

Inspectors General Checklist

SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM (SAPR) (1752)

This checklist applies to all levels and types of commands.

Functional Area Sponsor:

HQMC Marine and Family Programs Division

Subject Matter Expert: Capt Meagan Kirk

meagan.kirk@usmc.mil

(DSN) 278-9765 (COML) 703-432-9765

Revised: 17 June 2019

Name of Command

Date

Inspector

Final Assessment

Discrepancies: Findings:

Overall Comments: [Place Here](#)

Subsection 1 – ALL BOARD-SCREENED, BOARD-SLATED, COMMANDANT-APPROVED COMMANDERS (O-5 THROUGH CG) AND SUPPORTING SAPR PERSONNEL

0101 Has the Commanding General/Commanding Officer (CG/CO) appointed a SARC in accordance with policy and maintains current copies of appointment letter, and D-SAACP and training certificates?
Ref: MCO 1752.5C, Chap 3, par 2a, 3a, 4, and 5a

Result Comments

0102 Does the CG/CO maintain current copies of all SAPR personnel appointment letters and training certificates for all supporting personnel?
Ref: MCO 1752.5C, Chap 3, par 5a(1)-(2)

Result Comments

0103 Does the CG/CO have an Order/SOP outlining SAPR functions within the respective command?
Ref: MCO 1752.5C, Chap 3, par 5b(1)

Result Comments

0104 Has the CG/CO published a command SAPR policy statement and is it posted throughout the command's common areas?
Ref: MCO 1752.5C, Chap 3, par 5b(2)

Result Comments

0105 Has the CG/CO appointed at least two SAPR VAs at each battalion, squadron, or equivalent level command, unless otherwise directed by policy?
Ref: MCO 1752.5C, Chap 3, par 5b(3)

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

Result	Comments
0106	Can the command demonstrate the process for contingency plans, reporting requirements, investigations, and revocation or reinstatement protocols in the event of a revocation or suspension of SAPR personnel? Ref: MCO 1752.5C, Chap 3, par 5a(6)
0107	Can the command demonstrate that SAPR personnel are included on the check in/out sheet, notated with proper documentation, and are participating in the unit's new-join brief if applicable? Ref: MCO 1752.5C, Chap 3, par 5b(8)
0108	Is the CG/CO submitting SAPR 8-Day Incident Reports within the first eight calendar days following an Unrestricted Report of adult sexual assault involving a Service member? Ref: MCO 1752.5C, Chap 3, par 5c(3)
0109	Does the victim's CG/CO attend the monthly CMG, as required? Ref: MCO 1752.5C, Chap 3, par 5d(6)
0110	Can the CG/CO demonstrate the process for chairing the High Risk Response Team (HRRT)? Ref: MCO 1752.5C, Chap 3, par 5d(7)
0111	Can the command demonstrate the process for approving/denying Expedited Transfers? Ref: MCO 1752.5C, Chap 3, par 7
0112	Can the CG/CO provide the certificate of attendance for the SAPR Command Resource Brief from the installation SARC or authorized command SARC within 30 days of assuming command? Ref: MCO 1752.5C, Chap 3, par 8a and Chap 4, par 4b(13)(b)
0113	Can the command demonstrate that all SAPR training is included on the training plan, and conducted annually, and by certified SAPR personnel? Ref: MCO 1752.5C, Chap 3, par 8b-d

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

Result	Comments
0114	Does the command ensure that signed training rosters are maintained for all SAPR training? Ref: MCO 1752.5C, Chap 3, par 8e
Result	Comments
0115	Does the command provide the SARC direct and unimpeded access to the installation commander, as well as the immediate commander(s) of the Service member victim and alleged Service member offender? Ref: MCO 1752.5C, Chap 4, par 5m
Result	Comments
0116	Does the command ensure the DoD Safe Helpline and applicable installation 24/7 Sexual Assault Support Line number appear on command and/or installation website home pages? Ref: MCO 1752.5C, Chap 5, par 5j
Result	Comments
0117	Does the command ensure that posters of appointed SARCS and SAPR VAs posted throughout the command and/or installation common areas, using the templates provided? Ref: MCO 1752.5C, Chap 4, par 5p

Result Comments

Subsection 2 – ALL SARCS

0201 Does the SARC maintain a roster of certified and credentialed SARCS and SAPR VAs who the SARC currently supervises and/or supports? At minimum, rosters shall track the status of continuing education for personnel and validation that documentation is complete.
Ref: MCO 1752.5C, Chap 4, par 5b

Result Comments

0202 Does the SARC have written protocols for resources regarding victim care and support, to include Sister service facilities and off-base, non-military agencies?
Ref: MCO 1752.5C, Chap 4, par 5d

Result Comments

0203 Demonstrate how the SARC has created a collaborative support system for victims, maintains oversight of SAPR VAs, and ensures that commanders have the necessary support to execute the SAPR program's intent.
Ref: MCO 1752.5C, Chap 4, par 5k

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

Result Comments
0204 Demonstrate how the SARC collaborates to establish the timely exchange of information between installation and tenant commands.
Ref: MCO 1752.5C, Chap 4, par 5a-c

Result Comments
0205 Does the SARC maintain DD 2910s pursuant to secure storage regulations and privacy laws?
Ref: MCO 1752.5C, Chap 4, par 6b

Result Comments
0206 Can the SARC demonstrate what notifications are made during the reporting process and how to protect the privacy of the victim?
Ref: MCO 1752.5C, Chap 4, par 6-7

Result Comments

Subsection 3 – ALL INSTALLATION/COMMAND-REMOTE SARCS

0301 Demonstrate how agenda, minutes, and rosters are maintained for the monthly CMG and quarterly SART.
Ref: MCO 1752.5C, Chap 4, par 4b(2)

Result Comments
0302 Demonstrate how the installation 24/7 Sexual Assault Support Line is managed and the maintenance of all appointment letters and current D-SAACP certifications of all SARCS and SAPR VAs who support the line.
Ref: MCO 1752.5C, Chap 4, par 4b(4)(a)-(c)

Result Comments
0303 How does the installation/command-remote SARC provide SAPR program guidance and support to all commands, SARCS, and SAPR VAs aboard the installation?
Ref: MCO 1752.5C, Chap 4, par 4b(5)

Result Comments

Subsection 4 – ALL MARFOR SARCS

0401 Demonstrate how the command conducts ongoing and continuous programmatic reviews, to ensure the consistent and effective implementation of the SAPR program, across the scope of the MARFOR AOR.
Ref: MCO 1752.5C, Chap 4, par 4a(2)

Result Comments

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

- 0402 Demonstrate how implementation guidance is provided to all SARCs within the supported AOR utilizing the applicable chains of command, and in coordination with MF SAPR.
Ref: MCO 1752.5C, Chap 4, par 4a(3)
- Result Comments
- 0403 Demonstrate how trends are monitored, systemic issues are identified, and appropriate corrective actions are completed.
Ref: MCO 1752.5C, Chap 4, par 4a(5)
- Result Comments
- 0404 Demonstrate how current D-SAACP certification documents and appointment letter for SARCs within the supported AOR are maintained.
Ref: MCO 1752.5C, Chap 4, par 4a(6)
- Result Comments
- 0405 Has the MARFOR SARC provided written documentation to MF SAPR of any pending personnel changes in the appointed SARC billets throughout the AOR?
Ref: MCO 1752.5C, Chap 4, par 4a(7)
- Result Comments
- Subsection 5 – MARINE DETACHMENT COMMANDERS, FORMAL LEARNING CENTER COMMANDERS, RECRUITING STATION COMMANDER, AND INSPECTOR-INSTRUCTOR SITE COMMANDERS (APPLICABLE ONLY FOR INSPECTIONS CONDUCTED BY COMMAND INSPECTORS GENERAL)
- 0501 Has the Commanding General/Commanding Officer (CG/CO) appointed a SARC in accordance with policy and maintains current copies of appointment letter, and D-SAACP and training certificates?
Ref: MCO 1752.5C, Chap 3, par 2a, 3a, 4, and 5a
- Result Comments
- 0502 Has the CG/CO appointed at least two SAPR VAs at each battalion, squadron, or equivalent level command, unless otherwise directed by policy?
Ref: MCO 1752.5C, Chap 3, par 5b(3)
- Result Comments
- 0503 Can the command demonstrate that all SAPR training is included on the TEEP, and conducted annually, and by certified SAPR personnel?
Ref: MCO 1752.5C, Chap 3, par 8b-d
- Result Comments

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.