



DEPARTMENT OF THE NAVY  
NAVY REGION NORTHWEST  
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COMNAVREGNWINST 1752.1C

N9

13 MAR 2014

COMNAVREG NW INSTRUCTION 1752.1C

From: Commander, Navy Region Northwest

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM (SAPR)

Ref: (a) DODINST 6495.02  
(b) SECNAVINST 1752.4B  
(c) OPNAVINST 1752.1B  
(d) Manual for Courts-Martial, 2012  
(e) MILPERSMAN  
(f) OPNAVINST F3100.6J  
(g) SECNAVINST 1730.7D  
(h) SECNAVINST 5430.107

Encl: (1) Definitions  
(2) Restricted Report Pathway  
(3) Unrestricted Report Pathway  
(4) CNRNW SARCs Area of Responsibility (AOR)  
(5) Sexual Assault Case Management Group (SACMG)  
Checklist

1. Purpose. To issue policy, provide guidance, and designate responsibilities for the operation of the Commander, Navy Region Northwest (COMNAVREG NW) Sexual Assault Prevention and Response Program (SAPR).

2. Cancellation. COMNAVREGNWINST 1752.1B.

3. Definitions. Terms used herein are defined in references (a), (b), (c) and enclosure (1).

4. Applicability and Scope.

a. Members of the following groups shall be provided full SAPR services and support, including restricted and unrestricted reporting options:

(1) Service members of any military service who are on active duty and who have been sexually assaulted, regardless of when or where the sexual assault took place, including those who were victims of sexual assault prior to enlistment or commissioning.

(2) Reserve Component and National Guard members who were sexually assaulted while performing active service or inactive duty training.

(3) Military dependents, 18 years of age and older, who are eligible for treatment in the Military Healthcare System (MHS), and who were sexually assaulted by someone other than a spouse or intimate partner.

b. Reserve Component and National Guard members who were sexually assaulted while in civilian status (i.e., prior to or while not performing active service or inactive training) are eligible to receive LIMITED, immediate short-term SAPR support services, including Restricted and Unrestricted reporting options.

c. Members of the following groups, who were sexually assaulted may choose to file an unrestricted report and are eligible to receive LIMITED medical services and LIMITED SAPR support services while undergoing emergency care OCONUS.

(1) Department of Defense (DoD) civilian employees and their family dependents, 18 years of age and older, when they are stationed or performing duties OCONUS.

(2) U.S. citizen DoD contractor personnel who are authorized to accompany the Armed Forces in a contingency operation OCONUS and their U.S. citizen employees.

d. Spouses and intimate partners of military members, 18 years of age and older and military dependents, 17 years of age and younger, who were sexually assaulted, are covered by the Family Advocacy Program (FAP).

## 5. Policy.

a. Sexual assault is a criminal act incompatible with the DoN core values, high standards of professionalism, and personal discipline. Military personnel alleged to have committed a sexual assault offense may be subject to trial and, if found guilty, punishment by court martial under reference (d). Additionally, such military personnel are subject to being processed for administrative separation in accordance with

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reference (e), articles 1910-142 or 1910-010. Commanders shall take appropriate legal action under U.S. laws and regulations on all allegations of sexual assault.

b. The goal of the COMNAVREG NW SAPR program is to eliminate sexual assault incidents by providing a culture of prevention, education, training, response capacity, victim support, reporting procedures, accountability, and a safe installation environment.

c. All sexual assault victims will be treated with fairness and respect. Medical care and SAPR services will be gender-responsive, culturally competent, and recovery-oriented.

d. All victims will have timely access to appropriate protection, advocacy, medical care, support, counseling, and provision of their rights. Victim privacy will be maximized and access to information limited to authorized personnel.

e. All service members and civilian employees will ensure a sensitive, coordinated, and effective response to sexual assault incidents and management of sexual assault cases.

f. All service members and family members are responsible for understanding what constitutes sexual assault, understand that sexual assault is a criminal offense, know the full range of reporting options open to them, and know the military and civilian resources available to assist them, including the DoD SafeHelp Line.

g. Retaliation or reprisal against any person, or their family and friends for bringing forward a complaint, cooperating in the investigation of a complaint, or participating in the discipline process for an alleged violation of this policy will not be tolerated.

h. Information regarding the SAPR program restricted reporting option will be widely disseminated.

#### 6. Reporting options.

a. The restricted reporting option enables eligible sexual assault victims to receive medical care, counseling, and victim advocacy services without triggering mandatory command notification or official investigation of the incident, with certain exceptions (e.g., serious and imminent danger). Restricted Reports (RR) must be made to the Sexual Assault

Response Coordinator (SARC), SAPR Victim Advocate (VA), Fleet and Family Support Center (FFSC) clinician, or healthcare personnel. Victim communications with chaplains and Victim's Legal Counsel (VLC) are privileged, and are protected under military rules of evidence or applicable statutes and regulations. Chaplain or VLC cannot accept a RR. Enclosure (2) delineates the restricted report pathway.

b. Unrestricted reporting allows victims the benefit of an official investigation of the allegations and additional command protective actions, as well as access to the same support and care offered with a restricted report. All unrestricted reports of alleged sexual assaults that involve adult victims and alleged offenders will be reported to law enforcement regardless of the military affiliation of the victim or alleged offender. This reporting option requires command notification. Enclosure (3) delineates the unrestricted report pathway.

## 7. Responsibilities.

### a. COMNAVREG NW shall:

(1) Establish policy and ensure the SAPR program meets command, service member and family member needs. The Commander must contact the judge advocate for training on the Military Rule of Evidence (MRE) 514 privilege and the Sexual Assault-Initial Disposition Authority (SA-IDA).

(2) Schedule and receive a brief from the Region SARC (RSARC) within 30 days of assuming command to become familiar with program policy.

(3) Ensure installation programs incorporate a coordinated approach between medical, legal, investigations, security, chaplains, Fleet and Family Support Programs, operational and tenant commands, and civilian resources.

(4) Designate the RSARC to provide overall local management of the SAPR program and to implement and administer provisions contained in this instruction.

(5) Establish a Sexual Assault Coordinating Committee (SACC), to meet as needed, to address systemic issues contributing to sexual assault (i.e., environmental, barracks safety, and base security) and to improve the reporting process.

(6) Conduct SAPR 24/7 telephone verification audit via

monthly phone call to each installation victims advocate phone through Regional Operation Center (ROC).

b. Installation Commanding Officers (COs) shall:

(1) Ensure implementation of a comprehensive, coordinated SAPR Program to support personnel and tenant commands, with the following components:

(a) Sexual assault awareness and prevention education.

(b) Victim response, advocacy, support, care, and case management.

(c) Data collection and reporting.

(d) Offender accountability in consultation with Staff Judge Advocate (SJA).

(2) Schedule and receive a brief from the SARC within 30 days of assuming command to become familiar with program policy. The commander must contact the judge advocate for training on the MRE 514 privilege and the Sexual Assault-Initial Disposition Authority (SA-IDA).

(3) Establish and chair a monthly Sexual Assault Case Management Group (SACMG) as outlined in reference (a). Designate members, as needed, and ensure appropriate participation. This responsibility shall not be delegated below the deputy installation commander level.

(4) Ensure designation of a SARC to provide overall management of the SAPR Program.

(5) Implement and administer program components to include necessary funding for all SAPR-related logistical and equipment requirements to include cellular telephones.

(6) Ensure maximum coordination among all involved entities (e.g., Naval Criminal Investigative Service (NCIS), Security, Regional Legal Services Office (RLSO), Military Treatment Facilities (MTF), FFSC, chaplains, Victim Witness Assistance Program (VWAP), and other military and civilian agencies in the prevention of and response to sexual assault.

(7) Establish and maintain a 24/7 sexual assault response capability in all locations.

(8) Publish installation SAPR instructions, protocols, and Memorandums of Agreement (MOA), as needed for program implementation and/or utilization of community services.

(9) Ensure service members and their family members have access to a well-coordinated, highly responsive victim advocate program and counseling.

(10) Provide the safest possible emotional and physical installation environment.

c. All Commanding Officers (COs)/Officers in Charge (OICs) shall:

(1) Schedule and receive a brief from the SARC within 30 days of assuming command to become familiar with program policy. The commander must contact the judge advocate for training on the MRE 514 privilege and the SA-IDA.

(2) Ensure the Navy's sexual assault prevention policy becomes an integral part of day-to-day personnel management. Conduct a command climate assessment within 90 days after assuming command and annually thereafter and brief command personnel within 30 days of receipt of findings.

(3) Designate a SAPR command Point of Contact (POC) to coordinate and implement command awareness and prevention education training, maintain current information on available victim support services, and provide oversight of command compliance with SAPR program requirements.

(4) Ensure the POC receives required training per reference (c) and maintains ongoing collaboration with the SARC.

(5) Ensure SAPR training is provided as required and ensure members at a command are aware of how to contact a SARC, SAPR VA, or designated unit SAPR VA and contact information for 24/7 response and DoD Safe Helpline is posted in public locations.

(6) In collaboration with the SARC, facilitate prevention and General Military Training (GMT) to ensure all command members receive annual and periodical SAPR training to include required deployment training.

(7) Designate a SAPR command Data Collection Coordinator (DCC) to coordinate with the SARC and other involved agencies to

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obtain and maintain required data on sexual assault incidents to meet command incident reporting requirements. Ensure the DCC receives required training in accordance with reference (c) and maintains collaboration with the SARC.

(8) Designate a SAPR Command Liaison (CL), E7 or above where available, and activate when an incident occurs (involving a victim assigned to the command) to serve as the single command point of communication for the victim with the command executive level. Ensure the victim receives monthly status updates regarding their case. Ensure the SAPR CL receives required training.

(9) Designate sufficient availability of trained Unit Victim Advocates (UVA), to ensure 24/7 response whenever installation assets are not available. Ensure VAs who provide support when the command is deployed or underway have been screened by the installation SARC, receive required training, and report to the installation SARC for oversight and supervision of advocacy responsibilities.

(10) Provide the safest possible emotional and physical command environment.

(11) Report incidents of sexual assault to the SARC or duty SAPR VA immediately. Ensure completion of all incident reporting requirements in accordance with references (a) and (b), and (f).

(12) Consult with a SJA in every sexual assault case.

d. Officer in Charge and Department Heads involved in SAPR Operations, e.g., Naval Criminal Investigative Servicemen (NCIS), Base Security, FFSC, Legal, and Chaplains shall:

(1) Implement and support the operation of the SAPR Program in accordance with references (a) and (b) and/or their respective governing instructions. Establish procedures for responding to sexual assault incidents, including appropriate response actions, notifications and reporting, service provision, and ensuring victims are aware of the availability of victim advocate services.

(2) Designate appropriate representatives to serve on the SACMG, as needed, and ensure their participation.

(3) Collaborate with other SAPR related military and community partners for an effective, coordinated response.

(4) Obtain annual training for all personnel involved in responding to incidents of sexual assault in accordance with requirements.

(5) Report incidents of sexual assault to the SARC or SAPR VA immediately (when not precluded from doing so by professional privilege).

e. Region Program Director (RPD) for Family Readiness:

(1) Manage, monitor, and coordinate implementation of policy and guidance for the Region SAPR program's area of responsibility (AOR) as designated in enclosure (4).

(2) Designate and supervise a RSARC to manage region's SAPR program.

(3) Ensure the operation of the SAPR program is consistent with policy contained herein.

(4) Monitor and assess SAPR program effectiveness.

f. Fleet and Family Support Program Installation Program Manager (IPM) shall:

(1) Designate and supervise a SARC to manage installation's SAPR program.

(2) Ensure the scope of FFSC services includes crisis intervention, safety planning, reporting, counseling and/or referrals for sexual assault victims.

(3) Where appropriate and useful, establish MOUs with relevant community agencies to supplement efforts to implement program requirements.

(4) Ensure SARCs and VAs receive required initial and refresher training.

g. Region Sexual Assault Response Coordinator (RSARC) shall:

(1) Serve as subject matter expert and principal point of contact for the region and with Commander Navy Installations



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Command Headquarters Sexual Assault Prevention & Response (CNIC HQ SAPR) regarding all aspects of the SAPR program.

(2) Coordinate and oversee regional implementation and execution of the SAPR program and the performance of duties and responsibilities of SARCs and full time SAPR VAs.

(3) Coordinate SAPR activities (e.g., training, site visits, etc.) across the Area of Responsibility (AOR).

(4) Develop written protocols, as needed, addressing procedures and services to ensure effective responses to sexual assault, including guidelines for identification, crisis intervention, after hours response, treatment, and referral of cases. Facilitate the establishment of a Memorandum of Understanding (MOU), where appropriate, with civilian support services.

(5) Disseminate guidance, best practices, and lessons learned.

(6) Maintain statistical data on all sexual assault incidents within their purview.

(7) Complete all required training, credentialing, and certification and maintain proof of training and registration per guidance.

h. Sexual Assault Response Coordinator (SARC) shall:

(1) Plan, implement, and administer provisions of the Installation SAPR Program. Ensure SAPR services and resources are made available to all eligible persons and commands per guidance.

(2) Provide ongoing consultation, assistance, and updates to the Installation CO, tenant commands, and other involved persons regarding sexual assault prevention, issues, and response.

(3) Supervise SAPR VAs. Screen, approve, and provide oversight of Unit SAPR VAs. Provide guidance and training to the SAPR POC, SAPR DCC, and SAPR Command Liaisons.

(4) Coordinate and maintain effective victim advocacy services:

(a) Provide supervisory oversight for all VA

(b) Maintain a watch bill to ensure 24/7 response to victims of sexual assault

(c) Provide referrals for victim support

(5) Serve as the single POC to coordinate sexual assault response when a sexual assault is reported and perform victim advocate duties in accordance with Service regulations.

(6) Provide Commander's Toolkit Brief with all newly reporting Commanders within 30 days of assuming command.

(7) Inform installation CO that a sexual assault occurred within 24 hours of receipt of a restricted and unrestricted report of sexual assault. This may extend to 48 hours after report received if there are extenuating circumstances in the deployed environment.

(8) Complete all required training, credentialing, and certification and maintain proof of training and registration per guidance. All SARCs and VAs will be certified through the DoD Sexual Assault Advocate Certification Program (D-SAAP) certification requirements.

(9) Provide all required case management services including tracking all unrestricted cases from initial report to final disposition. Serve as the POC to coordinate and track victim care. Implement all restricted reporting requirements.

(10) Organize and co-facilitate monthly SACMG with installation CO. Ensure appropriate attendance and meeting schedules. Maintain committee membership rosters, agendas, and committee meeting minutes in Defense Sexual Assault Incident Database (DSAID).

(11) Perform all required record management tasks.

(12) Complete all data collection and incident reporting requirements, including tracking and reporting sexual incident numbers. Provide required reports to the RSARC, FFSC Integrated Policy Memorandum (IPM), Installation CO, and higher authority.

(13) Coordinate/conduct sexual assault awareness and prevention education and training in accordance with training requirements.

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i. Sexual Assault Prevention and Response Victim Advocate (SAPR VA) shall:

(1) Serve as a full-time civilian SAPR VA as a primary means of support to the victim.

(2) Be screened and directly accountable to the SARC while carrying out and providing victim advocacy services for eligible adult victims of sexual assault.

(3) Acknowledge understanding of advocacy roles and responsibilities using DD Form 2909 (Victim Advocates and supervisor statements of understanding).

(4) Complete all required training, credentialing, and certification and maintain proof of training and registration per guidance.

(5) Be notified and immediately respond upon receipt of a report of sexual assault. Inform the victim of reporting options and services available. Assist the victim in obtaining care and services needed.

(6) Conduct training and educate key command SAPR personnel, assist unit SAPR liaisons in providing CNIC-approved training for personnel as requested, and support other responder required training.

j. Sexual Assault Prevention and Response Unit Victim Advocate (UVA) shall:

(1) Serve as a volunteer UVA as a primary means of support to the victim.

(2) Be screened by a SARC and designated, in writing, by the unit CO, when performing these duties on a collateral duty basis.

(3) Acknowledge understanding of advocacy roles and responsibilities using DD Form 2909.

(4) Be directly accountable to the SARC while carrying out and providing victim advocacy services for eligible adult victims of sexual assault.

(5) Complete all required training, credentialing, and

certification and maintain proof of training and registration per guidance.

(6) Be notified and immediately respond upon receipt of a report of sexual assault. Inform the victim of reporting options and services available. Assist the victim in obtaining care and services needed.

(7) Conduct SAPR training as required.

k. Deployed Resiliency Counselor

(1) Reports to the FFSC IPM and provide support and communicates directly to the ship's CO while deployed to provide regular updates regarding SAPR implementation and assist with meeting annual SAPR training requirements.

(2) Complete all required training, credentialing, and certification prior to performing duties and maintain proof of training and registration.

(3) Provide services to deployed forces aboard a ship while afloat and at the FFSC when at home port.

(a) Serve as a liaison to the homeport SARC while deployed to ensure cases are transferred to the SARC expeditiously and that victim confidentiality is maintained.

(b) Provide an immediate response and coordination to allegations of sexual assault which includes receiving the restricted or unrestricted report.

(c) Assure victim is assigned a VA and receives medical care.

(d) Complete required notifications to include notifying the homeport SARC and the victim's command within 24 hours.

(e) Provide SAPR training as requested by commands and training volunteer SAPR VAs as needed to further support the homeport SARC.

(f) Provide psycho-educational workshops on core issues such as sexual assault, suicide prevention, and various wellness and resiliency topics.

(g) Maintain victim confidentiality per guidance.

8. Sexual Assault Case Management Group

a. Chaired by the installation CO or the executive officer and co-chaired by the SARC.

b. Standing membership includes installation CO, SARC, NCIS, Legal, VWAP liaison officer, FFSC counselor/mental health representative, chaplain, security, and those directly involved in the cases to be reviewed (designated VA, victim's CO and command liaison).

c. Meet on a monthly basis to:

(1) Review all open unrestricted SAPR cases, ensuring victim privacy to the maximum extent possible using the SACMG checklist enclosure (5) as a guide. Facilitate effective system response and address any gaps or impediments to effective victim care, support, and response.

(2) Utilize case specific lessons learned to improve program processes.

(3) SARC will keep minutes, roster of attendees, and agendas and maintain in DSAID.

9. Data Collection, Reporting, and Forms

a. Incidents of sexual assault shall be reported to the responsible Echelon 2 commands by means of an OPREP-3 NAVY BLUE or OPREP-3 NAVY UNIT SITREP in accordance with reference (f).

b. The disposition of incidents of sexual assault shall be reported to NCIS by means of the Sexual Assault Disposition Report.

c. DD Form 2701 Initial Information for Victims and Witnesses of Crime, DD Form 2909, DD Form 2910 Victim Reporting Preference Statement, DD Form 2911 DoD Sexual Assault Forensic Examination (SAFE) Report, and DD Form 2873 Military Protective Order (MPO), are available at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.



B. BOLIVAR

Distribution:

Electronic via COMNAVREG NW Gateway

<https://g2.cnid.navy.mil/tscnrnw/N00/TeamSite/WPPL/CNRNWDirectives.aspx>

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**DEFINITIONS**

Consent - Words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the accused's use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating relationship by itself or the manner of dress of the person involved with the accused in the sexual conduct at issue shall not constitute consent. A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or fear.

Limited SAPR services - Assistance of a Sexual Assault Response Coordinator (SARC) and a SAPR Victim Advocate (SAPR VA) while undergoing emergency care OCONUS.

Restricted reporting - Reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., SARC, SAPR VA, Unit SAPR VA, or healthcare 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 healthcare personnel (including the information acquired from a SAFE Kit), SARCs, or SAPR VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents or an established EXCEPTION applies. The restricted reporting applies to service members and their military dependents 18 years of age and older. Additional persons who may be entitled to restricted reporting are National Guard (NG) and Reserve Component members. DoD civilians and contractors, at this time, are only eligible to file an unrestricted report. Only a SARC, SAPR VA, or healthcare personnel may receive a restricted report.

Sexual assault - Sexual assault is intentional sexual contact, characterized by use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (to include unwanted and inappropriate sexual contact), or attempts to commit these acts.

Sexual assault as used in this instruction:

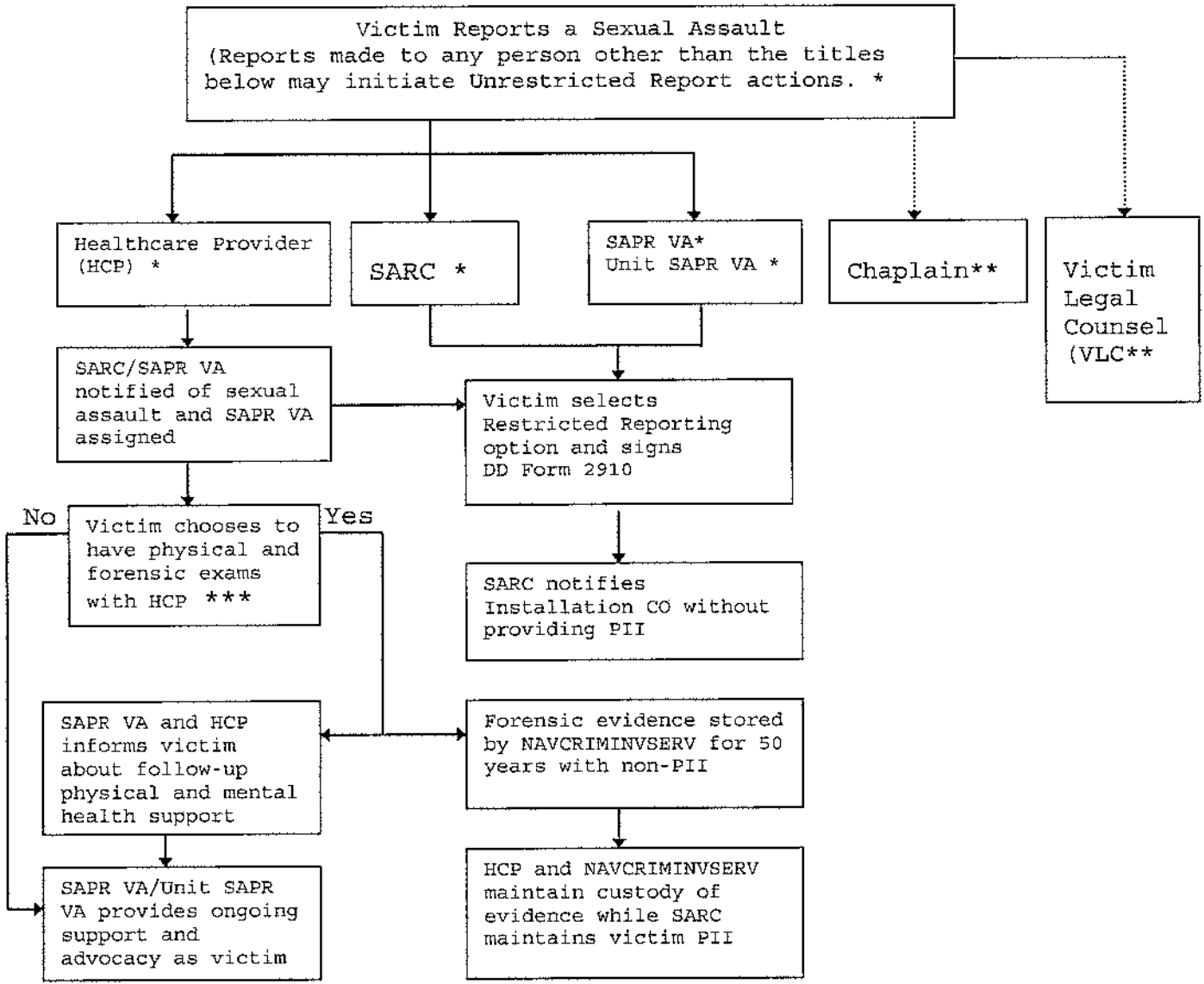
- Applies to all such offenses against persons 18 years of age or older, that are not otherwise considered child sexual abuse or domestic abuse. Child sexual abuse and domestic abuse are addressed by the Family Advocacy Program.
- Includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: Rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses. Uniform Code of Military Justice (Article 120) sexual assault offenses include sexual act upon another person such as rape, sexual assault, abusive sexual contact, and sexual contact.

Unrestricted reporting - A process that that an individual covered by this 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 healthcare personnel, the SARC, a SAPR VA, command authorities, or other persons is reported to law enforcement and may be used to initiate the official investigative process.



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RESTRICTED REPORT PATHWAY



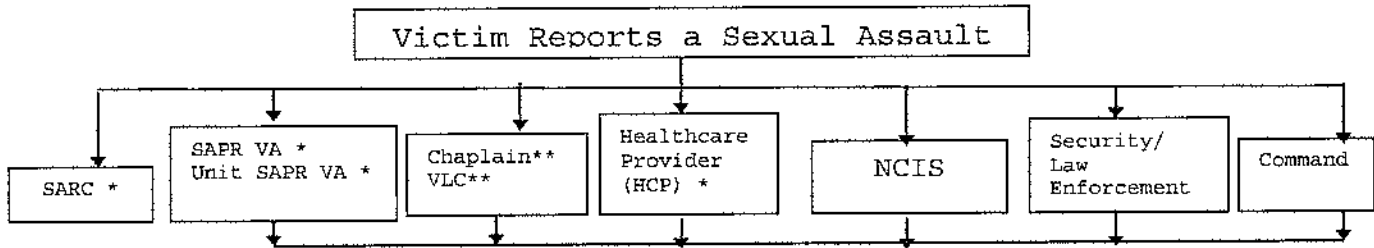
\*\* Navy Chaplains and Victim's Legal Counsel have the professional obligation to keep private all confidential communication disclosed to them. While victims may disclose a sexual assault, they are not authorized to report the assault to commands or the SARC without the consent of the victim.

\*\*\* State or local reporting requirements may exist if the SAFE is conducted outside NRRW AOR.

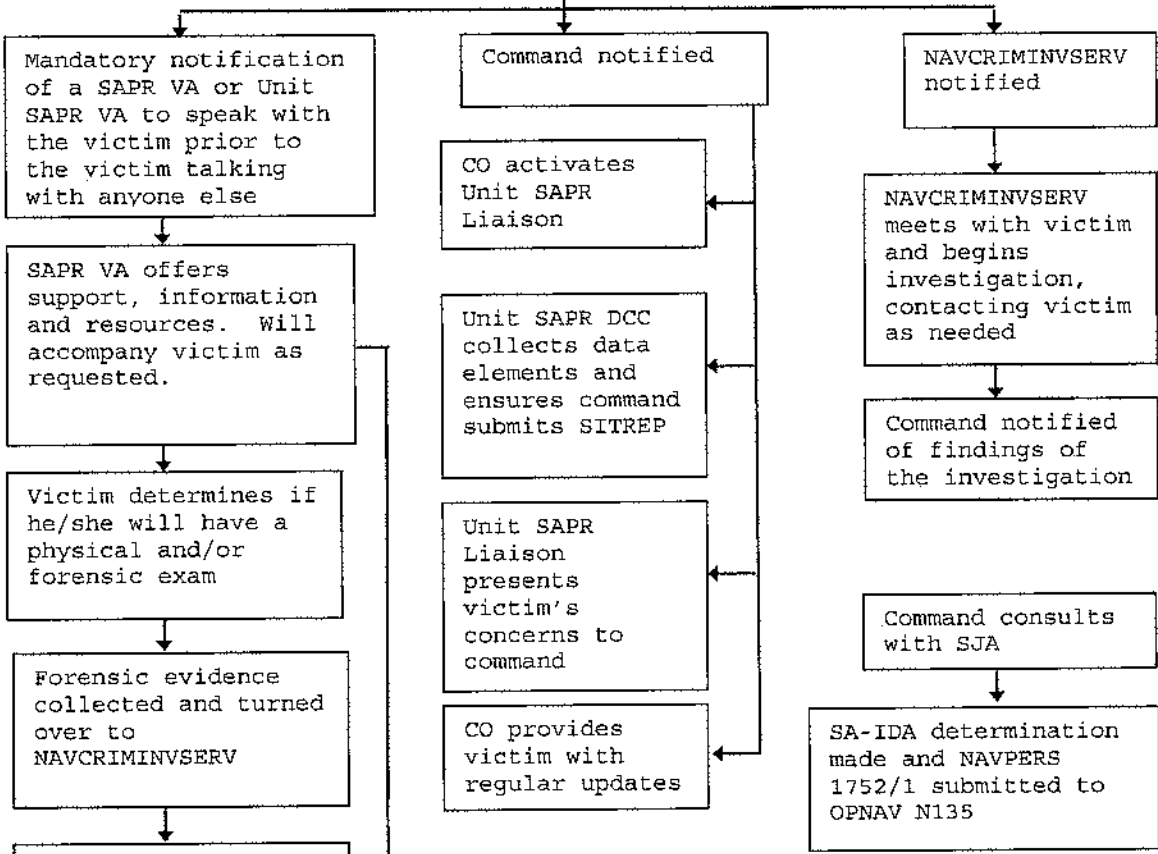
NOTE: Under Restricted reporting, Service members and their dependents 18 years or older can report a sexual assault incident to any of these individuals, who are able to explain reporting options and can offer the Restricted Reporting option.

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UNRESTRICTED REPORT PATHWAY



NOTE: SARC notified as soon as possible to manage each case from start to finish, supervise victim advocates, and enter case data into the DSAID



\* These positions are able to explain reporting options to active duty and adult family member victims and protect the Restricted Reporting option.

\*\* Navy Chaplains and Victim's Legal Counsel have the professional obligation to keep private all confidential communication disclosed to them. While victims may disclose a sexual assault, they are not authorized to report the assault to commands or the SARC without the consent of the victim.

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COMMANDER, NAVY REGION NORTHWEST  
SEXUAL ASSAULT RESPONSE COORDINATOR (SARC)  
AREA OF RESPONSIBILITY (AOR)

NAVAL BASE KITSAP, WA

NAVAL MAGAZINE INDIAN ISLAND

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OREGON: ALL COUNTIES

NAVAL STATION EVERETT, WA

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NAVAL AIR STATION WHIDBEY ISLAND, WA

WASHINGTON: COUNTIES OF ISLAND, SAN JUAN, SKAGIT, WHATCOM.

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**SEXUAL ASSAULT CASE MANAGEMENT GROUP  
(SACMG) CHECKLIST**

In accordance with DODI 6495.02 and SECNAVINST 1752.4B, the installation commander or the executive officer shall chair the SACMG to review individual unrestricted sexual assault cases involving service members on a monthly basis, facilitate monthly victim updates, and direct system coordination, accountability, entry of disposition and victim access to quality services. SACMG members will closely monitor the victim's progress and recovery and strive to protect the victim's privacy, ensuring only those with an official need to know have the victim's name and related details. They shall carefully consider and implement immediate, short-term, and long-term measures to help facilitate and assure the victim's well-being and recovery from the sexual assault. If there are no cases in a given month, the SACMG will still meet to ensure training, processes, and procedures are complete for the system coordination.

DSAID Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

**SACMG Chair - Installation Commander/Executive Officer** (This responsibility may not be delegated.)

- Review each individual unrestricted sexual assault case on the installation on a monthly basis.
- Ensure each case is reviewed independently, bringing in only those personnel associated with the individual case being discussed.
- Ensure command participation by victim's Commanding Officer (CO) and victim's SAPR Victim Advocate (SAPR VA), as applicable. All SARCs assigned to the installation are required to attend each case review, regardless of their involvement in the case and will provide feedback or input as requested by SACMG Chair.
- Ensure all SACMG members are in attendance and provide verbal updates without disclosing protected communication and violating victim confidentiality or disclosing privileged communications.
- Ensure SACMG members have received the mandatory first responder Sexual Assault Prevention and Response (SAPR) training.
- Ensure equivalent standards are met for case oversight by SACMGs in situations where SARCs are not installation-based but instead work within operational and/or deployable organizations.

Enclosure (5)

- Ensure that commander(s) of the alleged military offender provide in writing all disposition data, to include any administrative or judicial action taken, stemming from the sexual assault investigation to the MCIO.
- Require an update of the status of each expedited transfer request and military or civilian protective order (MPO/CPO).
- Request a safety assessment of victim by designated installation or lead SARC or NCIS personnel during SACMG.
- If victim is assessed to be in a high-risk situation, immediately form a multi-disciplinary High-Risk Response Team to monitor victim's safety, assess danger, and develop a plan to manage situation.
- Ensure victim receive monthly update (i.e., status of investigation, medical, legal, or command proceedings) from his or her respective CO within 72 hours of the SACMG meeting. Ensure that case dispositions are communicated to the sexual assault victim within two business days of the final disposition decision. This is a non-delegable commander duty.
- Ensure the DoD law enforcement agent documents the protective order information presented at the SACMG in the investigative case file.
- Provide assistance when sought by other SACMG members.

**SACMG Co-Chair - Installation or Lead Sexual Assault Response Coordinator (SARC) (This responsibility may not be delegated.)**

- Confirm that the responsible SARC(s) entered case(s) into Defense Sexual Assault Incident Database (DSAID) within 48 hours of report or within 96 hours in deployed locations with connectivity issues.
- Request confirmation from the assigned SARC and SAPR VA that the victim has been informed of available SAPR services.
- Confirm that the victim has been advised of limitations regarding MPOs and CPOs.
- Maintain the SACMG meeting agenda and minutes within DSAID. All records should be destroyed following each meeting.
- Seek assistance and obtain required data from SACMG Chair or other SACMG members as necessary.

**Installation Safety Assessment Personnel (Installation/Lead SARC or NCIS Representative)**

- Discuss all safety concerns (e.g., alleged offender's access to victim, any threats toward victim by alleged

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offender or others, stalking or erratic behavior by alleged offender or others, etc.).

- Discuss all safety concerns related to expedited transfer requests by victim.

**Case Assigned SARC, SAPR VA or Unit SAPR VA**

- Present verbal updates for the case being reviewed without disclosing protected communication and violating victim confidentiality as follows:
  - Confirm that the victim has been informed of available SAPR services.
  - Discuss any challenges or concerns with coordination of victim care.
  - Confirm victim informed of expedited transfer option.
    - Confirm victim informed of the opportunity to consult with legal assistance counsel.
    - Confirm that SAPR VA or Unit SAPR VA support was offered and/or provided to victim.
    - Confirm that victim was referred to Victim Witness Assistance Program (VWAP) personnel.
  - Advise if referrals (military and/or civilian) were made for the victim.
  - Provide any recommendations to ensure continuity of SAPR services for victim.
  - Confirm that only the SARC is inputting information into DSAID or a DSAID Service interface system.
  - Seek assistance from SACMG Chair or other SACMG members as necessary.

**Victim's Commanding Officer**

- Provide verbal updates regarding the unrestricted sexual assault case being reviewed without violating victim confidentiality or disclosing privileged communications as follows:
  - Confirm that SARC was immediately notified of the sexual assault report.
  - Confirm that NCIS was immediately notified of the sexual assault report.
  - Provide the status of Military Protective Order (MPO) and/or Civilian Protective (CPO).
  - Provide the status of expedited transfer request, if applicable.
  - Provide any safety concerns involving the victim, witness(es), or alleged offender(s).

- Any challenges or concerns with coordination of victim support.
- Provide any recommendations to ensure continuity of SAPR services and support for victim.
- If the CO of the alleged offender, provide written disposition data to include any administrative or judicial action taken stemming from the sexual assault investigation.
- Confirm that he or she provided the victim a monthly update on the status of the case within 72 hours of the last SACMG. This responsibility may not be delegated.
- Seek assistance from SACMG Chair or other SACMG members as necessary.

**Victim's HCP, mental health or counseling representative, or medical healthcare representative (as applicable)**

- Confirm that a SARC, SAPR VA or Unit SAPR VA was immediately notified if victim initially reported to medical.
- Provide verbal updates regarding the unrestricted sexual assault case being reviewed without violating victim confidentiality or disclosing privileged communications as follows:
  - Provide subject matter expertise in cases where no HCP was required or involved.
  - Discuss any relevant local and State laws and restrictions impacting victim care.
  - Discuss any challenges or concerns with coordination of victim care.
  - Provide any recommendations to ensure continuity of SAPR services for victim.
  - Discuss any safety concerns.
- Seek assistance from SACMG Chair or other SACMG members as necessary.

**Chaplain**

- Provide any recommendations to ensure continuity of SAPR services for victim.

**NCIS Special Agent or Representative**

- Provide verbal updates regarding the unrestricted sexual assault case being reviewed without violating victim confidentiality or disclosing privileged communications as follows:

- Confirm SARC, SAPR VA or Unit SAPR VA was present when victim was interviewed.
- Confirm DD Form 2701, Initial Information For Victims and Witnesses of Crime, has been distributed to victim.
- Confirm documentation of protective order information into investigative case file.
- Confirm notification of VWAP personnel.
- Provide the status of investigation (e.g. number of interviews completed and/or pending, victim participation, any potential impact on investigation).
- Provide the status of case disposition. Notify the SACMG Chair, SACMG CO-Chair and victim's CO of disposition in civilian sexual assault case disposition.
- Provide information regarding violations of MPO/CPO.
- Provide any concerns regarding safety of the victim, witness(es), or alleged offender(s).
- Seek assistance from SACMG Chair or other SACMG members as necessary.

**DOD Law Enforcement Personnel or Base Security**

- Confirm issuance of DD Form 2701 to victim.
- Confirm documentation of protective order information into investigative case file.
- Confirm any violation of MPOs or CPOs on installation.
- Discuss safety concerns (e.g., alleged offender's access to victim, any threats toward victim by alleged offender or others, stalking or erratic behavior by alleged offender or others, etc.).
- Seek assistance from SACMG Chair, SARC, SAPR VA, or victim's CO, when necessary (e.g., interview requirements, additional requirement).

**Victim Witness Assistance Program (VWAP) Representative, if applicable**

- Confirm victim was informed of the availability of legal assistance provided by a military or civilian legal assistance counsel.
- Confirm victim was informed of their rights under VWAP, and that they received a copy of DD Form 2701, Initial Information for Victims and Witnesses of Crime.
- If applicable, confirm victim was notified of:



- Court-martial proceedings and any scheduling changes that will affect their appearance.
- The right to be present at all public court proceedings related to the offense.
- The right to confer with trial counsel.
- The right to available restitution.
- The right to be notified of the apprehension of the accused, the initial appearance of the accused before the military judge, the release of the accused pending court-martial, and the trial proceedings.
- The right to receive information about the conviction, sentence, confinement, and release of the accused.
- Seek assistance from SACMG Chair, SARC, SAPR VA, or victim's CO, when necessary (e.g., interview requirements, additional requirement).

**Legal Representative or Staff Judge Advocate (SJA)**

- Provide verbal updates regarding the unrestricted sexual assault case being reviewed without violating victim confidentiality or disclosing privileged communications as follows:
  - Confirm SARC or SAPR VA was present when victim was interviewed by defense counsel.
  - Confirm that victim has been informed of rights during trial and defense counsel interviews.
  - Confirm victims have been informed of all rights and the VWAP.
  - Discuss the status of adjudication process (e.g., awaiting Article 32 proceedings, awaiting Court Martial, victim involvement, potential impact on adjudication proceedings).
  - Discuss any safety concerns regarding the victim, witness(es), and alleged offender(s).
- Seek assistance from SACMG Chair, SARC, SAPR VA, or victim's CO, when necessary (e.g., interview requirements, additional requirement).