

8-Day Incident Report Frequently Asked Questions (FAQs)

REFERENCES:

REF A: DODI 6495.02 CH3 / YMD: 20170411

REF B: MCO 1752.5C / YMD: 20190603

1. Purpose

To provide answers to FAQs about completing the SAPR 8-Day Incident Report.

2. Background

The SAPR 8-Day Brief required by ref (a) and implemented by ref (b) is superseded by the 8-Day Incident Report required by ref (c). The MARADMIN introduced in ref (f) cancels ref (e).

3. Applicability

This is applicable to commanders, their direct representatives, and SAPR personnel.

4. FAQs

Q: Where is the SAPR 8-Day Incident Report located?

A: The SAPR 8-Day Incident Report is found in the SAPR Gear Locker located at [https://\(slash\)\(slash\)hqmcportal.hqi.usmc.mil\(slash\)sites\(slash\)family\(slash\)mfb\(slash\)SitePages\(slash\)Home.aspx](https://(slash)(slash)hqmcportal.hqi.usmc.mil(slash)sites(slash)family(slash)mfb(slash)SitePages(slash)Home.aspx)

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

A: The requirement is triggered by open, unrestricted cases of adult sexual assault involving a military service member in the Defense Sexual Assault Incident Database (DSAID) or an investigation initiated by a Military Criminal Investigation Organization (MCIO) and assigned a Case Control Number.

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

A. If the victim is a Service member, the **victim’s immediate commander** prepares and submits the 8-Day Incident Report.

If the victim is a non-Service member, the **subject's immediate commander** prepares and submits an abbreviated 8-Day Incident Report.

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

A. The label "subject" can only be assigned to a service member by a MCIO or by local law enforcement during a criminal investigation.

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

A. Yes, if the subject is a military service member. 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.

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

A. 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.

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

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

Q. Can I save the 8-Day Incident Report and input additional information at a later time?

A. Clicking “*Save/Submit Form*” will save the report. The submitter can continue to update the report inside of the 8-day window. HQMC will not process the 8-Day Incident Report inside of the 8-day window.

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

A. Each time the “*Save/Submit Form*” button is selected, a copy of the updated report is forwarded to both the SARC and the Commanding Officer, provided their respective contact information is correctly input under the “General Information” section.

Q. How can I provide an electronic copy of the report to the Installation Commander, the first O6 and the first GO in the chain of command?

A. In the “General Information” section, input the email address of the Installation Commander, the first O6 and the first GO in the victim or subject's chain of command. You must click “*Submit Form & Email Form to First O6/First GO/Installation CO*” in order to complete the action. “Save/Submit” will only send the report to the Commanding Officer.

For scenarios not covered by the above references and FAQs, and for technical support, please contact SMB.manpower.SAPR@usmc.mil.