



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE
814 RADFORD BLVD SUITE 20302
ALBANY GA 31704-0302

MCLBAO 1752.5

MCCS

5 MAR 21

MARINE CORPS LOGISTICS BASE ALBANY ORDER 1752.5

From: Commanding Officer, Marine Corps Logistics Base Albany
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR THE SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

Ref: (a) MCO 1752.5C
(b) NAVMC 1752
(c) DoDI 6459.02
(d) MCO 3504.2A
(e) DoDI 4000.19, Support Agreements, incorporating change
(f) BUMEDINST 6310.11A w/CH, Sexual Assault Prevention and Response Medical-Forensic Program
(g) OPNAVIST 1752.1C, Navy SAPR Program
(f) DoD Regulation 5210.42-R
(g) DoD Revision to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy

Encl: (1) Sexual Assault Response Report Flow Chart
(2) SAPR Reporting Matrix
(3) Sexual Assault Prevention and Response (SAPR) High-Risk Response Team (HRRT)
(4) SARC Appointment Letter
(5) SAPR VA Appointment Letter
(6) 8-Day Brief Template

Report Required: Sexual Assault Prevention and Responses (SAPR) 8-Day Incident Report (Report Control Symbol DD-1752-05) encl (6)

1. Situation. To provide policy and procedural guidance in accordance with the reference for the Marine Corps Logistics Base (MCLB) Albany response to Sexual assault incidents and Sexual Assault Prevention and Response (SAPR) Program implementation.

a. Sexual Assault is a criminal act. It is defined by the Department of Defense as intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent.

b. The term sexual assault includes a broad category of sexual offenses consisting of the following specific Uniformed Code of the Military Justice (UCMJ) offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex, or attempts to commit these offenses).

2. Cancellation. MCLBA 1752.

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

5 MAR 21

3. Mission. Upon signature, this order standardizes formal proceedings and protocols of the Sexual Assault Prevention and Response (SAPR) Program Standard Operating Procedures (SOP) for the MCLB Albany Installation to include all Tenant Commands and Civilian Employees. MCLB Albany is committed to eliminating sexual assault incidents by instituting comprehensive SAPR led policy initiatives, through education and trainings that reinforce awareness and change. Sexual Assault Prevention and Response policies are designed to ensure that every Marine is knowledgeable of what constitutes sexual assault and how Marine vigilance and good moral character of stepping up can prevent and protect others from being victims of sexual assault. The MCLB Albany's SAPR Program is committed to providing prompt, competent, victim advocacy services that encompass holistic resource support, where victims can begin to recover successfully. Situations not covered in this document are found in more detail within the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Victims of sexual assault will be treated with sensitivity, decency, and respect. Victims will receive appropriate medical, emotional, psychological, and social service unless refused by the victim. Care will be given to ensure an unrestricted report is released only to those who have a need to know (i.e. the Commanding Officer (CO) of the unit, the Installation Commander or Naval Criminal Investigative Service (NCIS)). Victim safety is paramount at all times. Victims who choose to make a Restricted Report, in accordance with reference (a), will have the choice honored to the fullest extent. Victims who have the courage to report must feel confident that their personal safety will be protected and that they will be protected from any retaliation to include, coercion, ostracism, discrimination, and reprisal.

(2) Concept of Operation

(a) All personnel are encouraged to make complete, unrestricted reports of sexual assault in order to achieve the objective and goals of reference (a-f). However, victims of sexual assault have two methods of reporting the assault: restricted and unrestricted reporting.

(b) The Installation Commander has responsibilities for the oversight of the SAPR Program for the entire Installation to include establishing a command climate that confronts inaccurate beliefs and values that cause, condone, or reinforce any appearance of tolerance for sexual assault. The Installation Commander shall establish clear standards for personal behavior and hold offenders accountable under the Uniform Code of Military Justice. It is imperative to educate Marines and civilians on how to prevent incidents of sexual assault, while also encouraging victims and witnesses to report these crimes when they occur.

(c) The Installation Commander shall promote zero tolerance for retaliation, reprisal, ostracism, coercion, sexual harassment, and/or maltreatment. The methods to report retaliation and the resolution process are outlined in reference (a). Empower members to intervene when the environment for potential sexual assault exists. Encourage leaders at all levels to be aware that personnel who are sexually assaulted may be physically, mentally, and emotionally traumatized and wounded.

5 MAR 21

1. Restricted Reporting. Reporting option that allows sexual victims to confidentially disclose the assault to specified individuals, including Sexual Assault Response Coordinator (SARC), SAPR Victim Advocate (VA), or health care personnel, and receive medical treatment, including emergency care, counseling, and assignment of a SARC and SAPR VA without triggering an investigation. The victim's report provided to the healthcare personnel, including the information acquired from a Sexual Assault Forensic (SAFE) kit, SARC's or VA's will not be reported to law enforcement or to the command to initiate an investigation unless the victim consents or an established "EXCEPTION" applies.

2. Unrestricted Reporting. A process that an individual covered by policy uses to disclose, without requesting confidentiality or restricted reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim's report provided to the healthcare personnel, SARC, SAPR VA, or chain of command representatives will be reported to law enforcement, which may be used to initiate the official investigative process. The command must notify the MCLB Albany NCIS of all allegations of sexual assault brought to their attention.

(d) As per reference (a), confidentiality applies to all covered communications. Covered communications are oral, written, and electronic communications of personally identifiable information made by a victim to a SARC, SAPR VA, Chaplin, healthcare provider or mental health counselor related to their sexual assault. All involved parties must maintain the integrity of the confidentiality policy.

b. Scheme of Maneuver. There are SAPR VA's and a SARC assigned within the Command who are on call if the need arises to assist victims of sexual assault. Uniformed SAPR VA's are available to assist Active Duty Military members of MCLB Albany who are victims of sexual assault. The Installation SARC can assist both Active Duty, military dependents, and Civilian Employees who are victims of a sexual assault. The Family Advocacy Branch at the Marine and Family Program (MFP) will assist military members who have been sexually assaulted as a result of domestic violence

c. Coordinating Instructions. The command will treat all reported sexual assault incidents seriously by following proper guidelines per the references. The information and circumstance of the allegations will be disclosed on a need to know basis only.

(1) Installation Sexual Assault Response Coordinator (ISARC):

(a) Provide support to all Commands aboard the MCLB Albany and perform all SARC duties as outlined in reference (a).

(b) Provide Victim Advocacy to Active Duty and Civilian Personnel who report a sexual assault.

(c) Obtain a new appointment letter from each new Installation Commander within assumption of command utilizing enclosure (4).

(d) Maintain copies of SARP VA appointment letters, DoD Sexual Assault Advocate Certification Program (D-SAACP), and 40 Hours SAPR VA Certification for all assigned SAPR VA's utilizing enclosure (5).

5 MAR 21

(e) Operate under confidentiality in all cases, except in those where a statutory of regulatory exception to confidentiality applies.

(f) Ensure a copy of the MCLB Albany Installation Commander's policy letter is posted on the command section read board and throughout the Installation.

(g) Ensure a photo of the ISARC that includes contact information, reporting options and exceptions to confidentiality are posted throughout the MCLB Albany Installation, on command section read boards, and high traffic areas.

(h) Ensure photos of the Command appointed SAPR VA's that includes contact information, reporting options and exceptions to confidentiality, are posted throughout the MCLB Albany Installation.

(i) Inform the Installation Commander of all reports of sexual assault, including restricted reports and incidents where reports were not formally made; but incident was documented as a Memorandum of Records (MOR). All reports must be reported to the Installation Commander within 24 hours.

(j) Notify the Installation's Commander within 24 hours of a new unrestricted report.

(k) Obtain initial contact information about the victim from the SAPR VA for input in the Defense Sexual Assault Incident Database (DSAID) within 48 hours, or as soon as practicable, if a filed report of sexual assault.

(l) Enter initial case information in DSAID within 48 hours of initial victim contact.

(m) Co-facilitate the monthly Case Management Group (CMG) meeting to review all open, unrestricted reports of sexual assaults. The cases are reviewed to facilitate monthly victim updates, quality assurance of the service, and systematic coordination. Schedule CMG monthly meetings and maintain minutes.

1. Maintain current procedure for the monthly CMG and adherence with reference (a) and (c).

2. Ensure CMG members are informed of all procedures and processes pertaining to the CMG meeting.

(n) If a victim is assessed to be in high-risk situation, the Installation Commander will immediately be notified and a High Risk Response Team (HRRT) will stand up. The purpose and responsibility of the HRRT is to continually monitor the victim's safety, by assessing danger and developing a plan to manage the situation. The HRRT will adhere to all procedures according to reference (a) and (b).

1. High Risk Response Team meeting minutes shall be maintained in a separated binder.

5 MAR 21

2. At the monthly CMG, provide both an aggregate total of newly initiated HRRTs and address the status of ongoing courses of action as cases are reviewed.

(o) Chair the quarterly Sexual Assault Response Team (SART) meeting to address process improvements, preventions efforts, systematic issues, and local Memorandums of Understanding. This meeting consist of CMG members, local community partners, and law enforcement entities. Maintain meeting minutes, agendas, and provide regular updates to the Installation Commander.

(p) Coordinate with COMMSTRAT to ensure the command's SAPR webpage is current, support information is accurate and the Installation 24/7 Support Line and the DOD Safe Helpline are accurately displayed.

(q) Coordinate with Marine Corps Community Services (MCCS) to ensure its webpage displays current and accurate SAPR support information, the Installation 24/7 Sexual Assault Support Line number, and DOD Safe Helpline number.

(r) Ensure a Command Team SAPR resource brief is provided for the Commanding Officer, Executive Officer, and Sergeant Major, within 30 days of the CO assuming command.

(s) Maintain and review this Order annually to ensure it is aligned with established policies.

(t) Ensure New Joins Briefs include contact information for the SAPR personnel, and resources regarding how to make a restricted report. SAPR VA's will be included on the unit check in/out sheet.

(u) Ensure collaborative communication with uniformed SAPR VA's to include:

1. In collaboration with the Operations and training Division, create a fiscal year training plan for all Marines, Sailors, SAPR VA's and first responders. Ensure appointed VA's are available to facilitate annual Take-A-Stand, Step-Up and Annual Training.

2. Ensure the SAPR 24/7 Support Line is maintained by credentialed and appointed SAPR VA's 24 hours/day.

3. Ensure all appointed SAPR VA's are posted on command read board throughout the base.

4. Assign SAPR VA's to cases, supervise SAPR VA's in the performance of advocacy duties and ensure VA's are providing appropriate care and referrals.

5. Maintain an excel spreadsheet roster of SAPR VA's to include date credentialed, date trained, date appointed and Continuing Education (CEU) hours.

6. Maintain copies of 40 hour Training Certificate, appointment letters, D-SAACP certificate and signed page 10 of D-SAACP application.

5 MAR 21

7. To prevent the interruption of the SAPR service and to ensure the day-to-day operations of the SAPR Program in the event that supporting SAPR Personnel, at any level, are not available. The SAPR contingency plan should be adhered to and accordance with reference (b). Notify Marine Corps Installations East (MCIEAST) Command SARC and Marine Corps Installations Command (MCICOM) SARC. Contact MCLB Albany LOGCOM Victim Advocates for assistance with advocacy services.

(2) Uniformed SAPR Victim Advocates Shall:

(a) Ensure that information about victim support service, points of contact, and local resources (e.g. SAPR, DoD Safe Helpline, MCP) are posted on all read boards within the Command.

(b) Post a photograph in the unit's common areas along with contact information for the Installation 24/7 Local Sexual Assault Helpline and the DOD Safe Helpline. Locations to include: division read boards, branch/sections read boards and male and female restrooms of all buildings under MCLB Albany cognizance.

(c) Maintain a total 16 hours per 12 months of CEU's and provide the installation SARC with copies of certificates or proof of completion.

(d) Ensure the Command Duty Officer (CDO) and all watch-standers have the SAPR VA's point of contact in the event a victim of sexual assault may need assistance.

(e) Provide Annual Trainings (Take a Stand, Step-Up and SAPR Annual Training) for all Marines and Sailors of the Command in accordance with reference (a). Ensure the operations & training Division is provided with the rosters of all trainings and training entered under the correct MCTIMS code.

(f) Maintain an updated turnover binder to include D-SAACP credentials, appointment letters, CEU hours, SAPR VA Training certificates and supervisor statement of understanding.

(g) In the event of a report of sexual assault, follow procedures per the enclosures, SAPR VA's training and reference.

(h) Ensure to meet all SAPR VA administrative requirements as described in reference (a) and (b), properly complete required fields on the DD form 2910 and 2965 to open a case of sexual assault, contact and provide the information to the Installation SARC within 24 hours of the report, or as soon as possible. Ensure all Personally Identifiable Information (PII) is kept under double lock and key until it is delivered to the SARC via encrypted mail or hand delivered.

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

(3) Adjutant

5 MAR 21

(a) If there is an allegation of a sexual assault reported to the command, the Adjutant will submit an OPREP-3/SIR in accordance with reference (d) and enclosure (2).

(b) Sexual Assault Prevention and Response 8-Day incident reports shall be completed for the victims who are active duty service members and/or reserve members who file unrestricted reports of sexual assault. Sexual Assault Prevention and Response 8-Day incidents reports shall be completed for cases where an independent investigation has been initiated by a Military Criminal Investigation Organization (MCIO) that involves either a service member victim or a service member subject. Collaborate with the Installation SARC to generate the PowerPoint brief required by the CO to generate the SAPR 8-Day Brief according to reference (a) and (b) utilizing enclosure (6).

(c) Register for HQMC SharePoint account, within 30 days of assuming the billet, at www.thegearlocker.org.

(d) In the absence of the CO to attend CMG prepare an Acting Letter appointing the XO to fill in the chair position.

(4) Security Manager

(a) If there is an allegation of a sexual assault, do not automatically suspend or recommend revocation of the security clearance access, understanding that the victim may be satisfactorily treated for his/her related trauma without compromising his/her security clearance.

(b) Be prepared to make recommendations to the Installation CO for final determination based upon established national security standards, per reference (f).

(5) Communication Strategy and Operations (COMMSTRAT). Assist the SARC in maintaining current SAPR support information on the command's webpage.

(6) Installation Commander

(a) Establish a command climate of prevention and response predicated on mutual respect and trust that recognizes and embraces diversity, and values the contributions of every member of the command.

(b) Reassure members of your personal commitment of maintaining a healthy environment that is safe and contributes to their well-being and mission accomplishments.

(c) Reiterate your "zero tolerance" police on sexual assault and the potential consequence for those who violate the law.

(d) Recognize change in the command climate regarding inappropriate behavior and respond with the appropriate action toward any negative trends that may emerge regarding sexual assault.

(e) Establish the position of Installation SARC (ISARC) per reference (b). The ISARCs and SAPR Vas are "on call" and available to assist victims of sexual assault. Installation Commanders should refer to their

5 MAR 21

internal, local SOPs regarding appropriate victim care to include off-base and military agencies.

(f) Appoint a full-time civilian employee as an ISARC to serve as a subject matter expert, trainer, and program manager. The Installation Commander may appoint a second ISARC to assist with SAPR functions if the demand for support is needed. The second Installation ISARC must meet all training and certifications requirements.

(g) Maintain copies of all SAPR personnel appointment letters and training certificates to include the 40-hour training certificate for SARC's, and the Department of Defense Sexual assault Advocate Certification Program (D-SAACP) certificate and/or email from D-SAACP confirming certification. Continuing education certificates and/or a roster of training courses for ISARC's and Civilian SAPR VAs shall be maintained by ISARC.

(h) Ensure that the ISARC has direct and unimpeded access to the Commanding Officer where there is a sexual report to include either a victim or a suspect from your unit.

(i) Meet with the ISARC on a monthly basis to review the SAPR Program and address successes and any concerns.

(j) Ensure adherence to procedures outlined in reference (c) in the event that a SAPR VA has their DSAACP certification suspended or revoked.

(k) Evaluate the ISARC's performance of SAPR procedures and program implementation in accordance with references (a) and (b)

(l) The Installation Commander will appoint, at a minimum, two uniformed SAPR Victim Advocates. (Ref: MCO 1752.5C, Chap 3, par 5b (3))

(m) Ensure that all Marines receive annual training regarding sexual assault facilitated by a D-SAACP credentialed and appointed SAPR VA or SARC.

(n) If there is an allegation of a sexual assault, contact the ISARC immediately and follow the procedures as per enclosure (1).

(o) Ensure that assigned SAPR VA's are not questioned at any time regarding cases of sexual assault.

(p) Ensure that monthly multidisciplinary CMG meets, per reference (b), to review all open, unrestricted cases of sexual assault and SAPR Program processes. All local Installation protocols for the CMG shall be in accordance with reference (a).

(q) Chair the quarterly SART meeting in coordination with the ISARC. This is non-delegable below the XO.

(r) Ensure that the Installation's 24/7 Sexual Assault Support Line number appears on the Command's home page of their website, as well as the DoD Safe Helpline.

(s) The MCLB Albany Installation Commander will inform the SAPR VA or ISARC in writing of their suspension and/or revocation using the templates

5 MAR 21

in reference (c). The Command will coordinate with the ISARC to ensure notification of the Marine Corps Installations Command (MCICOM) SARC and the Headquarters, U.S. Marine Corps (HQMC) SAPR Office. In the event that the ISARC is suspended or revoked, the Command will notify the MCICOM SARC and the HQMC SAPR office.

(t) In situations where there is a suspension and/or revocation are required, the Command will immediately inform the SAPR VA or ISARC to stop all contact with any victims and to remove any SAPR Training from their schedule. The Commander will coordinate victim care and warm hand-offs to either a SAPR VA through the ISARC. In an extenuating circumstance, the warm hand-off will be to the ISARC who is managing the case in the Defense Sexual Assault Incident Database (DSAID). If the ISARC is suspended or revoked, the Command will utilize the support of other ISARCs in the region.

(u) The MCLB Albany Marine Corps Community Services (MCCS) Human Resources Director will be consulted by the Command with regard to any need for the ISARC to be placed in another billet and/or put on administrative leave.

(v) In the event that the ISARC is revoked, the support of other ISARCs in the region will be utilized to provide support to the Installation until the billet is filled. If other ISARCs are not available to assist, the support of the MCICOM SARC will be utilized.

(w) Establish a High-Risked Response (HRRT) in accordance with reference (c) if a safety assessment identifies high-risk dangers to the victims. If a victim is assessed to be in high-risk situation, the CMG chair will immediately stand up a multi-disciplinary HRRT in order to monitor the victim's safety and develop plans to manage risk factors. The victim's Company's Commander chairs the HRRT and the Installation Commander Co-facilitates the process to secure the safety and well-being of the victim. Reports to the Installation Commander shall be provided within 24 hours of the HRRT's activation and within one week of the victim high-risk status. The HRRT members required by reference (c) may not delegate this responsibility.

(8) Lateral Mission of Tenant Commands

(a) Officer-in-Charge, Naval Branch Health Clinic

1. Comply with and inform all personnel within your command of provisions concerning this order.

2. Ensure that all Naval Branch Health Clinic medical personnel are aware of the Policies for providing services to victims of sexual assault.

3. During Naval Branch Health Clinic normal operational hours, be prepared to provide support to the SAPR VA and/or SARC with Active-Duty Personnel who present themselves as a victim of sexual assault for the facilitation of the Sexual Assault Forensic Evidence (SAFE) KIT.

4. Collaborate with the SARC for the assignment of Restricted Reporting Control Number for all forensic examination kits.

5 MAR 21

5. Provide routine care and follow-up for victims who request medical service and referrals related to the sexual assault.

(b) Tenant Commands

1. All Tenant Commands are required to have a current SAPR SOP onsite that are aligned with DOD requirements. This is an inspection requirement and must be maintained in the SAPR's VA Binder.

2. All Tenant Commands are to ensure two SAPR VA's are assigned to support the SAPR program. In situations where Tenant Commands may have limited personnel to support the SAPR VA placement requirements; this must be coordinated with the ISARC, so that other VA placement arrangements can be made. In the event an Uniformed SAPR VA PCS's or EAS's; Tenant Commands are responsible for selecting a new SAPR VA replacement and ensuring that SAPR VA appointee attends the 40-hour SAPR VA training for credentialing purposes, as this is a DoD requirement. All 40 Hour SAPR VA training must be coordinated with the ISARC.

3. All SAPR VA's are required to provide training to subordinate units and maintain signed SAPR rosters in SAPR VA Binders. Ensure that the title of the training, date of training, and the trainers name are listed on the roster with their D-SAACP number. A copy of all SAPR training rosters must be provided to Installation/Command SARC (SAPR VA Binders are an inspectable item).

4. Tenant Commands are to ensure that all SAPR VA's Posters, reporting options, and resource information are posted in common areas of each unit (i.e., restrooms, lobbies, employee information/staff boards, employee breakrooms, locker rooms etc.).

5. Tenant Commands are to ensure that assigned SAPR VA's assist in the rotation of the 24/7 Sexual Assault Support line for the MCLB Albany. All SAPR VA's are required to answer the 24/7 Sexual Assault Support Line for MCLB Albany immediately and log all calls accordingly in log book.

6. All Tenant commands must ensure that copies of weekly logs are signed by SAPR VA and submitted to Installation SARC. In cases where a call has been missed, the SAPR VA must return the call within 15 minutes of the missed call, failure to do so will result in a failed call. Tenant commands will be notified if an audit occurred and the SAPR VA failed to meet the 24/7 Support Line requirements. (Ref: NAVMC 1752, chap 9)

7. Independent command inquiries or investigations of alleged sexual assaults are prohibited (All pertinent paperwork regarding any reports must be turned over to the MCLB Albany Installation SARC immediately).

8. Tenant Commands will ensure that all onboarding Civilian Employees complete SAPR Training; and complete Annual Training each year thereafter.

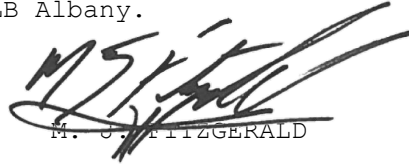
9. Administration and Logistics. Recommendations concerning the contents of this Order are invited and should be submitted to the CO via the Command's Installation SARC. Any agreements (such as "MOAs" or "MOU" with non-federal providers) must be in accordance with the references, and approved by proper Federal, DOD, or Department of Navy authority.

5 MAR 21

10. Command and Signal

a. Signal. This Order is effected the date signed.

b. Command. This order is applicable to all service members and DOD Civilian Employees assigned to MCLB Albany.



M. J. FITZGERALD

DISTRIBUTION: A