



**UNITED STATES MARINE CORPS**

MARINE FORCES RESERVE  
MARINE FORCES NORTHERN COMMAND  
2000 OPELOUSAS AVE  
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:

1752

SAPR

25 Jan 2013

FORCE POLICY LETTER 1-13

From: Commander

To: Distribution List

Subj: ANNUAL EXCEPTIONAL SEXUAL ASSAULT PREVENTION AND  
RESPONSE (SAPR) UNIFORMED/CIVILIAN VICTIM ADVOCATE AWARD

Ref: (a) MCO 1752.5A

Encl: (1) Nomination Format

1. Purpose. To establish guidance regarding the selection and recognition of an individual (active and reserve military or civilian) selected from nominees from each Marine Forces Reserve (MARFORRES) Major Subordinate Command (MSC), Headquarters Battalion (HQBN) and Marine Forces Northern Command (MARFORNORTH) who acts as the SAPR Uniformed or Civilian Victim Advocate (UVA/VA). This award recognizes the Victim Advocate whose work has been particularly noteworthy and demonstrates outstanding service in support of our service members.

2. Information

a. The awardee will be recognized by Senior Leadership during Sexual Assault Awareness Month during April of each year. A photo and accomplishments of the awardee will be highlighted on the MARFORRES website as well as other media outlets.

b. Each command shall nominate one UVA/VA.

c. All nominees must meet the following eligibility criteria:

(1) Anonymous nominations will not be accepted.

(2) Nominees may be military or federal government employees.

(3) Nominated victim advocates must be appointed in writing and currently serving as a SAPR UVA/VA.

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(4) All training requirements must be current.

d. All nominee submissions should include the following information and be formatted per enclosure (1):

(1) Nominee's full name, office and cell phone numbers, and email address.

(2) Digital head and shoulder color photograph of the nominee.

(3) The narrative should be no longer than one single spaced page. The narrative should include as much detail as possible about the nominee's accomplishments and services supporting the SAPR program and/or victims such as: What has the nominee accomplished on behalf of service members? How has the nominee's service affected the command/unit? How have the actions of the nominee influenced attitudes and command climate? How are these accomplishments unique and original?

(4) Single spaced biography (not to exceed one page) of the nominee.

e. Nominations are due electronically via the Chain of Command to the MARFORRES Installation Sexual Assault Response Coordinator (SARC)/Program Manager no later than 1 February of each calendar year.

3. Scope. All military and civilian personnel to include non-appropriated fund employees shall comply with this policy.

4. Resources. Direct any questions concerning this guidance to the MARFORRES SAPR Installation SARC/Program Manager.

  
S. A. HUMMER

DISTRIBUTION: C, D

Directives issued by this Headquarters are published and distributed electronically.

**Nomination Format**

Nominated Uniformed/Civilian Victim Advocate

Rank / Name : \_\_\_\_\_

Command / Unit: \_\_\_\_\_

Office number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Appointment / Training: \_\_\_\_\_

Submitter

Rank / Name: \_\_\_\_\_

Command / Unit: \_\_\_\_\_

Office number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Email: \_\_\_\_\_

Narrative

(Not to exceed one single spaced page)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Biography

(Not to exceed one single spaced page)

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