



UNITED STATES MARINE CORPS
MARINE HELICOPTER SQUADRON ONE
2134 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5064

SqdnO 1752.1D
SARC
21 Jun 24

SQUADRON ORDER 1752.1D

From: Commanding Officer, Marine Helicopter Squadron One
To: Distribution List

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

Ref: (a) DoDI 6495.01
(b) DoDI 6495.03
(c) DoDI 6495.02
(d) NAVMC 1752.5
(e) MCO 1752.5C
(f) MCO 3504.2A
(g) MCO 1300.8
(h) DoDI 6400.06
(i) U.S. Navy Regulations 1990, Chapter 11, Article 1137
(j) DoDI 5505.18

Encl: (1) HMX-1 Protocol for Prevention and Response
(2) OPREP-3 SIR Notification Example - Sexual Assault
(3) 8-Day Incident Report - Frequently Asked Questions
(4) SAPR Victim Advocate Response Protocol
(5) SARC Case Notification Protocol

1. Situation. Sexual assault is a crime that completely goes against our core values of honor, courage, and commitment. Sexual assault is not restricted to any race, sex, or age. It is defined by the Department of Defense (DoD) as intentional sexual contact characterized by the use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. As used in this order, the term "sexual assault" includes a broad category of sexual offenses consisting of the following specific to the Uniform Code of Military Justice (UCMJ): rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses. This order provides the most recent information on Sexual Assault Prevention and Response (SAPR) within the Marine Corps, and offers specific ways to address key issues. In accordance with the references, this order establishes formal SAPR program procedures, protocols, and resources, which are specific to Marine Helicopter Squadron One's (HMX-1) location and structure. This order assigns responsibilities for the care and support of victims of sexual assault, as well as addresses protection of victims, SAPR Victim Advocates (VAs), and Sexual Assault Response Coordinators (SARCs) from retaliation.

2. Cancelation. SqdnO 1752.1C.

3. Mission. HMX-1 executes a comprehensive SAPR program producing essential procedures to effectively prevent and swiftly respond to allegations of sexual assault in order to ensure personnel are treated with care, respect, and fairness.

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4. Execution

a. Commander's Intent. To operate a SAPR program that aggressively counters the negative effects sexual assault incurs on the mental, physical, and spiritual well-being of Marines/Sailors, Government Civilians, and family members of HMX-1. It is pivotal to ensure that all HMX-1 personnel are provided with adequate information pertaining to all policies, procedures, and resources available to respond to reports of sexual assault. This Order distinctly mandates that all personnel, especially those who become victims of sexual assault, are treated fairly, with dignity, sensitivity, and without prejudice. In so doing, HMX-1 will have a clearly defined SAPR SOP equipped to combat sexual assault through prevention, education, and response.

b. Concept of Operations. Due to the unique mission, training demographics, and frequent geographic dispersion of HMX-1, this SOP standardizes the SAPR program across the command. This Order shall be used in conjunction with the references, applicable MARADMIN, Memoranda for the Record, and other applicable correspondence to ensure compliance with policies and procedures established by the Commandant of the Marine Corps (CMC) and the Department of Defense (DoD).

c. Scheme of Maneuver. The Command SARC and SAPR VA's are available to assist victims of sexual assault at all times. The Marine Corps Base (MCB) Quantico 24/7 Sexual Assault Support Line is (703)432-9999. The Joint Base Anacostia-Bolling (JBAB) 24/7 Sexual Assault Support Line is (202)767-7272.

(1) In accordance with reference (a), service members and their dependents who are 18 years of age or older that have been sexually assaulted have two reporting options: Unrestricted or Restricted (Confidential).

(2) An Unrestricted Report is made by the victim's election to file via the DD Form 2910, Victim Reporting Preference Statement (VRPS) with a SAPR VA or SARC. An Unrestricted Report cannot be converted to a Restricted Report. An official report may also be initiated by a victim via:

(a) Law Enforcement/Military Investigative Organization (MCIO): initiates an investigation and a "report of investigation".

(b) Commander: will immediately contact the MCIO to start a "report of investigation".

(c) DoD Health Care personnel: will immediately contact the SARC/SAPR VA to fill out the DD Form 2910.

(3) A Restricted (Confidential) Report is made by the victim's election to file via the DD Form 2910, VRPS, with a SAPR VA or SARC. DoD Health Care personnel will refer patients to the SARC or SAPR VA, but may also annotate the Restricted Report on DD Form 2911, which records a sexual assault forensic exam. Victims are eligible to file Restricted Reports provided they have not personally reported to Law Enforcement/MCIO or have not already filed an Unrestricted Report for the SAME incident. A victim may elect to convert a Restricted Report to an Unrestricted Report at any time. Victims are eligible to file Restricted Reports even if:

(a) They disclosed the incident to the commander or their chain of command.

(b) There is an open MICO investigation of the incident initiated by a third party and not due to the victim's disclosure.

(c) The MCIO investigation into the incident is closed.

(4) If a victim discloses to a SARC, SAPR VA, or healthcare provider that they have been sexually assaulted, but elects not to sign a DD Form 2910, no report is filed. The SARC, SAPR VA, or healthcare provider (with few state exceptions) is under no obligation or duty to inform investigators or commanders about the victim's communication. Disclosures may only be made in accordance with exceptions to the Military Rule of Evidence (MRE) 514 or 513 privilege, in accordance with reference (g) as applicable.

(5) The DoD recognizes that a victim may tell someone (e.g. roommate, friend, family member) that a sexual assault has occurred before considering whether to file a Restricted or Unrestricted Report. Therefore:

(a) A victim's communication with another person not within their chain of command (e.g. roommate, friend, family member) does not, in and of itself prevent the victim from later electing to file a Restricted (Confidential) Report. Restricted reporting is confidential, not anonymous, reporting. If the person(s) to whom the victim confided the information is NOT in the victim's direct reporting chain of command/authority nor in law enforcement, there is no legal obligation for that individual to report to the command or law enforcement.

(b) If the person to whom the victim confided the information (e.g. roommate, friend, family member) IS in the victim's chain of command or a law enforcement officer, there can be no Restricted Report and the information shall be reported to the command and appropriate MCIO.

(c) Victims who are Law Enforcement personnel may disclose a sexual assault incident to other Law Enforcement personnel during PERSONAL conversations without the prompting command notification or initiation of an investigation per reference (j). The disclosure cannot be made to a supervisor. Law Enforcement personnel, who are NOT a victim's supervisor or in a victim's chain of command, must ask the Law Enforcement sexual assault victim if they want the information to remain private, to confirm they are having a PERSONAL conversation.

(d) Marines/Sailors are mandated to report incidents of sexual assault that come under their observation (e.g. witness a sexual assault) in accordance with reference (i).

(e) Disclosure of a sexual assault perpetrated by an intimate partner is defined in reference (h) as a current or former spouse; a person with whom the abuser shares a child in common (not to include a current pregnancy); or a current or former intimate partner with whom the abuser shares or has shared a common domicile is considered sexual abuse and is immediately referred to the Family Advocacy Program (FAP). Disclosure of sexual assault by an intimate partner shall be deemed a domestic violence case and shall be immediately referred to FAP.

(6) Leaders at every level, in cooperation with SAPR program personnel, shall protect sexual assault victims from, and assist with reporting of, coercion, and retaliation (restriction, reprisal, ostracism, and maltreatment).

(7) SARCs and SAPR VAs that experience coercion, and retaliation related to the execution of their SAPR duties and responsibilities will receive complete support from this command in the reporting and addressing of the incident.

5. Tasks

a. Command SARC

(1) Meet all credentialing standards, which include but are not limited to, the following: USMC 40-hour SAPR VA training, command SARC training, DSAID training(s), USMC PII training, and D-SAACP certification. SARCs shall meet all security clearance background checks, training, and certification criteria as outlined in references (d) and (e).

(2) Email all required certificates, command appointment letter, and security clearance date to MF SARP via SMB.manpower.SAPR@usmc.mil to be granted appropriate access to the SAPR workspace.

(3) Perform all SARC duties and administer the SAPR program in accordance with references (a) through (j). The appointed Command SARC will have direct and unimpeded access to all levels of leadership within this command. Any concerns will be immediately disclosed to the Commanding Officer.

(4) Create and maintain collaborative relationships with fellow Marine Corps SARCs and other service SARCs. Promote timely and effective communication and customer service at all times. This includes in-person, email correspondence, and telephonic communications. Collaborate with the MCB Quantico SAPR Office.

(5) Ensure the SAPR Command Resource Brief is received by the Commanding Officer within 30 days of an assumption of command in accordance with reference (e). Maintain certificates of attendance for HMX-1 personnel.

(6) Ensure a command policy statement is published within 90 days of an assumption of command. Content should include and not be limited to: SAPR program objectives, reporting options, support services, prevention initiatives, proper contact information, and stress the importance of a respectful command climate. Emphasize that sexual assault is a crime and not compatible with Marine Corps values, stress importance of cultivating a respectful climate and prevention focused leadership as well as highlighting reporting options and take caution when referencing mandated reporters. Post copies of this policy statement throughout high traffic and common areas.

(7) Attend monthly Case Management Group (CMG) meetings and applicable quarterly Sexual Assault Response Team meetings in accordance with references (b) and (d). Coordinate with appropriate Marine Corps installation and other service SARCs to attend meetings either in-person or telephonically.

21 Jun 24

(8) Conduct quarterly audits of program materials to include but not limited to: command public website, local resources, SAPR VA posters, command policy statements, continuing education hours, annual training percentages, data tasks, 24/7 SAPR VA response protocols, 24/7 SAPR VA communication protocols, etc.

(9) Provide support and information to the HQMC SAPRO as needed.

(10) Ensure all continuing education requirements are met for SAPR personnel in accordance with references (c) and (e).

(11) Maintain current copies of SAPR personnel appointment letters, documentation of Defense Sexual Assault Certification Program (D-SAACP) certifications, "Supervisor and Commander Statement of Understanding," and all required training certificates in accordance with reference (c).

(12) Immediately self-report to the Commanding Officer any arrest, accusation of a violation, named in a complaint, or a named subject of an investigation as outlined in reference (e). Specific administrative procedures pertaining to suspensions and revocations will be followed in accordance with reference (d).

(13) Ensure that the SAPR VA and SARC posters, inclusive of SARC and SAPR VA photographs, the installation 24/7 Sexual Assault Support Line, the DoD Safe Helpline, and reporting options are posted prominently in the unit's common areas and areas of high pedestrian traffic. The installation 24/7 Sexual Assault Support Line and the DoD Safe Helpline information shall be listed on the command website. Additionally, ensure the SARC and SAPR VAs' information are regularly presented at new join and command safety briefs.

(14) Establish specific protocols to eliminate conflicts of interest that interfere with, or give the appearance of interfering with, victim care and command relationships (e.g., a Marine/Sailor who is a SAPR VA and an instructor will not be assigned as a SAPR VA to a Marine within his/her chain of command as this combination places the Marine/Sailor in the concurrent and conflicting roles of advocate and disciplinarian). This applies to Restricted and Unrestricted Reports.

(15) Establish a local sexual assault response plan for the Squadron Duty Officer (SDO). If a Marine/Sailor is a SAPR VA and stands duty as a command SDO, that Marine/Sailor must only function in the capacity of the SDO for the duration of the duty period. Protocols will ensure 24/7 SAPR VA support remains continuous either through other unit SAPR VAs, through the given installation 24/7 sexual assault support line, or through the DoD Safe Helpline.

(16) Ensure 24/7 victim advocacy support is available to the unit. Contingency plans will be designed to minimize risk and disruption of SAPR services during special circumstances (e.g., Command SARC vacancy, SAPR personnel suspensions/revocations, inclement weather, natural disasters, etc.). When the Command SARC is temporarily absent from duties (e.g. leave/TAD), coordinate with the Installation SARC to provide SARC support. SAPR VAs must not serve in the capacity of the Command SARC at any time.

(17) Safeguard confidential communications pertaining to victims. It is imperative for the integrity of the SAPR program that steps are taken to prevent unauthorized reading, printing, retention, reproduction, or dissemination of information and correspondence revealing PII, in accordance with reference (d).

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

(19) Ensure opportunities are made available for all SAPR VAs to attain continuing education requirements in accordance with references (b) through (d). Opportunities include: in-person trainings offered by other service programs, HQMC SAPR, in-person trainings created by the Command SARC, on-line and web-based trainings, and Marine Corps installation sponsored trainings, etc.

(20) Establish a 24/7 local communication protocol for SAPR personnel and staff members.

(21) Notify HQMC SAPR within 24 hours of having knowledge of a situation where a certified and appointed Command SARC has been arrested, accused of a violation, named in a complaint, or is the subject of an investigation. Specific administrative procedures pertaining to SAPR personnel suspensions and revocations will be followed in accordance with reference (d).

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

(23) Command SARCs will provide all original Restricted and Unrestricted Reports (i.e. signed DD 2910s) to the given installation SARC within 10 business days. When located on non-Marine Corps installation, a copy of the signed Restricted Reports will be sent via encrypted e-mail within 10 business days to the responsible Installation SARC.

(24) Ensure at least two SAPR VAs are credentialed and appointed. It is encouraged to appoint more than two SAPR VAs if able. Ensure all security clearance background checks and training requirements are met in accordance with reference (c). Maintain current copies of the appointment letter, documentation of D-SAACP certification, "Supervisor and Commander Statement of Understanding," and all required training certificates in accordance with reference (c).

(25) Notify HQMC SAPR within 24 hours of having knowledge of a situation where a certified and appointed SAPR VA has been arrested, accused of a violation, named in a complaint, or is the subject of an investigation. Specific administrative procedures pertaining to SAPR personnel suspensions and revocations will be followed in accordance with reference (d).

(26) Ensure a position for a SAPR VA and/or SARC is listed on the command check-in/check-out sheets.

21 Jun 24

b. SAPR Victim Advocates

(1) Meet credentialing standards, which include but are not limited to: USMC 40-hour SAPR VA training, USMC PII training, SAPR train-the-trainer, and D-SAACP credentialing. SAPR VAs shall meet all security clearance background checks, training, and certification criteria as outlined in references (b) and (e).

(2) Email all required certificates, command appointment letter, and security clearance date to MF SARP via SMB.manpower.SAPR@usmc.mil to be granted appropriate access to the SAPR workspace.

(3) SAPR VAs will maintain a copy of their USMC 40-hour SAPR VA training certificate, USMC PII training certificate, DD Form 2950 p.10 "Supervisor and Commander Statement of Understanding," D-SAACP certificate, appointment letter, and continuing education training certificates.

(4) Ensure that the SAPR VA and SARC posters, inclusive of SARC and SAPR VA photographs, the installation 24/7 Sexual Assault Support Line, the DoD Safe Helpline, and reporting options are posted prominently in the unit's common areas and areas of high pedestrian traffic. The installation 24/7 Sexual Assault Support Line and the DoD Safe Helpline information shall be listed on the command website.

(5) SAPR VA's shall submit all signed training rosters to the S-3 for entry into Marine Corps Training Input Management System (MCTIMS). Additionally, all signed training rosters will be submitted to the Command SARC for inclusion in the unit SAPR binder.

(6) SAPR VAs will provide non-clinical crisis intervention; emotional support; explanation of reporting options; assistance with filing an Unrestricted or Restricted Report; accompaniment to medical, legal, and/or counseling appointments; information and referrals; and safety planning to victims of sexual assault.

(a) SAPR VAs will immediately notify the Command SARC regarding all sexual assault victims and case notifications.

(b) SAPR VAs will immediately update the Command SARC if there is a safety concern, request for MPO and/or Expedited Transfer, or request to participate in the CATCH Program.

(c) SAPR VAs will provide client updates to the Command SARC every 30 days (at a minimum) for all cases (Unrestricted and Restricted) to which they are assigned.

(7) SAPR VAs will attend the monthly CMG meeting to brief the status of the victim for any open unrestricted cases they have been assigned. During the CMG, SAPR VAs will provide the following information about each victim for whom they are providing advocacy: date of last contact, overall well-being, services being utilized, issues or concerns, and any reports of retaliation.

(8) SAPR VAs will safeguard confidential communications pertaining to victims. It is imperative for the integrity of the SAPR program that steps are taken to prevent unauthorized reading, printing, retaining, copying, or dissemination of information, messages, or correspondence revealing PII, in accordance with reference (d).

(9) SAPR VAs will immediately self-report to the commander and SARC any arrest, accusation of a violation, named in a complaint, or a named subject of an investigation as outlined in reference (e). Specific administrative procedures pertaining to suspensions and revocations will be followed in accordance with reference (d).

6. Coordinating Instructions

a. Education and Training Requirements for HMX-1 Personnel

(1) Include all HQMC SAPR approved annual trainings on the unit's training plan/schedule and conduct them in accordance with reference (d). All service members will attend training specific to their rank. Only credentialed and appointed Command SARCs and SAPR VAs are authorized to facilitate these trainings. Ensure all trainings are documented and recorded in accordance with reference (c).

(2) Recognize and address trends that negatively affect command climate. Coordinate with the Command SARC and SAPR VAs to generate interactive education and skill building opportunities. Examples include: command special events, safety meetings, professional military education (PME), workshops, small group discussions, Sexual Assault Awareness and Prevention Month events, and Transformation Enhancement Program (TEP) initiatives. Collaboration is encouraged with Marine Corps and other service installations.

b. Sexual Assault Response Procedures while TAD

(1) Most TAD periods executed by squadron personnel are less than 30 days in duration. Upon reaching a TAD location, detachment commanders shall identify if a squadron SAPR Victim Advocate (SAPR VA) is co-located, and if not, utilize the zip code search function at <https://www.safehelpline.org/> to identify and provide detachment personnel the nearest Installation 24/7 Sexual Assault Support Line or another confidential resource listed under the SARC category. Resources from any branch of service can assist; it does not have to be a Marine Corps resource.

(2) If a service member requests to speak with a SAPR VA or SARC, and does not disclose that a sexual assault has occurred, immediately provide the following list of confidential resources: HMX-1 SAPR VAs, nearest Installation 24/7 Sexual Assault Support Line, MCB Quantico 24/7 Support Line, HMX-1 Chaplain, DoD Safe Helpline. The service member's privacy is of utmost importance.

(3) If sexual assault is reported, refer the individual to SAPR resources after ensuring the safety and well-being of the individual. Once the Command SARC has been notified, notify the HMX-1 Commanding Officer.

(a) The first priority will be to ensure the reporting service member's safety, which may include access and transportation to a medical facility to obtain treatment for immediate injuries and/or a Sexual Assault Forensic Exam (SAFE). The service member's privacy shall be protected to the best extent possible when selecting a driver/escort. Consider asking the service member with whom they would feel most comfortable, utilizing someone already aware of the situation, or a corpsman as driver/escort.

(b) The command SARC and the reporting service member shall determine if SAPR VA presence is necessary. If so, the SARC shall coordinate for a D-SAACP certified SAPR VA located near the TAD location to meet with the service member. If a local resource is not available, the service member and SARC shall determine (1) if an HMX-1 SAPR VA will travel to the victim's TAD location as soon as possible, or (2) the service member will terminate his or her TAD assignment and return to Quantico. In this case, the SARC will coordinate with the detachment commander and HMX-1 CO to facilitate the request.

c. Sexual Assault Reporting Requirements.

(1) When the command receives a report or incident of an actual, suspected, or alleged sexual assault, complete all SAPR reporting requirements in accordance with reference (c). Procedures particular to HMX-1 include the following:

(2) Every victim will be offered all sexual assault support services. Notify the Command SARC for assistance.

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

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

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

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

(7) The Commander will not conduct independent command inquiries or investigations of alleged sexual assaults. Contact the appropriate Staff Judge Advocate for questions.

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

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

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

(9) The SAPR Eight-day Incident Report will be automatically delivered to the first O-6 and the General Court-Martial Convening Authority via USMC SharePoint. Ensure all e-mail addresses are correct. Due to this automated process, the SAPR 8-Day Incident Report will only be shared with personnel authorized with an official need-to-know.

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

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

(d) Additional Support for Victims and SAPR Personnel

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

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

(e) High Risk Response Procedures

(1) If an HMX-1 victim is determined to be in a high-risk situation. The CO will activate the HRRT in accordance with reference (C). The purpose of the HRRT is to assess and develop an immediate plan to eliminate the risk. Due to the operational nature of the squadron, HRRTs may be conducted electronically. The HRRT will be activated even if the victim is not physically aboard the installation.

(2) To ensure strict confidentiality, the CO will prioritize safety and limit administrative support to personnel who have an official need to know.

(3) The HRRT includes at a minimum, the HMX-1 CO, the victim's SARC and SAPR VA (i.e. the personnel who conducted the safety assessment), Naval Criminal Investigative Service (NCIS), the judge advocate and the Victim's Legal Counsel assigned to the case, the victim's healthcare provider or mental health and counseling services provider, and/or whomever the CO deems necessary and need to know.

21 Jun 24

(4) The HRRT will make their first response to the installation commander via the installation SARC within 24 hours of being activated. This notification shall be accomplished via telephone and followed-up by email. Minutes are maintained by the installation SARC and command SARC in accordance with Marine Corps Records Management. HRRT reports will be maintained in a separate HRRT binder. The installation SARC and command SARC maintain meeting minutes under double lock and key. The minutes include a record of attendance, action plan(s) to mitigate risk, safety concerns, and the number of times the HRRT has met and reviewed the areas of concern.

(5) Updates shall occur at least once a week while the victim is on high-risk status.

(6) The HRRT assessment of the victim shall include, but is not limited to evaluating the following:

(a) Victim's safety concerns.

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

(c) Previous or existing relationship between the victim and the alleged offender, spouses, or dependents.

(d) Whether the alleged offender, or someone acting on behalf of the offender, has destroyed the victim's property or threatened, attempted, or has a plan to harm the victim or the victim's family.

(e) Whether the victim or alleged offender has threatened, attempted, or has a plan for harm, suicide, or homicide.

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

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

(h) Whether there has been a violation of a military or civilian protective order.

(i) A final report will be provided to the CMG chair and co-chair once the victim is no longer in a high-risk status. The final report will detail actions taken to mitigate or eliminate the identified risk(s).

(f) Expedited Transfer. The Expedited Transfer (ET) policy allows a victim to relocate to a new duty station when they feel safe but uncomfortable at the current duty station. All ET procedures will be followed in accordance with reference (d). The Command SARC is the primary Point of Contact for all ET's.

6. Administration and Logistics. Recommendations or questions concerning the contents of this Order will be submitted to the HMX-1 SARC at (571) 494-4784, david.l.white@whmo.mil.

7. Command and Signal

- a. Command. This Order is applicable to all HMX-1 personnel.
- b. Signal. This Order is effective the date signed.



R. E. SHADLE

DISTRIBUTION: A

HMX-1 PROTOCOL FOR PREVENTION AND RESPONSE

1. To prevent sexual assault, all HMX-1 leaders shall:

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

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

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

d. Engage Sexual Assault Prevention & Response (SAPR) program personnel for assistance as needed.

2. In the event of a sexual assault, all HMX-1 leaders shall:

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

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

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

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

e. Coordinate unit refresher training with a Sexual Assault Prevention & Response Victim Advocate (SAPR VA) and/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 him/her during this period may be detrimental.

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

3. The Commanding Officer shall:

a. Ensure the physical safety and emotional security of the victim. Determine if the alleged offender is nearby and if the victim needs protection.

b. Ensure emergency medical care is offered if necessary and/or requested by the victim.

c. Ensure the SARC is notified immediately. If not co-located with the command SARC, ensure that a SAPR VA is provided to the victim. Ensure the

ENCLOSURE (1)

victim understands the availability of victim advocacy and the benefits of accepting advocacy. Advocacy services are optional.

d. Ensure notification to the appropriate Military Criminal Investigative Organization (MCIO) as soon as the victim's immediate safety is addressed, and medical treatment procedures are in motion. Strictly limit knowledge of the facts or details regarding the incident to those personnel who have a legitimate need-to-know.

e. Ensure necessary action to safeguard the victim from any formal (official) or informal investigative interviews or inquiries, except those conducted by the authorities who have a legitimate need-to-know.

f. Submit the Operations Event/Incident Report (OPREP-3)/Serious Incident Report (SIR) for all Unrestricted Reports or allegations, actual or suspected, of sexual assault, in accordance with reference (f).

g. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or MCIO has initiated an adult sexual assault investigation, in accordance with reference (a). Communicate with the MCIO and SARC for required information to complete the report. Do not ask detailed questions and/or pressure the victim or SAPR VA for responses or information about the incident.

h. Ensure the victim is advised of the need to preserve evidence (by not bathing, showering, washing garments, etc.) while waiting for the arrival of representatives of the MCIO.

i. Ensure assistance with or provide immediate transportation for the victim to the hospital or other appropriate medical facility. Encourage evidence collection, as there is a small window of opportunity to collect it.

j. Ensure the victim is asked if a specific support person is desired. This person could be a friend or family member of the victim. Ensure the victim is advised that this person could later be called to testify as a witness if the case goes to trial.

k. Ensure the victim is offered a chaplain and/or Victims' Legal Counsel (VLC) and notify accordingly.

l. Determine if the victim desires/needs a "no contact" order or an Military Protective Order (MPO) (DD Form 2873) to be issued, particularly if the victim and the alleged offender are assigned to the same command, unit, duty location, or living quarters.

m. Ensure the victim understands the availability of other referral organizations staffed with personnel who can explain medical, investigative, and legal processes and advise of the victim's support rights.

n. Ensure the victim is advised of the expedited transfer process and facilitate the expedited transfer when requested by the victim. Determine the need for a temporary reassignment to another unit, duty location, or living quarters on the installation of the victim or the alleged offender being investigated, working with the commander of the alleged offender, if different than the HMX-1 commander, until there is a final legal

ENCLOSURE (1)

disposition of the sexual assault allegation, and/or the victim is no longer in danger.

o. Attend the monthly Case Management Group (CMG) meeting until case involving command personnel is closed, non-delegable.

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

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

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

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

t. Listen to and support the victim. Be available following the sexual assault and assure the victim of the commands' support.

4. For an alleged offender within HMX-1, the Commanding Officer Shall:

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

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

c. Restrict information pertinent to an investigation to those who have an official need-to-know, as defined in reference (c), chapter 1.

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

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

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

ENCLOSURE (1)

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

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

i. Complete the SAPR 8-Day Incident Report when there is an Unrestricted Report or MCIO has initiated an adult sexual assault investigation involving a command Service member and a civilian victim (RCS DD-1752-05). Communicate with the MCIO and SARC for required information to complete the report. Do not ask detailed questions and/or pressure the victim and/or accused for responses or information about the incident.

ENCLOSURE (1)

TO: CMC WASHINGTON DC PPO
CC: HMX-1
SUBJECT: OPREP-3SIR/MS4307/036
MSGID/GENADMIN/CMC WASHINGTON DC PPO POC//
SUBJ/OPREP-3SIR/MS4307/036//
REF/A/DOC/CMC/MCO 3504.2A//
REF/B/PHONE/110240Z JAN 25//
NARR/REF A IS MCO ON OPREP-3SIR: SERIOUS INCIDENT REPORTS. REF B IS VOICE
REPORT TO MCOC//
POC/J. W. SEDLOCK/MAJ/ADJUTANT & LEGAL OFFICER/TEL: 571-494-4909 or 202-814-
7889/EMAIL: JOSHUA.W.SEDLOCK@WHMO.MIL//
GENTEXT/REMARKS/1. ON 10 JAN 2025, A REPORT OF SEXUAL ASSAULT WAS MADE TO
THE COMMAND. SEXUAL ASSAULT OCCURRED IN ATLANTA, GA.
2. 10 JAN 2025 0600 & 1600
3. PERSONNEL INVOLVED:
A. VICTIM
1. LCPL
2. XXXX
3. XXXX
4. MARINE HELICOPTER SQUADRON ONE
5. XXXX
6. MARINE CORPS BASE QUANTICO
B. SUSPECT
1. LCPL
2. XXXX
3. XXXX
4. MARINE HELICOPTER SQUADRON ONE
5. XXXX
6. MARINE CORPS BASE QUANTICO
4. NCIS WAS CONTACTED ON 10 JAN 25 TO CONDUCT AN INVESTIGATION.
5. NO MEDIA INTEREST EXPECTED AT THIS TIME. HQMC PAO HAS NOT BEEN NOTIFIED.
6. THE LOCAL INTELLIGENCE OFFICER HAS NOT BEEN NOTIFIED. THE HMX-1 SECURITY
MANAGER HAS BEEN NOTIFIED.
7. THE HMX-1 SARC AND MARINE CORPS BASE QUANTICO INSTALLATION SARC HAVE BEEN
NOTIFIED.//

ENCLOSURE (2)

SAPR 8-Day Incident Report

Frequently Asked Questions

References:

- REF A: CAMPAIGN PLAN / YMD: 20120620
- REF B: MARADMIN 624/12 / YMD: 20121031
- REF C: DODI 6495.02, Vol. 1, CH7 / YMD: 20220906
- REF D: MCO 1752.5C / YMD: 20190603
- REF F: MARADMIN 025/18 / YMD: 20180111

Background and Purpose

- The SAPR 8-Day Incident Report is required in accordance with DoDI 6495.02, Vol. 1, enclosure 5, para 3.s.
- The intent of the SAPR 8-Day Incident Report requirement is to ensure that appropriate command actions have been taken per policy within the first eight days after an Unrestricted Report of Sexual Assault is filed.
- This document provides answers to Frequently Asked Questions (FAQs) about submitting the SAPR 8-Day Incident Report.

What is the SAPR 8-Day Incident Report?

- As of 10 June 2024, the SAPR 8-Day Incident Report is a fillable PDF document that is completed and signed by the appropriate commander, in accordance with MCO 1752.5C, chapter 3, para 5.c.(3).
- SAPR 8-Day Incident Report requirements are met when the completed and signed document is uploaded to the SAPR 8-Day Incident Portal and viewed by the individuals required by MCO 1752.5C, chapter 3, para 5.c.(3)(g).

What is the process for submitting a SAPR 8-Day Incident Report?

- The appropriate commander, in accordance with MCO 1752.5C, chapter 3, para 5.c.(3), completes and electronically signs a SAPR 8-Day Incident Report document.
- Save the SAPR 8-Day Incident Report document using the DSAID number as provided by the supporting SARC. **Do not include victim or subject PII on the document or in the file name, including initials.**
- Submit the SAPR 8-Day Incident Report via the portal on the SAPR SharePoint page.
- All recipients view the report upon receipt.

Where is the SAPR 8-Day Incident Report?

- The SAPR 8-Day Incident Report portal may be accessed from the SAPR SharePoint page here: [Sexual Assault Prevention and Response - Home \(sharepoint-mil.us\)](#)

- A direct link to the SAPR 8-Day Incident Report portal is here: [SAPR 8-Day Incident Report Portal \(sharepoint-mil.us\)](https://sharepoint-mil.us/SAPR8DayIncidentReport)
- A blank SAPR 8-Day Incident Report template may be downloaded from the portal or via this direct link: [SAPR 8-DayIncidentReport.pdf](https://sharepoint-mil.us/SAPR8DayIncidentReport.pdf)
- Completed and signed SAPR 8-Day Incident Reports are submitted by clicking the **Submit New SAPR-Day Report** button from the portal.

Who can access the SAPR SharePoint Page?

- All users with an @usmc.mil email address automatically have access to the SAPR SharePoint Page from a CAC-enabled device.
- Users on a different domain will need an external account. Your SARC can request these from Behavioral Programs Data Surveillance on your behalf.

What is the official “trigger” for an 8-Day Incident Report?

- The requirement is triggered by Unrestricted Reports of adult sexual assault involving a military Service Member (victim or subject) in the Defense Sexual Assault Incident Database (DSAID).

Who is required to submit the SAPR 8-Day Incident Report?

- If the victim is a Service Member, the victim’s **immediate** commander prepares and submits the 8-Day Incident Report.
- If the victim is an adult non-Service Member at the time of report, the subject’s **immediate commander** prepares and submits the 8-Day Incident Report.

When does a service member officially become a “subject”?

- The label "subject" can only be assigned to a Service Member by a MCIO or by local law enforcement during a criminal investigation.

Is the SAPR 8-Day Incident Report required for civilian victims?

- Yes – if the subject is a military Service Member and the victim is an adult. The trigger is the MCIO notification to the service member subject’s Commander. The subject’s immediate Commander will prepare and submit an abbreviated 8-Day Incident Report with the help of the MCIO.

Is a SAPR 8-Day Incident Report required for civilian victims who are minors at the time of report?

- No – if a civilian victim is not an adult (under 18 at time of report), DSAID entry and a SAPR 8-Day Incident Report are not required.
- However, a Service Member victim who is under the age of 18 at time of report is still a Service Member and therefore treated as an adult.

What if there is a civilian victim and an unknown/unnamed military subject?

- With a civilian victim and an unknown/unnamed service member subject, the required "trigger" of the MCIO notification to the subject's Commander cannot be met. Thus, an 8-Day Incident Report is not required.

How many days does a Commander have to complete the SAPR 8-Day Incident Report?

- Commanders are required to submit a SAPR 8-Day Incident Report within eight calendar days for all Unrestricted Reports of adult sexual assault.

Can I save the SAPR 8-Day Incident Report and input additional information later?

- The SAPR 8-Day Incident Report template is a fillable PDF that requires an electronic signature. Once signed, the document cannot be edited.
- The SharePoint submission form will not save unless all required fields are completed. However, once saved, corrections can be made by clicking on the appropriate submission and clicking **Edit all**, as shown below.

Created	DSAID Number	Command	Created By
January 3	Test	HQMC	Sattas CIV Natasha
December 28, 2023	UUMC-00001111-2023-00112	TEST AGRH	Gibert CIV Lindsey J
September 14, 2023	UUMC-00001111-2023-12345	TESTING	Gibert CIV Lindsey J
✓ September 14, 2023	UUUU-00004444-2023-11111	TEST	

New SAPR 8-Day Incident Report

DSAID Number
UUUU-00004444-2023-11111

MCIO Investigation Number
TESTING

Command
TESTING

Will the Commanding Officer receive an electronic copy of the report?

- Each successfully submitted SAPR 8-Day Incident Report is visible to the following individuals, as determined by the input of the user completing the SAPR 8-Day Incident Report submission in the Portal on SharePoint:
 - The user who originally submits the 8-Day
 - The Service Member victim's (or subject's, as applicable) immediate Commander

- The first O-6 in the chain of command
- The first General Officer in the chain of command
- The Installation Commander (when applicable)
- The supporting SARC

What information is required to submit a SAPR 8-Day Incident Report?

- The SAPR 8-Day Incident Report submission form requires the following to save:
 - Applicable DSAID Number – available from the supporting SARC
 - The Command responsible for submitting the SAPR 8-Day Incident Report
 - The supporting SARC – people-picker field
 - The Service Member victim's (or subject's, as applicable) immediate Commander – people-picker field
 - The first O-6 in the chain of command – people-picker field
 - The first General Officer in the chain of command – people-picker field
 - The completed, signed PDF – uploaded document
- Additionally, the Installation Commander (people-picker field) is required if the incident occurred on or in the vicinity of a military installation.
- The MCIO CCN or investigative case number should also be included whenever available.

Where are the SAPR 8-Day Incident Reports submitted in the old GearLocker?

- Users can view their own SAPR 8-Day Incident Reports submitted to the previous form library on SharePoint (a.k.a., the GearLocker) in the archive. The read-only archive may be accessed from the current SAPR 8-Day Incident Report Portal by clicking the **SAPR 8-Day Archive (Read Only)** button.

Additional questions or scenarios not addressed in this document:

Please refer additional questions not covered in this FAQ to your supporting SARC. If you need technical support, please contact SMB.manpower.SAPR@usmc.mil.

SAPR VICTIM ADVOCATE (SAPR VA) RESPONSE PROTOCOL

When the SAPR VA is notified of a sexual assault, the SAPR VA will immediately notify the SARC and provide preliminary details such as, but not limited to, the 5w's, any medical and/or safety concerns, and meeting location/time.

The SAPR VA will meet with the victim in a safe location, which allows for confidential communication, and explain the reporting options in detail.

The SAPR VA will go through the DD Form 2910/"Victim Reporting Preference Statement" with the victim. The victim will initial at each box, as applicable, and then elect the Restricted or Unrestricted Reporting option; then sign/date. The SAPR VA will then sign/date. *Please note: the victim can decline completion of DD Form 2910/SAPR services at any time.

The SAPR VA is responsible for filling out the DD Form 2965/"Defense Sexual Assault Incident Database (DSAID) Data Form" in order to obtain sufficient information of the assault to support the SARC's entry of the case into DSAID.

The SAPR VA will conduct a safety plan with the victim, utilizing "Safety Planning For Victims of Sexual Assault," and advise the SARC of any safety concerns the victim may have or that may arise.

The SAPR VA will provide the following informational forms to the victim: copy of their signed DD Form 2910/"Victim Reporting Preference Statement," DD Form 2701/"Initial Information for Victims and Witnesses of Crime," "Correction of Military Records for Victims of Sexual Assault," "CATCH Program Victim Info Sheet," and a handout on the local Victims' Legal Counsel.

The SAPR VA should also provide local SAPR resources inclusive of the Installation 24/7 Sexual Assault Support Line, the DoD Safe Helpline, Community Counseling Center, Chaplain, Victims' Legal Counsel, Mental Health Unit, and Medical - per enclosures (6 through 10).

Once the pertinent information has been obtained, and advocacy and resources have provided to the victim; the SAPR VA will update the SARC. The original DD Form 2910/"Victim Reporting Preference Statement," DD Form 2965/"Defense Sexual Assault Incident Database (DSAID) Data Form," and the completed safety plan will be provided to the SARC within 24 hours.

The SAPR VA will NOT provide notification(s) of sexual assault to the Commander. For Unrestricted Report(s), the SARC will provide notification via encrypted email to the Victim's immediate Commander, and guidance on requirements and subsequent steps. The SARC will then provide notification via encrypted email to the Installation SARC, who will provide notification to the Installation Commander. For Restricted Report(s), the SARC will provide notification via encrypted email to the Installation SARC only, who will then provide notification with non-identifying information to the Installation Commander. No other parties will be notified of the sexual assault.

The SAPR VA may be requested to accompany the victim to various appointments, such as medical, law enforcement, legal, counseling, etc. SAPR VA services are optional. A victim's preference to participate, or not participate, will be honored.

ENCLOSURE (4)

SARC CASE NOTIFICATION PROTOCOL

For all Unrestricted and Restricted Reports of sexual assault, the SAPR VA who was initially contacted will provide immediate notification to the command SARC.

The Command SARC will enter the case into the Defense Sexual Assault Incident Database (DSAID), and upload the DD Form 2910, within 48 hours (96 hours in deployed environments).

In the event of a Restricted Report, the Command SARC will provide the notification to the Installation SARC via encrypted email within 24 hours. The Installation SARC will then notify the Installation Commanding Officer only, without PII.

In the event of an Unrestricted Report, or a conversion of a Restricted Report to an Unrestricted Report, the Command SARC will provide notification to the HMX-1 Commanding Officer and Installation SARC via encrypted email within 24 hours. The Installation SARC will then notify the Installation Commanding Officer.

The Command SARC will be prepared to provide/discuss the following (if applicable) during the notification of an Unrestricted Report of sexual assault:

- 1 DATE OF REPORT
- 1 VICTM NAME, RANK, UNIT
- 1 OFFENSE TYPE
- 1 DATE OF INCIDENT
- 1 SUBJECT NAME, RANK, UNIT
- 1 SERVICES OFFERED
- 1 SAPR VA or SARC ASSIGNED
- 1 SAFETY PLAN CONDUCTED, WAS THERE A SAFETY CONCERN?
- 1 WAS THERE A MILITARY PROTECTIVE ORDER (MPO) REQUEST?
- 1 WAS THERE AN EXPEDITED TRANSFER (E.T.) REQUEST?
- 1 DSAID# (ISSUED BY THE SARC & DSAID# REQUIRED FOR 8-DAY REPORT)
- 1 CCN# (ISSUED BY NCIS)
- 1 DATE OF NEXT CMG MEETING

NEXT STEPS FOR THE CO:

ENSURE PHYSICAL AND EMOTIONAL SAFETY OF MARINE
DETERMINE IF MPO NEEDS TO BE ISSUED
MAKE OFFICIAL NOTIFICATION TO NAVAL CRIMINAL INVESTIGATION SERVICES (NCIS)
SUBMIT OPREP-3/SIR REPORT TO HQMC WITHIN 6 HOURS
SUBMIT SAPR 8-DAY INCIDENT REPORT TO HQMC VIA 8-DAY PORTAL WITHIN 8 CALENDAR DAYS

REMINDERS FOR THE CO:

CO IS NOT AUTHORIZED TO CONDUCT ANY TYPE OF INQUIRY OR INVESTIGATION, TO INCLUDE QUESTIONING THE VICTIM, ALLEGED SUSPECT(S), OR WITNESSES.
CO SHOULD NOT ASK THE SAPR VA FOR DETAILS ABOUT CONVERSATIONS WITH THE VICTIM OR SPECIFICS ABOUT THE SEXUAL ASSAULT, AS THE SAPR VA HAS CONFIDENTIALITY.

The Command SARC will provide the original copy of completed DD Form 2910 to the Installation SARC.

ENCLOSURE (5)

