufort Inspector General (IG) and/or to NCIS, as appropriate. Victims can use the IG hotline complaint form with instructions at the following site: <https://www.beaufort.marines.mil/Resources/Station-Inspector/>. If desired, victims can complete a DD2910-2 to document retaliation and either grant or deny permission for the retaliation to be discussed at the CMG.
4. NCIS. Commanders will immediately notify NCIS when they gain knowledge of a sexual assault through an unrestricted report, a third-party disclosure, or disclosure directly from a victim of sexual assault. Commanders will not conduct their own investigation or inquiry. Victims who report a sexual assault to their commander retain the ability to file a restricted report, as long as they did not previously file an unrestricted report for the same incident, and/or did not report the assault directly to law enforcement. Victims who inform commanders that they have filed a restricted report can retain the restricted report and the commander maintains the responsibility to report the sexual assault to NCIS.
5. Ground Flash Report (GFR). GFRs are not required for SAPR reports. HQMC discourages the use of GFRs for SAPR reports because of concerns with confidentiality for those Marines reporting a sexual assault.

## Chapter 4

### SAPR VA MANAGEMENT

1. Credentialing. SAPR VAs will provide the following documentation to the ISARC and respective unit SARC: appointment letter, D-SAACP credentials, CEU training certificates, SAPR VA 40-hour training certificate, SAPR VA train-the-trainer certificates, and supervisor statement of understanding.

2. Re-certification. SAPR VAs must submit for re-certification before their D-SAACP certificate expires. SAPR VAs must submit a DD 2950 package at least three months prior to expiration to ensure there is no gap in coverage. SAPR VAs whose credentials have expired may no longer meet with victims and must be removed from their respective command's SAPR program poster. SAPR VAs must notify their commanding officer within 30 days before their credentials expire. In the event that a SAPR VA's credentials expire, and the unit does not have the minimum two SAPR VAs, the unit will utilize their contingency plan for proper SAPR VA coverage.

3. Suspension and Revocation. In the event a certified SAPR VA has been accused of a violation, named in a complaint, or is the subject of an investigation, the SAPR VA will be notified in writing an allegation has been received, an investigation or inquiry has been initiated, and their authority to perform SAPR duties is suspended pending the outcome of the investigation. Required procedures are established in reference (k). In the event that the SAPR VA's credentials are revoked, the command will select another Marine to be the SAPR VA for the unit.

4. Contingency Plan. If the suspension and/or revocation of a SAPR VA creates a gap in the required two SAPR VAs for each unit, the unit will create a Memorandum of Understanding (MOU) with another unit in order to ensure having a minimum of two SAPR VAs to support the unit. The MOU will specify the length of time of coverage and the SAPR VA who is providing coverage will place posters in common areas in the unit and may need to provide support to any victims the suspended SAPR VA was supporting, if not supported by another SAPR VA with the unit.

5. Continuing Education. SAPR VAs will provide electronic copies of CEU certificates to the ISARC and the respective unit SARC via email and also maintain a copy in the SAPR program binder. The following milestones apply:

a. A total of 16 hours completed each year starting from the date of certification.

b. A total of 32 hours completed for the 2 years of certification.

(1) One hour of training on the DoD Safe Helpline

(2) Eight hours of in-person or live webinar training.

(3) Two hours of ethics training during the two-year period.

(4) Courses cannot be repeated.

6. Victim Reporting Preference Statement (VRPS) and Safety Screening

a. VRPS and safety screening will be turned in immediately to the respective SARC.

b. If after hours coordinate with the SARC to provide the DD 2910 during office hours and address double lock and key requirements for storage of documents

7. Resource List. SAPR VAs will maintain a copy of the resource list developed by their respective installation SARC. SAPR VAs will use the resource list available on their respective installation SARC website to ensure the resource list is current and accurate. This list is also provided to the command team during the command team SAPR resource brief required within 30 days of taking command.



## **Chapter 5**

### **TRAINING**

1. Commanders are encouraged to include SAPR training in their Back in the Saddle (BITS) and safety stand down training plans, following the training curriculum, rank requirement and class size outlined in references (c) and (g). SAPR annual training must be delivered to the appropriate class size of 30 or fewer students.

2. Each unit will conduct their own training utilizing the proper format and class size. Units may utilize their own SAPR VAs or may invite SAPR VAs from another unit if necessary. All training must be provided by an appointed and credentialed SAPR VA or SARC using materials provided by HQMC SAPR.

3. Unit SAPR VAs will maintain the original sign-in rosters for a total of three years and will provide a copy to their unit's S-3 for entry into MCTIMS.

a. Rosters will have columns for rank, last name, first name, middle initial, and signature for those who attend the training to fill out.

b. Rosters will include the trainer's name, D-SAACP number and expiration date, date/time of training and length of time of the course, as well as the course title.

4. Additional training opportunities will be provided throughout the fiscal year to ensure the unit is 100 percent compliant.

**SEXUAL ASSAULT INCIDENT CHECKLIST**

ACTION	BY WHOM	REQUIRED TIMEFRAME	DATE COMPLETED (IF APPLICABLE)
Notify Installation Sexual Assault Response Coordinator (ISARC) or Command Sexual Assault Response Coordinator (SARC) <ul style="list-style-type: none"> <li>- ISARC: H&amp;HS and non-Marine Aircraft Group 31 (MAG-31) Commands</li> <li>- MAG-31 Command SARC: MAG-31 Commands</li> </ul>	Installation Commander (CO) or Command CO, or any command member that was made aware of the 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 the initial report	Immediate	
Take to Naval Hospital	Any SARC/SAPR VA, <u>if the 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 (HHRT), 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	

FORMS			
ACTION	BY WHOM	REQUIRED TIMEFRAME	DATE COMPLETED (IF APPLICABLE)
Operational Event/Serious Incident Report (OPREP-3/SIR)	Dependent on case	Voice Report: 30 minutes; Written Report: 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 Installation 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. In the event of a sexual assault report, the Commander shall:

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 (j).

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 (b).

(1) Process expedited transfer requests in a timely manner while securing the privacy of the individual to the highest degree possible. Receipt of expedited transfer requests shall be documented and processed within five calendar days. The CO shall utilize the list of criteria provided by reference (b) in making a determination.

(2) A presumption shall be established in favor of transferring a Service member (who initiated the transfer request) following a credible report of sexual assault. The commander, or the appropriate approving

authority, shall make a credible report determination at the time the expedited request is made after considering the advice of the supporting judge advocate, or other legal advisor concerned, and the available evidence based on an MCIO investigation's information (if available).

(a) Commanders, in consultation with their respective SJA, when assessing whether there is a credible report as part of the Expedited Transfer request, should consider as a factor in their decision that victims who have a history of behavioral problems or alleged collateral misconduct offenses, such as underage drinking, are the very individuals who may be at greatest risk for being sexually assaulted.

(b) If the Expedited Transfer is disapproved because there was no credible report, the grounds on which it was disapproved must be documented. A commander can always transfer a victim on other grounds, e.g., on humanitarian grounds, through a process outside of the Expedited Transfer process.

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.

### 3. 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) 24/7	843-592-0646	Military One Source (Not	800-342-
Hopeful Horizons Rape Crisis Center 1212 Charles St.	843-770-1070	Hopeful Horizons Rape Crisis Center 24/7 Support Line	843-770-1070

### Healthcare

Naval Hospital Beaufort 1 Pinkney Blvd	843-228-5600	Beaufort Memorial Hospital (ER) 955 Ribaut Rd.	843-522-5101
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### 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	843-255-3200

### Legal

Victims Legal Counsel (MCRD Parris)	843-228-3581	Beaufort County Solicitor's	843-790-
Victim and Witness Assistance	843-228-7313	Parris Island Base Legal	843-228-
		Beaufort County Clerk of Courts	843-255-

### Counseling/Mental Health

MCAS Beaufort Chapel	843-228-7445	Chaplain 24/7 Line	843-476-
Community Counseling Program (CCP)	843-228-6562	National Suicide Prevention	988
Family Advocacy Program 24/7 Hotline	843-592-0646	Military One Source MCAS Beaufort (Not Confidential)	843-228-5599

### MCAS Beaufort Installation SARCs & VAs

Rachel Nolan MCICOM SARC	Cell: 571-302-
Jason Schreiber MAG 31 Command SARC	Office: 843-228-6732
Lisa Comtois Installation VA	Office: 843-228-6904
Breyanna Abney MAG-31 VA	Office: 843-228-6134
Joyce Chui MAG-31 VA	Office: 843-228-6134
Monica Masanto Naval Hospital VA	Office: 843-228-5710
Naval Hospital Duty Victim Advocate	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

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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.

**BARRACKS DUTY NON-COMMISSIONED 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, Barracks Duty Non-Commissioned Officer (DNCO) must protect the right to confidentiality. Unless the Barracks DNCO determines that the caller is in danger or if the reported crime is in progress, the Barracks DNCO 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 Barracks DNCO 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 Barracks DNCO shall not question the individual about the reason for speaking to a SARC or SAPR VA.

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

2. In the event that a sexual assault is reported to the Barracks DNCO 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 Barracks DNCO 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.

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f. The Barracks DNCO 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 Barracks DNCO 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.