

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 963** **SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM**
Functional Area Manager: MFC-3
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- 963 01 COMMANDING GENERAL
- 963 01 001 Has the commander appointed a SARC in writing?
Reference
MCO 1752.5A, CHAP 4, PAR 2(A)
- 963 01 002 Did the command provide written documentation to MFC-3 of
any personnel changes in the SARC billet?
Reference
MCO 1752.5A, CHAP 4, PAR 2(D)
- 963 02 SEXUAL ASSAULT RESPONSE COORDINATOR (SARC)
- 963 02 001 Does the SARC possess a copy of his/her Appointment Letter as the
Sexual Assault Response Coordinator?
Reference
MCO 1752.5A, CHAP 3, PAR 6(A)
- 963 02 002 Is a photograph of the Command SARC posted throughout the
command in all common areas (e.g. battalion/ squadron/company
office, high traffic areas) along with contact information and
confidentiality exceptions?
Reference
MCO 1752.5A, CHAP 3, PAR 7(C)
- 963 02 003 Does the SARC possess documentation of certified SARC training?
Reference
MCO 1752.5A, CHAP 3, PAR 6(B)
- 963 02 004 Does the SARC maintain documentation on the command's
completion of annual sexual assault awareness and prevention training
for the prior training year?
Reference
MCO 1752.5A, CHAP 3, PAR 8(B)

- 963 02 005 Does the SARC monitor the case status and disposition of all sexual assault cases for their command?
Reference
MCO 1752.5A, CHAP 3, PAR 7(F)
- 963 02 006 Did the SARC assign, or ensure the assignment of, a Victim Advocate or Uniformed Victim Advocate (VA/UVA) for each sexual assault victim?
Reference
MCO 1752.5A, CHAP 3, PAR 7(D)
- 963 02 007 Does the SARC maintain the original completed Victim Preference Statement (VPS) for a period of five years for all sexual assault cases?
Reference
MCO 1752.5A, CHAP 3, PAR 7(I)
- 963 02 008 Were the support services provided to a sexual assault victim from initial report through case disposition and resolution tracked by the SARC?
Reference
MCO 1752.5A, CHAP 3, PAR 9(A)
- 963 02 009 Did the SARC ensure that monthly updates on on-going investigative, medical, legal or command proceedings for active unrestricted cases were provided to the victim regarding their sexual assault cases?
Reference
MCO 1752.5A, CHAP 3, PAR 9(B)
- 963 02 010 Did the SARC establish and chair a monthly case management group meeting of active unrestricted sexual assault cases? [Note: Installation SARC responsibility]
Reference
MCO 1752.5A, CHAP 3, PAR 11(A)
- 963 02 011 Is the SARC ensuring initial SAPR and refresher training are completed for sexual assault case management group members? [Note: Installation SARC responsibility]
Reference
MCO 1752.5A, CHAP 3, PAR 11(D)
- 963 02 012 Was MFC-3 e notified in writing of all UVA revocations?
Reference
MCO 1752.5A, CHAP 3, PAR 7(I)

- 963 02 013 Did the SARC provide a master roster of trained UVAs to MFC-3 by January 31st for the preceding calendar year? [Note: excludes unit SARC]
Reference
MCO 1752.5A, CHAP 3, PAR 6(E)
- 963 02 014 Does the SARC maintain, where applicable, a copy of the battalion/squadron or equivalent command-level Unit SARC appointment letters?
Reference
MCO 1752.5A, CHAP 3, PAR 7(M)
- 963 02 015 Does the SARC maintain a master log of all assigned restricted reporting case numbers (RRCN), Sexual Assault Evidence Kit (SAE) Tracking Identification Number (restricted reporting only), and Victim Advocacy log for a period of five years from case closure date?
Reference
MCO 1752.5A, CHAP 3, PAR 10(G)
- 963 02 016 Did the SARC, when required, establish a Memorandum of Understanding (MOU) with off-base non-military facilities for all incidents of sexual assault involving military personnel? [Note: Installation SARC responsibility only]
Reference
MCO 1752.5A, CHAP 3, PAR 7(N)
- 963 02 017 Did the SARC, where applicable in restricted reporting cases, establish with both military and non-military facilities a Memorandum of Understanding (MOU) on submission protocol for sexual assault forensic evidence? [Note: Installation SARC responsibility only]
Reference
MCO 1752.5A, CHAP 3, PAR 10(C)
- 963 02 018 Does the SARC possess documentation, in restricted reporting cases, of all forensic evidence kits submitted to the central storage facility in accordance with NCIS submission protocol?
Reference
MCO 1752.5A, CHAP 3, PAR 10(E) and (F)
- 963 02 019 Is the victim contacted 30 days prior to expiration of the storage period for forensic evidence in restricted reporting cases? [Unit SARC excluded]
Reference
MCO 1752.5A, CHAP 3, PAR 10(J)

- 963 02 020 Does the SARC ensure that all VA/UVA enter case data into the Sexual Assault Incident Report Database (SAIRD) within 30 days?
Reference
MCO 1752.5A, APP E, PG E-3
- 963 02 021 Is the SARC aware of the requirement to provide the commander with the pertinent information required to submit an OPREP3/SIR report in a timely manner?
Reference
MCO 1752.5A, APP D, PAR 1(F)
- 963 02 022 Is the SARC aware of the requirement to contact the Wounded Warrior Regiment Reserve Medical Determination and Line of Duty (WWRMED/LOD) in cases involving drilling reserves?
Reference
MCO 1752.5A, APP O, PAR 2(B) (1)
- 963 03 BATTALION, SQUADRON OR EQUIVALENT COMMAND LEVEL
- 963 03 001 Are there at least two UVAs assigned as required by the Order.
Reference
MCO 1752.5A, CHAP 5, PAR 1
- 963 03 002 Does the command maintain a copy of the appointment letter, UVA Training Certificate, and DD Form 2909 "VA (UVA) and Supervisor Statement of Understanding" in official correspondence files?
Reference
MCO 1752.5A, CHAP 5, PAR 3(A)
- 963 03 003 Are UVAs' photographs prominently posted in the unit's common area, or areas of high pedestrian traffic, containing contact information (e.g. phone number, email) and the limits of confidentiality?
Reference
MCO 1752.5A, CHAP 5, PAR 5(B)
- 963 03 004 Did the command provide written notification to the SARC of the command's UVA's appointments?
Reference
MCO 1752.5A, CHAP 5, PAR 3(B)
- 963 03 005 Did the command provide written notification to the SARC on the revocation of a UVA appointment?
Reference
MCO 1752.5A, CHAP 5, PAR 3(C)

- 963 03 006 Did the command produce documentation verifying the completion of annual sexual assault awareness and prevention training?
Reference
MCO 1752.5A, CHAP 4, PAR 6(A)
- 963 03 007 Did the command produce documentation showing the command included sexual assault awareness and prevention training in pre-deployment briefs and work-up procedures?
Reference
MCO 1752.5A, CHAP 4, PAR 6(B)
- 963 03 008 Is information on victim support services, points of contact, and resources (e.g. SAPR, One Source) located in the unit's common area or areas of high pedestrian traffic?
Reference
MCO 1752.5A, CHAP 4, PAR 5(H)
- 963 03 009 Has the command established procedures to protect sexual victims' privacy by limiting access to documents containing victim-identifying information?
Reference
MCO 1752.5A, CHAP 4, PAR 5(F) (2) AND (3)
- 963 03 010 Has the command published an SOP on implementing the Commander's Response Protocol for Allegations of Sexual Assault?
Reference
MCO 1752.5A, CHAP 4, PAR 5(C)
- 963 03 011 Does the command require the UVAs' participation in the unit's welcome aboard brief and check in process?
Reference
MCO 1752.5A, CHAP 5, PAR 5(D)
- 963 03 012 Did the command possess a copy of the Unit SARC appointment letter when authorized or required to have a Unit SARC?
Reference
MCO 1752.5A CHAP 4, PAR 4(A)
- 963 03 013 Does the UVA have access to the SAIRD?
Reference
MCO 1752.5A, CHAP 3, PAR 13(A); APP B, C, AND E

- 963 03 014 Is the UVA aware of the requirement to contact the SARC to inform them of the requirement for WWRRMED/LOD in cases involving drilling reserves?
Reference
MCO 1752.5A, APP O, PAR 2(B)(1)
- 963 04 STAFF JUDGE ADVOCATE (SJA)
- 963 04 001 Has the Staff Judge Advocate (SJA) (including deputies), Trial/Trial Defense Counsel received DoD-prescribed sexual assault training.
Reference
MCO 1752.5A, APP K, PAR 2 AND 3
- 963 04 002 Has protocol been established between the SJA and SARC to provide adjudication data for entry into the SAIRD, Defense Case Record Management System (DCRMS), or designated successor for unrestricted cases?
Reference
MCO 1752.5A, APP K, PAR 1 (B)
- 963 04 003 Has protocol been established with the command SARC(s) for providing the Charge Sheet and Results of Trial for input into SAIRD/DCRMS, or designated successor?
Reference
MCO 1752.5A, APP K, PAR 1 (B)
- 963 04 004 Was documentation provided demonstrating required SJA personnel received sexual assault refresher training in accordance with published requirements?
Reference
MCO 1752.5A, APP K, PAR 4
- 963 05 PROVOST MARSHAL OFFICE
- 963 05 001 Was documentation provided indicating a Victim Advocate/Uniformed Victim Advocate (VA/UVA) was immediately notified as a member of the First Responder Team on all reported cases of sexual assault?
Reference
MCO 1752.5A, APP I, PAR 1 (A)
- 963 05 002 Does PMO maintain documentation verifying their personnel received DoD-prescribed initial sexual assault training?
Reference
MCO 1752.5A, APP I, PAR 2

963 05 003 Was documentation presented verifying PMO personnel received annual sexual assault refresher training.
Reference
MCO 1752.5A, APP I, PAR 3

963 05 004 Did PMO produce documentation showing they provided the necessary liaison with NCIS consistent with departmental regulations on referral of sexual assault cases?
Reference
MCO 1752.5A, APP I, PAR 1 (C)