

11. (ALL) Please describe your civilian Sexual Assault Response Coordinator program, including:

DOD	<p>DoD SAPRO: Per DoD policy, there is no distinction in training or certification for a uniformed or government civilian SARC and considerations relevant to questions 10 and 10(c). Questions 10 (a), (b), and (d) thru (i) are specific to the Military Services and National Guard Bureau.</p>
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11a. Average pay grade and eligibility criteria;

USA	<p>The requirements for the Army’s civilian Sexual Assault Response Coordinator program are provided at the following URL: http://www.apd.usa.mil/pdffiles/r600_20.pdf, Army Regulation 600-20, Army Command Policy, paragraph 8-5o/p; paragraph 8-6; paragraph 8-7e; and Appendix I. The Army’s program is in-line with the following requirements: DoD Sexual Assault Advocate Certification Program (D-SAACP); SHARP Program Synchronization Order 221-12, dated 23 Jun 12, Annexes B/D/G, and Memorandum, Secretary of the Army, dtd 28 May 2013, Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority.</p> <p>Per AR 600-20, paragraph 8-5o(11), the pay grade for civilian Sexual Assault Response Coordinator is GS-11 or higher. The eligibility criteria is provided at the following URL: http://www.apd.army.mil/pdffiles/r600_20.pdf, Army Regulation 600-20, Army Command Policy, paragraph 8-6, page 77; DoD Sexual Assault Advocate Certification Program (D-SAACP); and in SHARP Program Synchronization Order 221-12, dated 23 Jun 12, Annexes B/D/G.</p>
USAF	<p>GS 12 and must possess a Social Science degree. AFI 36-6001, para. 2.3.3.2.: “Installation civilian SARCs must be GS-12 or NSPS equivalent and are governed by the mandatory SARC Standard Civilian Position Description.”</p>
USN	<p>Civilian Regional SARCs and Installation SARCs are hired as NAF-04s (GS-11 equivalent). A minimum of two years experience managing and coordinating sexual assault prevention and response program is required. Minimum of two years specific experience working with victims of sexual assault or working in victim advocacy and victim advocacy services. Previous military SARC experience preferred.</p>
USMC	<p>Civilian Command SARCs are NF-4s and utilize a standardized position description provided HQMC. Civilian Installation SARCs are NF-4 or above and also utilize a standardized position description provided by HQMC SAPR.</p> <p><u>Command SARCs</u>: All full-time civilian Command SARCs are required to complete a four-year degree in behavioral health or social science AND possess three years of</p>

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	<p>experience that demonstrates acquired knowledge of one or more of the behavioral health or social sciences equivalent to a major in the field OR an appropriate combination of education and experience that demonstrates possession of knowledge and skill equivalent to that gained in the above. The SARC is required to obtain and maintain certification/credentialing as required by the FY12 NDAA through the Department of Defense Sexual Assault Advocate Certification/Credentialing Program (D-SAACP) or an agency approved by Headquarters Marine Corps.</p> <p><u>Installation SARCs:</u> (NF-4) Completion of a four-year degree in behavioral health or social science AND three years of experience that demonstrates acquired knowledge of one or more of the behavioral health or social sciences equivalent to a major in the field OR an appropriate combination of education and experience that demonstrates possession of knowledge and skill equivalent to that gained in the above. Applicant is required to obtain and maintain certification/credentialing as required by the FY12 NDAA through D-SAACP or an agency approved by Headquarters Marine Corps.</p> <p><u>Installation SARCs:</u> (NF-5) Completion of a four-year degree in behavioral health or social science AND four years of experience that demonstrates acquired knowledge of one or more of the behavioral health or social sciences equivalent to a major in the field, OR an appropriate combination of education and experience that demonstrates possession of knowledge and skill equivalent to that gained in the above. Applicant is required to obtain and maintain certification/credentialing as required by the FY12 NDAA through D-SAACP or an agency approved by Headquarters Marine Corps.</p>
USCG	<p>SARC responsibilities are managed by the Employee Assistance Program Coordinators (EAPC) and are GS-12 civilians. GS-12 Family Advocacy Specialists (FAS) also assist. The Coast Guard Academy has a full-time GS-12 SARC. They possess a Bachelor or Master's degree in a behavioral science, and often are mental health professionals.</p>

11b. Screening and selection process (including databases checked for background misconduct);

USA	<p>The responses for screening/selection (b), demographics (e), and assignment length (i) are the same as for civilian VAs in Question 9 above.</p> <p>“Screening and selection process are provided in AR 600-20, paragraph 8-6; Memorandum, Assistant Secretary of the Army for Manpower and Reserve Affairs, dtd 27 August 2013, Guidance for Civilian Sexual Harassment/Assault Response and Prevention (SHARP) Program Positions,; and in Memorandum, Secretary of the Army, dtd 28 May 2013, Ensuring the Quality of Sexual Assault Response Coordinators, Sexual Assault Prevention and Response Victim Advocates and Others in Identified Positions of Significant Trust and Authority. The Army integrates the DoD Sexual Assault Advocate Certification Program (D-SAACP) into its screening and selection process. The Army records check process includes data as identified in</p>
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	the Department of Defense definition for "Installation Records Check" in Department of Defense Instruction 1402.5 (Criminal History Background Checks on Individuals in Child Care Services), January 19, 1993; U.S. Department of Justice National Sex Offender Registry; Army Military Human Resource Record; Department of the Army Inspector General files; and U.S. Army Criminal Investigation Command/Crime Records Center databases.”
USAF	Hiring of civilian SARC is covered under standard AF civilian personnel hiring directives. This includes an interview; meeting civilian personnel classification requirements, and a background check through the civilian personnel hiring process.
USN	The Human Resources office advertises the SARC position and uses a credentialing plan to determine eligible candidates. Candidates must submit a Declaration for Federal Employment (which asks about prior misconduct or illegal activities) to NAF HR. FFSC Directors and/or SARC Supervisor is provided a list of eligible candidates and schedules interviews. RSARC developed standardized questions to be used for interview process throughout the region. FFSC Director and/or SARC Supervisor selects candidate. Once hired, SARC complete documentation for a National Agency Check (NAC).
USMC	Full-time SARC must receive a local background check prior to credentialing and appointment. Additionally, SARC receive a National Agency Check prior to being offered the position.
USCG	Personnel with SAPR responsibilities are hired with experience in the fields of sexual assault, domestic violence, workplace violence, critical incident stress management, and suicide prevention. A process for background screenings is currently being developed.

11c. Training (curriculum, duration, certification, continuing education);

USA	<p>The responses for training (c), caseload (f), reporting structure (g), and evaluation (h) are the same as for military VAs in Q#8.</p> <p>“The requirements for the Army’s Victim Advocate training are provided at the following URL: http://www.apd.army.mil/pdf/r600_20.pdf, Army Regulation (AR) 600-20, paragraph 8-7e, and Appendix I. Army Victim Advocates receive certification training as part of the Army SHARP 80-Hour Certification Course. Qualified SARC and VAs are credentialed by the Department of Defense Sexual Assault Advocate Certification Program (D-SAACP). SARC and VAs receive annual continuation training as part of the Army SHARP 24-Hour Recertification Online Course. SARC/VAs must apply every two years under D-SAACP in order to remain credentialed under the National Organization for Victim Assistance. All SARC/VAs must be credentialed as outlined in the FY12 National Defense Authorization Act (NDAA) in order to have the ability to provide assistance to victims of sexual assault.”</p>
USAF	All SARC receive specific training at the Sexual Assault Response Coordinator Course at Maxwell AFB. NOVA certified our 40 hour SARC Course held at Air

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	University which is used for SARCs and SAVAs. The total course is 8 days, 64 total hours. All SARCs and SAVAs are NOVA certified after receiving 40 hours of training at this course. SARCs and VAs must submit an application package (http://www.trynova.org/help-crime-victim/dsaacp/), it is reviewed by a Board, which meets quarterly and then are certified based upon a complete package. They are also required to complete 32 hours of advanced Continuing Education every 2 years after initial NOVA certification. Attached are samples from the SARC training: an overview of the curriculum (SARC VA Course – Overview); a Lesson Plan (AF SARC Course Lesson); and Lesson slides (SARC Trng – Utilizing Victim Advocates).
USN	The Navy SAPR Program requires SARCs to receive 80 hours of NACP approved training (40 hours of online SARC training and 40 hours of in-person initial SAPR VA training provided by a SARC). SARC training consists of training on how to supervise staff, Defense Sexual Assault Incident Database (DSAID), case management, trainer skill building, Sexual Assault Case Management Group (SACMG) facilitation, SAPR Personnel cross training (SAPR Point of Contact, SAPR Data Collection Coordinator, SAPR Command Liaison), and other advanced sexual assault topics. All SARCs are certified through D-SAACP prior to providing direct services to sexual assault victims. To recertify SARCs complete 32 hours of approved continuing education every two years (including 2 hours of mandatory ethics training). The SARC Annual Training exceeds the minimum D-SAACP requirement. SARCs receive an annual 40 hour advanced training that focuses on sexual assault response and prevention techniques. The training ensures a consistent message across the Enterprise and allows SARCs an opportunity to speak directly with other stakeholders, share ideas, and network with SARCs in other regions.
USMC	In addition to the requirements above, all SARCs receive 40 hours of certified training. The training is certified by the National Organization for Victim Assistance (NOVA). Completion of this 40-hour curriculum, SARC training, and DSAID training is required before SARCs can be credentialed by NOVA and then appointed in writing. Additionally, all SARCs are required to maintain their certification by completing 16 hours of continuing education annually. After receipt of certification, SARCs are required to provide proof of completion of continuing education to NOVA every two years to maintain their credentials
USCG	Coast Guard SARCs receive a three-day Coast Guard-specific SARC training, 10 hours of online training, and are currently undergoing credentialing by NOVA for the NACP (to be completed by December 31st).

11d. Number of full-time, part-time, volunteer, and deployable civilian SARCs;

USA	The current number of credentialed military and civilian full-time SARCs is: <ul style="list-style-type: none"> • Active Army Component: 1,214 • National Guard Bureau: 285
USAF	There are 75 full-time civilian SARCs. These are typically non-deployable civilian positions.

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USN	There are currently 81 civilian SARCs and 2 vacancies. The Navy is able to deploy SARCs as needed. The Navy is in the process of hiring Deployed Resiliency Counselors (DRCs) which are licensed Clinical Counselors. The DRC will receive all required SARC training and be D-SAACP certified. The DRC will serve as a liaison to the homeport SARC while deployed providing immediate victim response and coordination of allegations of sexual assault while afloat to their assigned ship, under the guidance and direction of the homeport SARC
USMC	The Marine Corps currently has 40 full-time civilian SARCs. They are all full-time and none of them are deployable.
USCG	The Coast Guard employs one full-time SARC, and 44 part-time SARCs (EAPC and FAS) at this time. There are no volunteer or deployable SARCs.

11e. Breakdown by age, gender, rank, education, and certification status;

USA	The responses for screening/selection (b), demographics (e), and assignment length (i) are the same as for civilian VAs in Question 9 above. “Due to recent revisions to our screening and credentialing policies, the Army is in the process of gathering specific personally identifying information (PII) for currently serving full-time and collateral duty military SARCs and VAs in order to break down by age, gender, rank, and education. At this time, the data is not available. The SHARP Program Office previously only maintained limited personally identifying information (PII) for SHARP personnel.”
USAF	All AF civilian SARCS have 40 NOVA credentialed hours of VA specific training. We currently do not require our installation or Major Command (MAJCOM) SARCS to track and/or report the gender, age and outside education of our SARCS; however, all SARCS will have a minimum of a bachelor’s degree before being hired.
USN	There are no age, gender, or education requirements to serve as a Civilian SARC; therefore this data is not tracked by CNIC. Rank is not applicable to civilian personnel. There are 11 male SARCs and 71 females and the highest education is a Doctorate. All SARCs are certified with the D-SAACP.
USMC	Full-time SARCs are NF-4 or above. Education requirements depend on the position filled and are broken down in item 11a above. All SARCs are required to obtain and maintain certification/credentialing as required by the FY12 NDAA through the Department of Defense Sexual Assault Advocate Certification/Credentialing Program (D-SAACP) or an agency approved by Headquarters Marine Corps.
USCG	14 are male,30 are female; all have at least a Bachelor's degree, but most have Masters degrees in behavioral science fields.

11f. Average caseload and desired caseload;

USA	The responses for training (c), caseload (f), reporting structure (g), and evaluation (h) are the same as for military VAs in Q#8.
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	“The Army is not currently tracking average caseload or desired caseload. As installation size, assigned manning and command missions vary, so do the case loads per SHARP personnel at each installation. This variance was considered when assigning full-time assets at brigade and equivalent units to ensure effective services are provided to victims. “
AF	The range would be from 1-3, depending on location, availability of VA personnel/volunteers, etc. (e.g. INCONUS- remote, or OCONUS- availability of personnel). The current caseloads are manageable by our current SARCs.
USN	Average caseloads vary by Region for SARCs, but are approximately 5-10 cases.
USMC	The average ongoing caseload for a SARC varies. SARCs provide an integrated response capability and system accountability for all awareness, prevention, and response training, and care for adult sexual assault victims. SARCs facilitate victim care by coordinating medical treatment, including emergency care, and tracking the services provided to victims of sexual assault from initial report through final disposition and resolution. Installation SARCs support the installation commander and tenant commanders. Command SARCs serve as the central point of contact within a command.
USCG	The average caseload is 0-5 cases per SARC.

11g. Reporting structure;

USA	<p>The responses for training (c), caseload (f), reporting structure (g), and evaluation (h) are the same as for military VAs in Q#8.</p> <p>“The Army is not currently identifying reporting structures, as each command has the flexibility to establish the appropriate structure for their organization and could change under different command teams.”</p>
USAF	SARC’s direct supervisor is the installation Vice Commander.
USN	Regional SARCs (RSARCs) oversee implementation and execution of SAPR program within their AOR. The RSARC provides the Regional roll ups to CNIC SAPR HQ including data collection for all sexual assault cases in their AOR. SARCs are required to maintain a SAPR Program that ensures victims have access to a SAPR VA and/or SARC 24 hours/7 days per week world-wide including during deployments. SAPR VAs report directly to the SARC regarding all sexual assault cases. The SARC provides case management and data collection for all sexual assault cases in their AOR. The SARC provides the installation commander of sexual assault victims with information regarding all Unrestricted and Restricted Reports within 24 hours (48 hours in deployed locations). Personally identifying information (PII) is not provided for the restricted reports.
USMC	Civilian full-time Command SARCs have been placed at the Division, Wing, Group and Marine Expeditionary Force levels. Commanding Generals at this level may hire Command SARCs who report directly to them. All General Court-Martial Convening Authorities and Marine Expeditionary Unit Commanders are required to

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	appoint, in writing, a Command SARC. Installation SARCs work directly for the Installation Commander.
USCG	SARCs report sexual assault incidents to the SAPR Program Manager at Coast Guard Headquarters, but have a Regional Manager as their day-to-day supervisor.

11h. How is performance evaluated and how often; and

USA	The responses for training (c), caseload (f), reporting structure (g), and evaluation (h) are the same as for military VAs in Q#8. “The Army is not currently tracking performance evaluation at the HQDA level.”
USAF	SARC’s, like all civilian (GS) personnel, receive formal initial and annual feedback from their direct supervisor (installation Vice Commander) as well as annual civilian performance reports.
USN	Regions conduct biannual evaluations for SARCs. GS SARCs are in the region are also evaluated at the six-month and one year marks through the GS IPMS process
USMC	The performance of a civilian SARC is evaluated on an annual basis, which includes a mid-year review, via a formal HR process.
USCG	GS civilians have an annual performance evaluation.

11i. Average length of assignment.

USA	The responses for screening/selection (b), demographics (e), and assignment length (i) are the same as for civilian VAs in Question 9 above. “The Army does not track the average length of assignment. SARCs and VAs are either full-time at brigade and higher for which standard assignment policies apply or collateral duty managed at the unit level, with assignment length at commander discretion, subject to standard time on station.”
USAF	Assignments can be indefinite, they are handled according to the existing civilian personnel regulations.
USN	These are permanent positions.
USMC	SARCs maintain employment until terminated or they leave the position. The Marine Corps began hiring full-time command SARCs in and therefore cannot provide a length in which they typically maintain employment
USCG	GS civilians remain in their positions until they leave or are relieved.

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Command REQ REQ O/H O/H CRED CRED
 SARC VA SARC VA SARC VA

Command	REQ SARC	REQ VA	O/H SARC	O/H VA	CRED SARC	CRED VA	Notes
FORSCOM	101	101	101	101	101	101	100%
TRADOC	37	37	36	34	31	24	Shortages are being covered by personnel from other commands and by the garrison.
AMC	13	12	4	6	4	6	Has fully credentialed C/D (mil/civ) personnel and have established MOAs/MOUs for brigades with installation SHARP personnel. Plan to have issues resolved & be 100% within the next 60 days.
USARAF	0	0	0	0	0	0	N/A
USARCENT	1	1	1	0	1	0	using credentialed C/D individual pending hiring of civ VA.
USARNORTH	0	0	0	0	0	0	N/A
USARSOUTH	1	1	1	0	0	0	awaiting a response on their exception to policy request
USAREUR	8	8	8	7	5	2	submitted exception to policy on 1 SARC/1 VA position. Credentialed C/D personnel covering shortages.
USARPAC	17	17	17	17	16	15	Soldiers filling vacant civilian positions.
USASOC	12	12	12	12	12	12	100%
SDDC	0	0	0	0	0	0	N/A
SMDC	1	1	1	1	0	1	credentialing packet submitted for 24 Sep.
NETCOM	7	7	7	7	7	6	using credentialed C/D individual until hiring pause is lifted.
MEDCOM	34	34	34	34	33	28	credentialing packets submitted for 24 Sep.
INSCOM	11	11	11	10	11	10	SARC covering down until hiring pause is lifted.
CID	3	3	3	2	3	1	Shortage is at Belvoir. Garrison is supporting/assisting.
MDW	3	2	3	1	3	0	Using trained collateral duty personnel. Credentialing packet submitted for 24 Sep board.
ATEC	0	0	0	0	0	0	N/A
USMA	1	1	1	0	0	0	USCC SARC (not authorized on TDA) & garrison SARC provide support.
USARC	35	13	15	1	7	1	Vacant positions are being covered by C/D personnel. Will be at 100% once the SHARP pause is lifted. Most positions have had personnel accept the job offer, but the personnel cannot start due to the SHARP hiring pause.
CYBER	0	0	0	0	0	0	N/A
IMCOM	60	75	41	45	38	43	Hiring pause/requirements for background checks. IMCOM has 18 installations that have not hired personnel. 11 are using C/D military. 4 are using C/D civilians. 3 installations have not hired and have no C/D coverage. IMCOM G-3 tasking those 3 garrisons w/o trained personnel to submit action plan.
HQDA/OPMG	1	1	1	1	1	0	credentialing packet submitted for 24 Sep board
USACE	9	0	7	0	6	0	HQ USACE SARC covering down until hiring pause is lifted. Pursuing exception to hiring pause.
MEPCOM	1	1	0	0	0	0	using trained and credentialed C/D personnel until hiring pause is lifted.
Total	356	338	304	279	279	250	

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ARNG	54	54	44	20	39	19
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Command	REQ SARC VA	REQ SARC VA	O/H SARC VA	O/H SARC VA	CRED SARC VA	CRED SARC VA
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FORSCOM	101	101	101	101	101	101
TRADOC	37	37	36	34	31	24
AMC	12	12	4	6	4	6
USARCEN	1	1	1	0	1	0
USARSOUTH	1	1	1	0	0	0
USAREUR	8	8	8	7	5	2
USARPAC	17	17	17	17	16	15
USASOC	12	12	12	12	12	12
SMDC	1	1	1	1	0	1
NETCOM	7	7	7	7	7	6
MEDCOM	34	34	34	34	33	28
INSCOM	11	11	11	10	11	10
CID	3	3	3	2	3	1
MDW	2	2	3	1	3	0
USMA	1	1	1	0	0	0
USARC	13	13	5	2	5	1
IMCOM	60	60	41	41	38	39
HQDA/OPMG	1	1	1	1	1	0
Total	322	322	287	276	271	246

IMCOM has 45 VAs hired, but 4 locations have hired 2 VAs each (exceeding NDAA requirement)

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Subject: ALARACT 147/2013 -HQDA EXORD 161-13 SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION PROGRAM ARMY STAND-DOWN Originator: ALARACT RELEASE AUTHORITY(UC) DTG: 102347Z Jun 13 Precedence: PRIORITY DAC: General	ANNEX C ENGAGEMENT REFERENCES.doc ANNEX B TRAINING REFERENCES.doc ANNEX G SUSPENSE DATE MATRIX.doc ANNEX A SARC AND VA SCREENING WORKSHEET.doc ANNEX D WAIVERABLE AND NONWAIVE OFFENSES.doc ANNEX E SCREENING MATRIX.doc ANNEX F AUTHORITY MATRIX.doc
To: AL ALARACT(UC), ALARACT	

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THIS MESSAGE HAS BEEN TRANSMITTED BY USAITA ON BEHALF OF DA WASHINGTON DC//ASA(M&RA)/DCS G-1//

SUBJECT: HQDA EXORD 161-13 SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION PROGRAM ARMY STAND-DOWN.

(U) REFERENCES:

REF/A/ DEPARTMENT OF DEFENSE MEMORANDUM SEXUAL ASSAULT PREVENTION AND RESPONSE STAND-DOWN, 17 MAY 2013//
REF/B/ (SEC)RETARY OF THE ARMY (SECARMY) MEMORANDUM ENSURING THE QUALITY OF SEXUAL ASSAULT RESPONSE COORDINATORS, SEXUAL ASSAULT PREVENTION AND RESPONSE VICTIM ADVOCATES AND OTHERS IN IDENTIFIED POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY, 28 MAY 2013//
REF/C/ARMY REGULATION 600-20 ARMY COMMAND POLICY, 18 MAR 2008 (*RAR 9/20/2012)//
REF/D/ DEPARTMENT OF DEFENSE INSTRUCTION 1402.5 CRIMINAL HISTORY BACKGROUND CHECKS ON INDIVIDUALS IN CHILD CARE SERVICES, 19 JAN 1993.
REF/E/ PERSONNEL SUITABILITY SCREENING POLICY, 2008//
REF/F/ (SEC)RETARY OF THE ARMY MEMORANDUM ARMY SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION STAND-DOWN PLAN
REF/G/ ARMY REGULATION 614-200, ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT, 11 OCT 2011//
REF/H/ ARMY REGULATION 614-100, OFFICER ASSIGNMENT POLICIES, DETAILS, AND TRANSFERS, 10 JAN 2006//
REF/I/ ARMY REGULATION 601-1, 10/12/2007, ASSIGNMENT OF ENLISTED PERSONNEL TO THE U.S. ARMY RECRUITING COMMAND (*RAR 002, 09/06/2011//
REF/J/HQDA EXORD 221-12, 2012 SEXUAL HARASSMENT ASSAULT RESPONSE AND PREVENTION PROGRAM SYNCHRONIZATION ORDER, 25 JUN 2012//
REF/K/ARMY REGULATION 340-21, THE ARMY PRIVACY PROGRAM, 5 JULY 1985//

1. (U) SITUATION.

1.A. ON 17 MAY 2013, THE (SEC)RETARY OF DEFENSE (SECDEF) SIGNED

A MEMORANDUM DIRECTING THE ARMY TO IMPLEMENT A SEXUAL ASSAULT PREVENTION AND RESPONSE STAND-DOWN. THE DIRECTIVE CONTAINS THREE MAJOR REQUIREMENTS FOR THE STAND-DOWN.

1.B. IN ADDITION, ON 28 MAY 2013, THE SECARMY SIGNED A MEMORANDUM PROVIDING ADDITIONAL GUIDANCE ON THE IMPLEMENTATION OF SCREENING FOR THE SEXUAL ASSAULT RESPONSE COORDINATORS (SARC), SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION (SHARP) VICTIM ADVOCATES (VA), RECRUITERS, DRILL SERGEANTS AND ADVANCED INDIVIDUAL TRAINING (AIT) PLATOON SERGEANTS.

2. (U) MISSION. NLT 01 JUL 2013 FOR THE ACTIVE COMPONENT AND 01 SEP 2013 FOR THE RESERVE COMPONENT, THE ARMY WILL CONDUCT LEADER ENGAGEMENTS, REFRESHER SHARP TRAINING, AND AN ACTIVE REVIEW OF QUALIFICATIONS FOR CURRENT MILITARY SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS. THE ARMY WILL IMPLEMENT BROADENED SCREENING CRITERIA IN ACCORDANCE WITH (SEC)RETARY OF THE ARMY 28 MAY 2013 MEMORANDUM NLT 15 OCT 13, IN ORDER TO ENSURE THE BEST QUALIFIED ARE ASSIGNED TO THESE SPECIAL POSITIONS OF TRUST.

3. (U) EXECUTION.

3.A. INTENT. THIS ORDER INCORPORATES BOTH THE SECDEF AND SECARMY GUIDANCE. THE INTENT IS THREEFOLD. (1) TO PROVIDE GUIDANCE ON THE IMMEDIATE RECORDS REVIEW OF EXISTING SARC, SHARP VA, RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS AND THE IMPLEMENTATION OF BROADENED SCREENING REQUIREMENTS; (2) PROVIDE GUIDANCE ON THE REFRESHER TRAINING FOR SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS AND THE LEADER ENGAGEMENT FOR THE TOTAL FORCE; (3) PROVIDE GUIDANCE ON INITIAL ACTIONS TO INSTITUTIONALIZE SCREENING PROCESSES, POLICIES AND PROCEDURES FOR POSITIONS OF TRUST AND AUTHORITY.

3.B. CONCEPT OF OPERATION. THE ARMY WILL IMPLEMENT THESE REQUIREMENTS IN THREE PHASES. THIS ORDER WILL ONLY COVER THE SCREENING OF MILITARY PERSONNEL IN PHASE I. FUTURE FRAGOS WILL PROVIDE GUIDANCE ON PHASES II AND III.

3.B.1. PHASE I BEGINS UPON RECEIPT OF THIS ORDER.

3.B.1.A. IN PHASE I, THE ARMY WILL CONDUCT A REVIEW OF QUALIFICATIONS OF MILITARY SARCS AND SHARP VAS IN THE ACTIVE COMPONENT, NATIONAL GUARD AND ARMY RESERVE (BOTH COLLATERAL AND FULL-TIME). RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS IN THE ACTIVE COMPONENT AND UNITED STATES ARMY RESERVE WILL NOT REQUIRE ANY NEW OR ADDITIONAL SCREENINGS, BUT RATHER A VALIDATION THAT ALL REQUIRED CHECKS WERE ACCOMPLISHED AND QUALIFICATIONS WERE MET BASED ON CURRENT CRITERIA AND

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QUALIFICATIONS. ADDITIONALLY, FOR FULL-TIME SARCS AND VAS, THE ARMY WILL IMPLEMENT BROADENED SCREENING CRITERIA. NATIONAL GUARD SCREENING FOR RECRUITERS AND BROADENED SCREENING FOR RESERVE COMPONENT FULL-TIME SARCS AND VAS WILL BE ADDRESSED IN A FOLLOW-ON FRAGO. CIVILIAN EMPLOYEES AND MILTECHS IN THESE POSITIONS WILL BE ADDRESSED IN A FOLLOW-ON FRAGO.

3.B.1.B. ALL ARMY ORGANIZATIONS WILL CONDUCT REFRESHER SHARP TRAINING FOR SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS IN ALL COMPOS (MILITARY AND CIVILIAN). TRAINING WILL BE COMMANDER/CIVILIAN SUPERVISOR LED AND DISCUSSION BASED. ALL ARMY ORGANIZATIONS WILL CONDUCT LEADER ENGAGEMENT WITH ALL SOLDIERS AND CIVILIANS ON SPECIFIC SHARP RELATED TOPICS. ENGAGEMENTS WILL BE SMALL GROUP DISCUSSION VERSUS LARGE ONE-WAY FORUMS. PHASE I WILL END ON OR ABOUT 1 SEP 13.

3.B.1.C. PHASE II, WHICH WILL EXPAND BROADENED SCREENING AND IMPLEMENT BEHAVIORAL HEALTH INTERVIEWS FOR ALL SARCS, SHARP VAS, RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS, WILL BE COVERED IN A FOLLOW-ON FRAGO.

3.B.1.D. PHASE III, WHICH WILL UPDATE POLICY, ESTABLISH DEPARTMENT-WIDE WORKGROUPS AND LESSONS LEARNED ANALYSIS, AND PROVIDE GUIDANCE TO THE FIELD ON FREQUENCY OF RESCREENING REQUIREMENTS, WILL BE COVERED IN A FOLLOW-ON FRAGO.

3.C. TASKS TO ARMY STAFF AND SUBORDINATE ORGANIZATIONS.

3.C.1. HQDA G-1.

3.C.1.A. IN COORDINATION WITH DA FOIA AND PRIVACY OFFICE, DEVELOP A CENTRAL REPORTING MECHANISM THAT IS IN COMPLIANCE WITH THE PRIVACY ACT AND THE ARMY PRIVACY PROGRAM AS ESTABLISHED IN REF K, THAT CONSOLIDATES ALL RESULTS OF THIS, AND FUTURE, RECORDS REVIEWS ON AN INSTALLATION-BY-INSTALLATION BASIS, AND ENSURE THAT THE RESULTS INCLUDE A BY-NAME CONFIRMATION THAT THE RECORDS REVIEW HAS BEEN COMPLETED, A LISTING OF THE RECORDS REVIEWED, AND THE RESULTING SUITABILITY DETERMINATION. REPORTING MECHANISM SHALL INCLUDE THE BEHAVIORAL HEALTH INTERVIEW PROCESS. DEVELOP A LONG TERM SOLUTION NLT 1 OCT 13.

3.C.1.B. PROVIDE RECOMMENDATIONS ON THE ROLES, RESPONSIBILITIES, AND QUALIFICATIONS OF THE SARC AND SHARP VA THROUGH THE ASSISTANT (SEC)RETARY OF THE ARMY MANPOWER AND RESERVE AFFAIRS (ASA(M&RA)) TO THE (SEC)RETARY OF THE ARMY NLT 1 JUL 13.

3.C.1.C. DEVELOP AND STAFF A RAPID ACTION REVISION OF AR 600-20 ARMY COMMAND POLICY TO INCLUDE UPDATED QUALIFICATION AND SCREENING CRITERIA FOR SARC AND SHARP VA POSITIONS.

3.C.1.D. UPDATE PERSONNEL SUITABILITY SCREENING POLICY TO INCLUDE BROADENED SCREENING CRITERIA FOR RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS AND ADDITIONALLY ADD SARCS

AND SHARP VAS TO THIS POLICY.

3.C.1.E. DEVELOP AND STAFF RAPID ACTION REVISIONS OF AR 614-200, ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT; AR 614-100, OFFICER ASSIGNMENT POLICIES, DETAILS, AND TRANSFERS; AND AR 601-1, ASSIGNMENT OF ENLISTED PERSONNEL TO THE U.S. ARMY RECRUITING COMMAND TO REFLECT THE CHANGES IN SCREENING REQUIREMENTS.

3.C.1.F. IN CONJUNCTION WITH HQDA G-2, ASSESS WHETHER THE DEPARTMENT OF DEFENSE CONSOLIDATED ADJUDICATION FACILITY (DODCAF) MAY SUPPORT HUMAN RESOURCES COMMAND CENTRALIZED BROADENED SCREENING BY CONDUCTING ADDITIONAL PERSONNEL SECURITY FILE SCREENINGS FOR SARC AND SHARP VAS. IF SUPPORT IS POSSIBLE, UPDATE APPLICABLE MEMORANDA OF AGREEMENT WITH DODCAF.

3.C.2. HQDA G-2.

3.C.2.A. ASSIST HQDA G-1 IN THEIR ASSESSMENT OF DODCAF ABILITY TO SUPPORT HRC AND, IF POSSIBLE, ASSIST IN UPDATING APPLICABLE MEMORANDA OF AGREEMENT WITH DODCAF.

3.C.3. HUMAN RESOURCES COMMAND.

3.C.3.A. INSPECT AVAILABLE RECORDS TO VALIDATE THAT PROPER BACKGROUND SCREENINGS WERE COMPLETED PRIOR TO APPOINTMENT FOR ALL ACTIVE DUTY AND ARMY RESERVE RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS (PHASE I). DO NOT RESCREEN, BUT RATHER INSPECT RECORDS TO ENSURE ALL PROPER SCREENING WAS COMPLETE. WHERE THERE IS NO RECORD OF A VALID AND COMPLETE BACKGROUND SCREENING, INITIATE A NEW BACKGROUND SCREENING AND CORRECT ANY SHORTCOMINGS. COMPLETE REVIEW OF SCREENING NLT 25 JUN 13.

3.C.3.B. PROVIDE A CONSOLIDATED COMPLETE REPORT ON RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS TO HQDA G-1 NLT 28 JUN 13. REPORT FORMAT IS AT [HTTPS://WWW.US.ARMY.MIL/SUITE/FILES/35558988](https://www.us.army.mil/suite/files/35558988).

3.C.3.C. CONDUCT CENTRALIZED BACKGROUND SCREENING USING THE CHECKLIST AT ANNEX A (PART 3) FOR ACTIVE COMPONENT BRIGADE FULL TIME SARC AND SHARP VAS. COMPLETE SCREENING AND PROVIDE FINDINGS TO THE GENERAL OFFICER APPOINTING/REMOVAL AUTHORITY FOR ADJUDICATION NLT 25 JUN 13.

3.C.4. THE INSPECTOR GENERAL.

3.C.4.A. ON ORDER, AFTER COMPLETION OF PHASE I, CONDUCT REVIEW OF COMMAND COMPLIANCE WITH THE TASK TO CONDUCT REFRESHER TRAINER AND LEADER ENGAGEMENT. THIS WILL INCLUDE BOTH A QUALITATIVE AND QUANTITATIVE REVIEW OF THE REFRESHER TRAINING AND LEADER ENGAGEMENTS. THIS IS A PHASE II TASK.

3.C.4.B. SUPPORT THE HRC, USAR AND NGB BROADENED SUITABILITY SCREENS FOR CURRENT AND NOMINATED FULL-TIME MILITARY SARCS AND FULL-TIME/PART-TIME SHARP VAS. THE ARMY IG WILL RELEASE SUMMARIES OF SUBSTANTIATED ALLEGATIONS AGAINST ACTIVE DUTY

PERSONNEL TO HRC. HRC MAY IN TURN RELEASE THESE SUMMARIES TO THE ACTIVE DUTY SARC/VA APPOINTING AUTHORITIES, WHO MAY USE THESE ONLY TO DETERMINE SUITABILITY FOR SARC/VA DUTY AND NOT TO SUPPORT ADVERSE ACTION OR FOR ANY OTHER PURPOSE. THE ARMY IG WILL RELEASE SUMMARIES OF SUBSTANTIATED ALLEGATIONS AGAINST USAR/ARNG PERSONNEL TO THE USAR/NGB G1. THE USAR/NGB G1 MAY IN TURN RELEASE THESE SUMMARIES TO THE USAR/ARNG SARC/VA APPOINTING AUTHORITIES, WHO MAY USE THESE ONLY TO DETERMINE SUITABILITY FOR SARC/VA DUTY AND NOT TO SUPPORT ADVERSE ACTION OR FOR ANY OTHER PURPOSE.

3.C.5. CHIEF, NATIONAL GUARD BUREAU.

3.C.5.A. USE THE CHECKLIST AT ANNEX A (PART ONE ONLY) TO REVIEW THE SCREENING OF ALL MILITARY SARCS AND SHARP VAS (BOTH FULL TIME AND COLLATERAL DUTY) (PHASE I). ENSURE PREVIOUS SCREENINGS USED FOR RECRUITERS ARE REVIEWED. THE INTENT IS NOT TO RESCREEN, BUT RATHER INSPECT RECORDS TO ENSURE ALL PROPER SCREENING WAS COMPLETE AND THEN IDENTIFY AND CORRECT ANY SHORTCOMINGS. SEE COORDINATING INSTRUCTIONS ON STANDARDS FOR LOCAL POLICE CHECKS. FOR SARCS AND SHARP VAS, CURRENT SCREENING STANDARDS ARE OUTLINED IN REFERENCE I. COMPLETE REVIEW OF SCREENING NLT 26 AUG 13.

3.C.5.B. PROVIDE A COMPLETE REPORT TO HQDA G-1 NLT 28 AUG 13. REPORT FORMAT IS AT

[HTTPS://WWW.US.ARMY.MIL/SUITE/FILES/35558988](https://www.us.army.mil/suite/files/35558988).

3.C.5.C. CONDUCT REFRESHER TRAINING FOR ALL SARCS, SHARP VAS, AND RECRUITERS (PHASE I). COMMANDERS WILL LEAD THE TRAINING. SEE COORDINATING INSTRUCTIONS FOR A LIST OF REQUIRED TRAINING. A LIST OF TRAINING REFERENCES CAN BE FOUND AT ANNEX B.

3.C.5.D. REFRESHER TRAINING MUST BE COMPLETE NLT 26 AUG 2013. PROVIDE A MEMORANDUM SIGNED BY A GENERAL OFFICER OR EQUIVALENT CERTIFYING COMPLETION OF THE TRAINING NLT 28 AUG 2013 TO HQDA G-1.

3.C.5.E. CONDUCT LEADER ENGAGEMENT ACROSS THE TOTAL FORCE WITH ALL SOLDIERS AND CIVILIANS. COMMANDERS AND SUPERVISORS WILL CONDUCT THESE ENGAGEMENTS IN SMALL GROUPS. SEE COORDINATING INSTRUCTIONS FOR A LIST OF REQUIRED LEADER ENGAGEMENT TOPICS. REFERENCES FOR THESE ENGAGEMENTS CAN BE FOUND IN ANNEX C. SEE 3.D.20. FOR LABOR UNION CONSIDERATIONS.

3.C.5.F. LEADER ENGAGEMENT MUST BE COMPLETE NLT 26 AUG 2013. PROVIDE A MEMORANDUM SIGNED BY A GENERAL OFFICER OR EQUIVALENT CERTIFYING COMPLETION OF THE ENGAGEMENTS TO ALL SOLDIERS AND CIVILIAN EMPLOYEES NLT 28 AUG 2013 TO HQDA G-1.

3.C.6. COMMANDING GENERALS, ARMY COMMANDS (ACOM), COMMANDERS, ARMY SERVICE COMPONENT COMMANDS (ASCC), AND COMMANDERS, DIRECT REPORTING UNITS (DRU).

3.C.6.A. CONDUCT REVIEW (PHASE I). USE THE CHECKLIST AT ANNEX A (PART ONE) TO REVIEW THE SCREENING OF ALL SARCS AND SHARP VAS (BOTH FULL TIME AND COLLATERAL DUTY). THE INTENT IS NOT TO RESCREEN, BUT RATHER INSPECT RECORDS TO ENSURE ALL PROPER SCREENING WAS COMPLETE AND THEN IDENTIFY AND CORRECT ANY SHORTCOMINGS. SEE COORDINATING INSTRUCTIONS ON STANDARDS FOR LOCAL POLICE CHECKS. FOR SARCS AND SHARP VAS, CURRENT SCREENING STANDARDS ARE OUTLINED IN REFERENCE J. COMPLETE ACTIVE DUTY REVIEW OF SCREENING NLT 25 JUN 13 AND THE RESERVE COMPONENT REVIEW NLT 26 AUG 13.

3.C.6.B. CONDUCT PHASE I LOCAL BROADENED SCREENING, FOR ACTIVE, FULL-TIME BRIGADE SARC AND SHARP VAS, (USE PART 2 OF ANNEX A). BROADENED SCREENING INCLUDES: ARMY SUBSTANCE ABUSE PROGRAM (ASAP) FILES AND FAMILY ADVOCACY/THE ARMY CENTRAL REGISTRY. FOR ACTIVE DUTY FULL-TIME SARC AND SHARP VAS, COMPLETE THE LOCAL BROADENED SCREENING NLT 25 JUN 13. GUIDANCE ON THE RESERVE COMPONENT BROADENED SCREENING WILL BE COVERED IN FUTURE FRAGOS.

3.C.6.C. GO/SES APPOINTING/REMOVAL OFFICIALS FOR SARCS AND FIRST GO/SES IN CHAIN OF COMMAND FOR VAS MUST REVIEW THE SCREENING RESULTS FOR ALL SARCS AND VAS. SEE COORDINATING INSTRUCTIONS FOR ACTIONS REQUIRED IF DEROGATORY INFORMATION IS FOUND.

3.C.6.D. GO/SES APPOINTING/REMOVAL OFFICIALS FOR FULL-TIME BRIGADE SARCS AND FIRST GO/SES IN CHAIN OF COMMAND FOR FULL-TIME BRIGADE SHARP VAS MUST REVIEW INPUT FROM HUMAN RESOURCES COMMAND CENTRALIZED BACKGROUND SCREENING, BROADENED LOCAL SCREENING AND REVIEW OF PREVIOUS LOCAL SCREENING (USE CHECKLIST AT ANNEX A). SEE COORDINATING INSTRUCTION FOR ACTIONS REQUIRED IF DEROGATORY INFORMATION IS FOUND.

3.C.6.E. PROVIDE A CONSOLIDATED COMPLETE REPORT TO HQDA G-1 NLT 28 JUN 13. REPORT FORMAT IS AT [HTTPS://WWW.US.ARMY.MIL/SUITE/FILES/35558988](https://www.us.army.mil/suite/files/35558988).

3.C.6.F. CONDUCT PHASE I REFRESHER TRAINING FOR ALL SARCS AND SHARP VAS. COMMANDERS/CIVILIAN SUPERVISOR WILL LEAD THE TRAINING. SEE COORDINATING INSTRUCTIONS FOR A LIST OF REQUIRED TRAINING TOPICS. TRAINING REFERENCES FOR THIS TRAINING CAN BE FOUND IN ANNEX B.

3.C.6.G. COMPLETE REFRESHER TRAINING NLT 26 JUN 2013 FOR THE ACTIVE COMPONENT (AC) AND 26 AUG 2013 FOR THE RESERVE COMPONENT (RC). PROVIDE A MEMORANDUM SIGNED BY A GENERAL OFFICER OR EQUIVALENT CERTIFYING COMPLETION OF THE TRAINING NLT 28 JUN 2013 FOR THE AC AND 28 AUG 2013 FOR THE RC TO HQDA G-1.

3.C.6.H. CONDUCT LEADER ENGAGEMENT ACROSS THE TOTAL FORCE WITH ALL SOLDIERS AND CIVILIANS. COMMANDERS AND SUPERVISORS WILL CONDUCT THESE ENGAGEMENTS IN SMALL GROUPS. SEE COORDINATING INSTRUCTIONS FOR A LIST OF REQUIRED LEADER ENGAGEMENT TOPICS. REFERENCES FOR THESE ENGAGEMENTS CAN BE FOUND IN ANNEX C. SEE 3.D.20. FOR LABOR UNION CONSIDERATIONS.

3.C.6.I. LEADER ENGAGEMENT MUST BE COMPLETE NLT 26 JUN 2013 FOR THE AC AND 26 AUG 2013 FOR THE RC. PROVIDE A MEMORANDUM SIGNED BY A GENERAL OFFICER OR EQUIVALENT CERTIFYING COMPLETION OF THE ENGAGEMENTS TO ALL SOLDIERS AND CIVILIAN EMPLOYEES NLT 28 JUN 2013 FOR THE AC AND 28 AUG 2013 FOR THE RC TO HQDA G-1.

3.C.7. COMMANDER, TRAINING AND DOCTRINE COMMAND.

3.C.7.A. IN PHASE I, CONDUCT REFRESHER TRAINING FOR ALL RECRUITERS (ACTIVE AND RESERVE), DRILL SERGEANTS AND AIT PLATOON SERGEANTS. COMMANDERS WILL LEAD THE TRAINING. SEE COORDINATING INSTRUCTIONS FOR A LIST OF REQUIRED TRAINING TOPICS. TRAINING REFERENCES FOR REFRESHER TRAINING CAN BE FOUND IN ANNEX B.

3.C.7.B. REFRESHER TRAINING MUST BE COMPLETE NLT 26 JUN 2013. PROVIDE A MEMORANDUM SIGNED BY A GENERAL OFFICER OR EQUIVALENT CERTIFYING COMPLETION OF THE TRAINING FOR AC RECRUITERS NLT 28 JUN 2013 AND RESERVE RECRUITERS NLT 28 AUG 13 TO HQDA G-1. THIS CERTIFICATION MEMORANDUM CAN BE COMBINED WITH OTHER REFRESHER TRAINING REQUIREMENTS IN THE COMMAND.

3.D. COORDINATING INSTRUCTIONS.

3.D.1. REPORTS WILL BE SUBMITTED UTILIZING THE ARMY'S SAFE ACCESS FILE EXCHANGE (SAFE) WEB APPLICATION [HTTPS://SAFE.AMRDEC.ARMY.MIL/SAFE](https://safe.amrdec.army.mil/safe). EMAIL WILL NOT BE USED FOR TRANSMITTING PERSONALLY IDENTIFIABLE INFORMATION. THE RECIPIENT LIST IN THE SAFE WEB APPLICATION SHOULD INCLUDE SARAH.A.BERCAW.CIV@MAIL.MIL (SARAH BERCAW, 703-693-3727) AND ALLISON.L.STEWART2.MIL@MAIL.MIL (LTC ALLISON STEWART, 703-571-5345). PLEASE PROVIDE A CONTACT PHONE NUMBER IN THE DESCRIPTION AND SELECT "REQUIRE CAC FOR PICKUP". ONCE THE FILE IS UPLOADED, THE SAFE WEB APPLICATION WILL NOTIFY THE RECIPIENTS.

3.D.2. FUTURE FRAGOS WILL COVER PHASE II AND III REQUIREMENTS TO ENSURE ALL SECARMY AND SECDEF REQUIREMENTS ARE MET. LONG TERM SCREENING PROCEDURES WILL BE INCORPORATED INTO REVISIONS OF APPLICABLE ARMY REGULATIONS.

3.D.3. THIS INITIAL ORDER ONLY COVERS THE SCREENING OF SOLDIERS IN SARC AND VA POSITIONS. CIVILIAN SCREENING WILL BE COVERED IN FUTURE FRAGOS.

3.D.4. HRC WILL OVERSEE ALL CENTRALIZED SCREENING. FOR ISSUES REGARDING CENTRALIZED SCREENING, CONTACT HRC AT USARMY.KNOX.HRC.MBX.EPMD-EBSS@MAIL.MIL, PHONE 502-613-5859. A FUTURE FRAGO WILL OUTLINE HOW THE CENTRALIZED SCREENING IS CONDUCTED FOR THE RESERVE COMPONENT.

3.D.5. AUTHORITY TO APPOINT OR REMOVE SARCS IS WITH THE FIRST GENERAL OFFICER OR MEMBER OF THE SENIOR EXECUTIVE SERVICE IN THE SARC POSITION'S CHAIN OF COMMAND. AUTHORITY TO APPOINT A SHARP VA IS THE BRIGADE COMMANDER, OR HIS OR HER EQUIVALENT-LEVEL

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COMMANDER OR CIVILIAN SUPERVISOR (SERVING IN A GRADE NO LOWER THAN COLONEL OR GS-15), WITH COGNIZANCE OVER THE POSITION; HOWEVER, REMOVAL AUTHORITY FOR SHARP VAS (AND WAIVER AUTHORITY FOR DEROGATORY INFORMATION) IS WITH THE FIRST GENERAL OFFICER OR SES IN THE CHAIN OF COMMAND/RESPONSIBILITY. DESIGNATION AS AN APPOINTING AUTHORITY MAY NOT BE TRANSFERRED OR DELEGATED. SEE ANNEX F FOR MATRIX SUMMARIZING THESE AUTHORITIES.

3.D.6. FOR THE RESERVE COMPONENT, DEROGATORY INFORMATION WILL BE RELEASED TO THE NATIONAL GUARD BUREAU G-1 AND TO THE USARC G-1. THE USAR/NGB G1 MAY IN TURN RELEASE THESE SUMMARIES TO THE USAR/ARNG SARC/VA APPOINTING AUTHORITIES, WHO MAY USE THESE ONLY TO DETERMINE SUITABILITY FOR SARC/VA DUTY AND NOT TO SUPPORT ADVERSE ACTION OR FOR ANY OTHER PURPOSE.

3.D.7. CG, HRC IS THE APPOINTMENT AUTHORITY AND WAIVER AUTHORITY FOR ALL RECRUITERS, DRILL SERGEANTS AND AIT PLATOON SERGEANTS. THE REMOVAL AUTHORITY FOR DRILL SERGEANTS AND AIT PLATOON SERGEANTS IS CG, TRADOC AND FOR RECRUITERS IS CG, USAREC.

3.D.8. DCS G-1 IS THE WAIVER AUTHORITY FOR RANK REQUIREMENTS FOR SARC AND VAS.

3.D.9. WAIVERABLE AND NON-WAIVERABLE OFFENSES ARE LISTED IN ANNEX D TYPE I / TYPE II OFFENSES.

3.D.10. IF, UPON COMPLETION OF BROADENED LOCAL OR CENTRALIZED BACKGROUND SCREENING, A TYPE I, OR NON-WAIVERABLE, OFFENSE IS DISCOVERED, PERSONNEL CONDUCTING THE SCREENING MUST INFORM THE GENERAL OFFICER REMOVAL AUTHORITY. REMOVAL AUTHORITY MUST IMMEDIATELY REMOVE THE SARC, SHARP VA, RECRUITER, DRILL SERGEANT OR AIT PLATOON SERGEANT FROM THEIR DUTIES. FOR THOSE NOT IN THE POSITION YET, FURTHER SCREENING WILL CEASE AND THE APPOINTING OFFICIAL SHOULD NOMINATE A REPLACEMENT.

3.D.11. IF A SCREENING ITEM IS MISSING DURING THE INITIAL RECORDS REVIEW, THE SCREENING MUST BE DONE IMMEDIATELY. IF THE MISSING SCREENING ITEM CANNOT BE COMPLETED IMMEDIATELY, THE APPOINTING AUTHORITY WILL DETERMINE WHETHER TO TEMPORARILY SUSPEND THE INDIVIDUAL UNTIL THE SCREENING IS COMPLETE.

3.D.12. IF A TYPE II OR WAIVERABLE OFFENSE IS FOUND, THE REMOVAL AUTHORITY WILL DETERMINE WHETHER TO WAIVE THE DEROGATORY INFORMATION. IF A WAIVER IS NOT GRANTED, THE REMOVAL AUTHORITY MUST IMMEDIATELY REMOVE THE SARC, SHARP VA, RECRUITER, DRILL SERGEANT OR AIT PLATOON SERGEANT FROM THEIR DUTIES. FOR THOSE NOT IN THE POSITION YET, FURTHER SCREENING WILL CEASE AND THE APPOINTING OFFICIAL SHOULD NOMINATE A REPLACEMENT. IF A WAIVER IS GRANTED, THE REMOVAL AUTHORITY WILL SIGN A MEMORANDUM FOR RECORD ARTICULATING THE RATIONALE FOR THE WAIVER AND WHY THE INDIVIDUAL IS STILL THE BEST SUITED TO SERVE IN THAT POSITION.

3.D.13. ANY COMMANDER OR SUPERVISOR CONTEMPLATING ADVERSE ACTION AS THE RESULT OF COMPLIANCE WITH THIS ORDER WILL CONSULT WITH HIS/HER SERVICING LEGAL ADVISOR BEFORE TAKING ACTION.

3.D.14. IF A GAP IN SARC OR VA SERVICES IS CREATED BY A SUSPENSION OF A SARC OR SHARP VA, THE COMMAND SHOULD WORK TO DEVELOP A MITIGATION STRATEGY IN CONJUNCTION WITH DCS G-1 TO ENSURE VICTIM CARE IS NOT DEGRADED.

3.D.15. A BY-PHASE MATRIX OF ALL CENTRALIZED BACKGROUND SCREENING AND BROADENED LOCAL SCREENING REQUIREMENTS IS PROVIDED IN ANNEX F.

3.D.16. FUTURE FRAGOS WILL ADDRESS BEHAVIORAL HEALTH REQUIREMENTS. COMMANDS SHOULD AWAIT GUIDANCE BEFORE TAKING ANY ACTION ON THESE INTERVIEWS.

3.D.17. DEPARTMENT OF JUSTICE SEX OFFENDER REGISTRY CAN BE CHECKED AT [HTTP://WWW.NSOPW.GOV](http://www.nsopw.gov).

3.D.18. FOR INITIAL SCREENING ONLY, REFERENCE B AND THIS EXORD WILL SERVE AS AUTHORITY TO RELEASE ADVERSE INFORMATION ON SARCS AND SHARP VA CANDIDATES TO ARMY HUMAN RESOURCES COMMAND, UNITED STATES ARMY RESERVE G-1 AND THE ARMY NATIONAL GUARD G-1. AUTHORITY FOR FUTURE SCREENING WILL BE INCORPORATED INTO APPLICABLE REGULATIONS.

3.D.19. LOCAL POLICE CHECKS IN THE PAST HAVE BEEN ACCOMPLISHED IN MULTIPLE WAYS. TO CONDUCT LOCAL POLICE CHECKS IN A STANDARD MANNER, THE INSTALLATION PROVOST MARSHAL (PM)/DEPARTMENT OF EMERGENCY SERVICES (DES), MUST CHECK THE NAME OF THE SARC AND SHARP VA AGAINST THE STATE LAW ENFORCEMENT DATABASES TO DETERMINE IF THEY HAVE RECORDS OF CRIMINAL OFFENSES AND/OR MOVING VIOLATIONS. THE PM/DES MUST QUERY THEIR AVAILABLE STATE POLICE DATABASES WHERE THE APPLICANT RESIDED DURING THE 2 YEARS PRECEDING THE DATE OF THE SCREENING. IF THE APPLICANT RESIDED IN MORE THAN ONE STATE DURING THE PREVIOUS 2 YEARS, A STATE POLICE RECORD CHECK MUST BE CONDUCTED FOR EACH STATE WHERE PERMITTED BY STATE LAW AND ACCESS IS AVAILABLE TO THE PM/DES.

3.D.20. ACTIVITIES SHOULD COORDINATE WITH THEIR SERVICING CIVILIAN PERSONNEL ADVISORY CENTER (CPAC) TO DETERMINE ASSOCIATED LABOR RELATIONS OBLIGATIONS WITH THIS EFFORT PRIOR TO SCHEDULING OR IMPLEMENTATION.

3.D.21. COMMANDER/CIVILIAN SUPERVISOR LEAD REFRESHER TRAINING WILL INCLUDE, AT A MINIMUM: LEADERSHIP, PROFESSIONAL ETHICS AND THE WARRIOR ETHOS; THE APPLICATION OF ARMY VALUES AND HOW THEY RELATE TO THE PREVENTION AND RESPONSE TO SEXUAL HARASSMENT AND SEXUAL ASSAULT; PRIVACY AND SENSITIVITY WITH VICTIM REPORTS; TRUST AND AUTHORITY INHERENT TO DUTY POSITION; AND EXAMPLES OF HOW SEXUAL HARASSMENT AND ASSAULT DEGRADE ARMY READINESS AND COHESION. THE INTENDED OUTCOME OF THIS TRAINING CAN BE FOUND IN REFERENCE A.

3.D.22. REFRESHER TRAINING IS INTENDED TO BE INTERACTIVE DISCUSSION-BASED RATHER THAN POWERPOINT DRIVEN. COMMANDERS/CIVILIAN SUPERVISORS ARE EXPECTED TO TAKE PROVIDED TRAINING REFERENCES AND DEVELOP A TRAINING PLAN THAT IS

MEANINGFUL TO THEIR PERSONNEL. THERE IS NO TIME REQUIREMENTS ASSOCIATED WITH THIS TRAINING; HOWEVER, COMMANDERS/CIVILIAN SUPERVISORS MUST COVER THE REQUIRED TOPICS LISTED ABOVE.

3.D.23. LEADER ENGAGEMENT, AT A MINIMUM, WILL ADDRESS THE FOCUS AND OPERATION OF THE ARMY SHARP PROGRAM AND I. A.M. (INTERVENE, ACT, MOTIVATE) STRONG SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION CAMPAIGN; INDIVIDUAL RESPONSIBILITY AND ACCOUNTABILITY FOR MAINTAINING A CLIMATE OF DIGNITY AND RESPECT; IMPORTANCE OF INCULCATING ARMY VALUES IN DAILY OPERATIONS AND HOW THOSE VALUES RELATE TO THE PREVENTION AND RESPONSE TO SEXUAL HARASSMENT AND SEXUAL ASSAULT; POTENTIAL CONSEQUENCES FOR SEXUALLY BASED OFFENSES AND EXAMPLES OF HOW SEXUAL HARASSMENT AND SEXUAL ASSAULT ADVERSELY IMPACT OUR ARMY. THE INTENDED OUTCOME OF THIS ENGAGEMENT CAN BE FOUND IN REFERENCE A.

3.D.24. DURING DISCUSSION OF POTENTIAL CONSEQUENCES FOR SEXUALLY BASED OFFENSES, COMMANDER/SUPERVISORS MUST TAKE CARE TO AVOID POTENTIAL UNLAWFUL COMMAND INFLUENCE. CONSULT SERVICING LEGAL ADVISOR IF NECESSARY.

3.D.25. LEADER ENGAGEMENTS ARE INTENDED TO BE COMMANDER OR SUPERVISOR-LED AND SMALL GROUP DISCUSSION-BASED RATHER THAN LARGE GROUP BRIEFINGS RELYING ON ONE-WAY COMMUNICATION. COMMANDERS/CIVILIAN SUPERVISORS SHOULD WORK WITH THEIR SARC, EQUAL OPPORTUNITY ADVISORS, SHARP PROGRAM MANAGERS, AND STAFF JUDGE ADVOCATES TO PREPARE FOR THEIR ENGAGEMENTS.

3.D.26. ACTIVITIES ARE REMINDED THAT DA CIVILIANS MAY BE EXCUSED FROM REFRESHER TRAINING IF THEY BELIEVE THE TRAINING IS OFFENSIVE OR MAY BE EMOTIONALLY OR PSYCHOLOGICALLY STRESSFUL TO THEM. MANAGERS AND SUPERVISORS WHO EXCUSE DA CIVILIANS FROM THE TRAINING WILL OFFER THOSE EMPLOYEES ALTERNATIVES TO THE TRAINING SUCH AS WRITTEN MATERIALS.

3.D.27. OVERSEAS AND DEPLOYED COMMANDS WILL COORDINATE LEADER ENGAGEMENT AND REFRESHER TRAINING FOR ALL UNITS IN THE FOOTPRINT OR AREA OF RESPONSIBILITY (ALL COMPONENTS).

3.D.28. OFFICE OF THE ADMINISTRATIVE ASSISTANT (OAA), IN CONJUNCTION WITH THE DIRECTOR OF THE ARMY STAFF WILL COORDINATE THE ARMY STAFF'S INPUT.

3.D.29. A SMALL GROUP FOR THIS ORDER IS APPROXIMATELY 25 PEOPLE OR LESS.

3.D.30. PRIOR TO APPOINTMENT OF ANY FULL-TIME BRIGADE SARC OR SHARP VA AFTER THE PUBLICATION OF THIS ORDER, NOMINEES MUST UNDERGO BOTH CENTRALIZED BACKGROUND SCREENING AND THE BROADENED LOCAL SCREENING OUTLINED IN ANNEX A. COMPLETE PROCEDURES WILL BE ADDRESSED IN A SUBSEQUENT FRAGO.

3.D.31. ALL SUSPENSE DATES ARE OUTLINED IN ANNEX G.

4. (U) SUSTAINMENT. NOT USED.

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5. (U) COMMAND AND SIGNAL. THE POINT OF CONTACT FOR THIS ORDER IS MS. SARAH BERCAW, 703-693-3727, SARAH.A.BERCAW.CIV@MAIL.MIL.

6. (U) EXPIRATION DATE OF THIS MESSAGE CANNOT BE DETERMINED.

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ANNEX A: FULL TIME BDE-LEVEL SARC/VA SCREENING WORKSHEET

LAST NAME, FIRST NAME	
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IF ANY NON-WAIVERABLE OFFENSES ARE FOUND, THE SCREENING SHOULD CEASE AND THE RESPONSIBLE AUTHORITY SHOULD BE NOTIFIED THAT THE SOLDIER IS NOT QUALIFIED AND MUST BE REMOVED.

NOTES SHOULD BE USED TO TRACK ISSUES FOUND.

PART 1: REVIEW TO ENSURE REQUIRED CHECKS COMPLETE (COMPL NLT 25 JUN 13 FOR AC/26 AUG FOR RC)

	UNIT REQUIREMENTS	YES	NO	PENDING (ADD DATE)
1	APPOINTMENT ORDERS			
2	DEPLOYABLE			
3	TRAINING (80 HOURS)			
4	NOVA CREDENTIALING			
NOTES:				

	UNIT/INSTALLATION CHECKS	NO ISSUE	WAIVERABLE	NON-WAIVERABLE
1	RANK: SARC: SFC OR HIGHER, MAJ/CW3 OR HIGHER, OR GS-11 OR HIGHER. THE SHARP VA WILL BE A SSG OR HIGHER 1LT/CW2 OR HIGHER OR GS-9 OR HIGHER.			
2	DEPARTMENT OF JUSTICE NATIONAL SEX OFFENDER REGISTRY (SEE NOTE 1)			
3	LOCAL POLICE RECORD CHECK (SEE NOTE 2)			
NOTES:				

NOTE 1: [HTTP://WWW.NSOPW.GOV](http://www.nsopw.gov)

NOTE 2: SEE 3.D.19. FOR STANDARD FOR LOCAL POLICE CHECK.

PART 2: CONDUCT BROADENED LOCAL SCREENING AT UNIT/ INSTALLATION LEVEL (COMPLETE NLT 25 JUN 13 FOR AC/26 AUG 13 FOR RC)

	UNIT/INSTALLATION CHECKS	NO ISSUE	WAIVERABLE	NON-WAIVERABLE
1	ASAP			
2	FAMILY ADVOCACY (ARMY CENTRAL REGISTRY)			
NOTES:				

REVIEWER: _____ SIGNATURE: _____

SUPERVISOR: _____ SIGNATURE: _____

PART 3: CONDUCT CENTRALIZED BACKGROUND SCREENING COORDINATED THROUGH HRC (COMPLETE NLT 25 JUN 13 FOR AC/26 AUG 13 FOR RC)

	CENTRALIZED BACKGROUND SCREENING	NO ISSUE	WAIVERABLE	NON- WAIVERABLE
1	OMPF / R-FICHE REVIEW			
2	IG FILES			
3	CID/CRC DATABASES			
4	FAMILY ADVOCACY (ARMY CENTRAL REGISTRY)			
5	DEPARTMENT OF DEFENSE CENTRAL ADJUDICATION FILES			
6	PERSONNEL DATABASE OF RECORD			
NOTES:				

REVIEWER: _____ SIGNATURE: _____

SUPERVISOR: _____ SIGNATURE: _____

PART 4: BEHAVIORAL HEALTH SCREENING (DUE 15 OCT 13)

	CENTRALIZED CHECK	NO ISSUE	WAIVERABLE	NON- WAIVERABLE
1	BEHAVIORAL HEALTH FILE REVIEW			
2	FACE-TO-FACE BH INTERVIEW			
NOTES:				

REVIEWER: _____ SIGNATURE: _____

SUPERVISOR: _____ SIGNATURE: _____

ANNEX A: COLLATERAL SHARP VA SCREENING CHECKLIST

LAST NAME, FIRST NAME	
-----------------------	--

IF ANY NON-WAIVERABLE OFFENSES ARE FOUND, THE SCREENING SHOULD CEASE AND THE RESPONSIBLE AUTHORITY SHOULD BE NOTIFIED THAT THE SOLDIER IS NOT QUALIFIED AND MUST BE REMOVED.

NOTES SHOULD BE USED TO TRACK ISSUES FOUND.

PART 1: REVIEW TO ENSURE REQUIRED CHECKS COMPLETE (COMPLETE 25 JUN 13 FOR AC/26 AUG 13FOR RC)

	UNIT REQUIREMENTS	YES	NO	PENDING (ADD DATE)
1	APPOINTMENT ORDERS			
2	DEPLOYABLE			
3	TRAINING (80 HOURS)			
4	NOVA CREDENTIALING			
NOTES:				

	UNIT/INSTALLATION CHECKS	NO ISSUE	WAIVERABLE	NON- WAIVERABLE
1	RANK: SARC: SFC OR HIGHER, MAJ/CW3 OR HIGHER, OR GS-11 OR HIGHER. THE SHARP VA WILL BE A SSG OR HIGHER 1LT/CW2 OR HIGHER OR GS-9 OR HIGHER.			
2	DEPARTMENT OF JUSTICE NATIONAL SEX OFFENDER REGISTRY (SEE NOTE 1)			
3	LOCAL POLICE RECORD CHECK (SEE NOTE 2)			
NOTES:				

NOTE 1: [HTTP://WWW.NSOPW.GOV](http://www.nsopw.gov)

NOTE 2: SEE 3.D.19. FOR STANDARD FOR LOCAL POLICE CHECK.

PART 2: CONDUCT BROADENED LOCAL SCREENING AT UNIT/ INSTALLATION LEVEL (COMPLETE NLT 10 OCT 13 FOR AC/10 OCT 13FOR RC)

	UNIT/INSTALLATION CHECKS	NO ISSUE	WAIVERABLE	NON- WAIVERABLE
1	ASAP			
3	FAMILY ADVOCACY (ARMY CENTRAL REGISTRY)			
NOTES:				

REVIEWER: _____ SIGNATURE: _____

SUPERVISOR: _____ SIGNATURE: _____

PART 3: CONDUCT CENTRALIZED BACKGROUND SCREENING COORDINATED THROUGH HRC (COMPLETE NLT 10 OCT 13 FOR AC/10 OCT 13 FOR RC)

	CENTRALIZED CHECK	NO ISSUE	WAIVERABLE	NON-WAIVERABLE
1	OMPF / R-FICHE REVIEW			
2	IG FILES			
3	CID/CRC DATABASES			
4	FAMILY ADVOCACY (ARMY CENTRAL REGISTRY))			
5	DEPARTMENT OF DEFENSE CENTRAL ADJUDICATION FACILITY			
6	PERSONNEL DATABASE OF RECORD			
NOTES:				

REVIEWER: _____ SIGNATURE: _____

SUPERVISOR: _____ SIGNATURE: _____

PART 4: BEHAVIORAL HEALTH SCREENING (DUE 15 OCT 13)

	CENTRALIZED CHECK	NO ISSUE	WAIVERABLE	NON-WAIVERABLE
1	BEHAVIORAL HEALTH FILE REVIEW			
2	FACE-TO-FACE BH INTERVIEW			
NOTES:				

REVIEWER: _____ SIGNATURE: _____

SUPERVISOR: _____ SIGNATURE: _____

ANNEX B: TRAINING REFERENCES FOR COMMANDER-LED REFRESHER TRAINING

IAW Paragraph 3.D.21. COMMANDERS/CIVILIAN SUPERVISORS ARE REQUIRED TO LEAD REFRESHER TRAINING THAT INCLUDES AS A MINIMUM A DISCUSSION OF LEADERSHIP, PROFESSIONAL ETHICS, THE WARRIOR ETHOS, APPLICATION OF ARMY VALUES TO PREVENTION AND RESPONSE TO SEXUAL HARASSMENT AND ASSAULT, PRIVACY AND SENSITIVITY WITH VICTIM REPORTS, TRUST AND AUTHORITY INHERENT TO DUTY POSITION, AND EXAMPLES OF HOW SEXUAL ASSAULT AND HARASSMENT DEGRADE ARMY READINESS AND COHESION.

MATERIALS PROVIDED TO ENABLE THIS LEADER EXECUTED TASK CAN BE LOCATED AT:

ARMY AKO SITE FOR SHARP REFRESHER TRAINING: <https://www.us.army.mil/suite/files/40380764>

- RECRUITERS: <https://www.us.army.mil/suite/files/40380961>
- DRILL SERGEANTS: <https://www.us.army.mil/suite/files/40380927>
- AIT PLATOON SERGEANTS : <https://www.us.army.mil/suite/files/40380908>
- TRAINING VIDEOS: <https://www.us.army.mil/suite/files/40380954>

SHARP: <http://www.sexualassault.army.mil/>

SHARP REFRESHER TRAINING (FOR SARCS/VAS)

COMMANDER'S CHECKLIST FOR UN(RES)TRICTED REPORTS

SAPR STANDOWN BRIEFING

TRAINING SUPPORT PACKAGES

ARMY VALUES/WARRIOR ETHOS: <http://www.army.mil/values/#>
<http://www.army.mil/values/warrior.html>

AMERICA'S ARMY OUR PROFESSION: <http://cape.army.mil/AAOP/AAOP%20Overview/overview.php>

ARMY ETHICS: <https://www.jagcnet2.army.mil/85257488005852E3/frmlogin?openform>

ANNEX C: TRAINING REFERENCES FOR LEADER ENGAGEMENTS

IAW Paragraph 3.D.23. LEADERS ENGAGEMENTS WILL, AT A MINIMUM, ADDRESS THE FOCUS AND OPERATION OF THE ARMY SHARP PROGRAM AND I. A.M. (INTERVENE,ACT, MOTIVATE) STRONG SEXUAL HARASSMENT/ASSAULT RESPONSE AND PREVENTION CAMPAIGN; INDIVIDUAL RESPONSIBILITY AND ACCOUNTABILITY FOR MAINTAINING A COMMAND CLIMATE OF DIGNITY AND RESPECT; IMPORTANCE OF INCULCATING ARMY VALUES IN DAILY OPERATIONS AND HOW THOSE VALUES RELATE TO THE PREVENTION AND RESPONSE TO SEXUAL HARASSMENT AND SEXUAL ASSAULT; POTENTIAL CONSEQUENCES FOR SEXUALLY BASED OFFENSES AND EXAMPLE OF HOW SEXUAL HARASSMENT AND ASSAULT ADVERSELY IMPACT OUT ARMY.

MATERIALS PROVIDED TO ENABLE THIS LEADER EXECUTED TASK CAN BE LOCATED AT:

ARMY AKO SITE: <https://www.us.army.mil/suite/files/40380764>

TRAINING VIDEOS: <https://www.us.army.mil/suite/files/40380954>

SHARP: <http://www.sexualassault.army.mil/>

SHARP REFRESHER TRAINING

COMMANDER'S CHECKLIST FOR UN(RES)TRICTED REPORTS

SAPR STANDOWN BRIEFING

ARMY VALUES: <http://www.army.mil/values/#>

<http://www.army.mil/values/warrior.html>

AMERICA'S ARMY OUR PROFESSION - <http://cape.army.mil/AAOP/AAOP%20Overview/overview.php>

ANNEX D: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES

******THESE CRITERIA APPLY TO MILITARY ONLY******

TYPE I REPORTS: REPORTS OF UNFAVORABLE INFORMATION, OFFENSES, OR DISQUALIFYING CONDITIONS RESULTING IN MANDATORY PERMANENT DISQUALIFICATION FOR APPOINTMENT OR RETENTION AS A SARC, SHARP VA, RECRUITER, DRILL SERGEANT OR AIT PLATOON SERGEANT.

- 1. ANY CREDIBLE EVIDENCE OF CRIMINAL ACTIVITY INVOLVING A SEXUAL HARASSMENT; SEXUAL ASSAULT (ARTICLE 80, 120, AND 125); FAMILY MEMBER OR CHILD ABUSE; PANDERING; PROSTITUTION; ANY CRIMINAL OFFENSE RELATED TO PORNOGRAPHY (EXCEPT ARTICLE 92 VIOLATIONS) INCEST, BESTIALITY, ADULTERY, SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION, STALKING.**
- 2. CREDIBLE EVIDENCE OF CRIMINAL ACTIVITY INVOLVING DRUG ABUSE (USE, POSSESSION, DISTRIBUTION, MANUFACTURING), TO INCLUDE PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS**
- 3. ADVERSELY ADJUDICATED ACTION INVOLVING LARCENY/THEFT/FRAUD**
- 4. ANY COURT-MARTIAL CONVICTION IN A SOLDIER'S CAREER**
- 5. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES**
- 6. ANY RELIEF FOR CAUSE NCOER OR OER**
- 7. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I OFFENSE OR MULTIPLE TYPE II OFFENSES**
- 8. CURRENTLY FLAGGED, BARRED TO REENLISTMENT, OR CODED WITH ANY INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY**
- 9. REPEAT OFFENDER (OR COMBINATION OF) TYPE TWO OFFENSES**
- 10. PENDING MEB/PEB/MAR2.**

TYPE II REPORTS: REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES THAT HAVE OCCURRED IN THE LAST 5 YEARS, OR OTHER DISQUALIFYING CONDITIONS. THESE MAY BE WAIVED BY RESPONSIBLE APPOINTMENT AUTHORITY. AS EXPLAINED IN PARAGRAPH 3.D.12, IF WAIVER IS APPROVED THE REMOVAL AUTHORITY WILL PREPARE AND SIGN A MEMORANDUM FOR RECORD ARTICULATING THE RATIONALE FOR THE WAIVER AND WHY THE INDIVIDUAL IS STILL THE BEST SUITED TO SERVE IN THAT POSITION.

- 1. ANY SUBSTANTIATED ALCOHOL RELATED INCIDENT TO INCLUDE BUT NOT LIMITED TO OPERATING A MOTOR VEHICLE UNDER THE INFLUENCE OR WHILE ABILITY IS IMPAIRED**
- 2. LARCENY/THEFT BELOW \$100 LEVEL**
- 3. MINOR ASSAULT NOT LISTED IN TYPE I ABOVE.**
- 4. SINGULAR DRUG USE OFFENSE BEYOND FIVE YEARS.**
- 5. MISDEMEANOR LEVEL TRAFFIC OFFENSES (E.G., RECKLESS DRIVING)**
- 6. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)**

7. LETTERS OR MEMORANDA OF REPRIMAND FOR OFFENSES OTHER THAN THOSE OFFENSES LISTED ABOVE IN TYPE I.
8. GOOD CONDUCT MEDAL DISQUALIFICATION MEMORANDUMS
9. PREVIOUS REDUCTION IN RANK OR REMOVAL FROM PROMOTION LIST
10. A NO ON ANY ARMY VALUES BLOCK ON NCOER OR OER
11. LINE OF DUTY OR MISCONDUCT REPORTS OF INVESTIGATION FOR OFFENSES OTHER THAN THOSE OFFENSES LISTED ABOVE IN TIER ONE.
12. APFT FAILURE OR NON-COMPLIANCE WITH BODY FAT STANDARDS OF AR 600 WITHIN PAST THREE YEARS
13. REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE.
14. OTHER UNFAVORABLE INFORMATION: ANY RECORD OF UNFAVORABLE INFORMATION OTHER THAN THE ABOVE IN THE PAST 3 YEARS.

ANNEX E: SCREENING MATRIX

- ALL CURRENT SCREENING WILL BE REVIEWED NLT 1 JUL FOR AC AND 1 SEP 13 FOR RC.
- PHASE 1 ADDED SCREENING WILL BE COMPLETE NLT 1 JUL FOR AC PHASE 2 ADDED SCREENINGS WILL BE COMPLETE NLT 15 OCT 13.
- ARNG BROADENED SCREENING WILL BE COVERED IN FOLLOW-ON FRAGO.

SCREENING CATEGORY	UNIT	STATUS	PHASE 1	PHASE 2	REQUIREMENTS	ADDITIONAL SCREENINGS	ADDITIONAL PHASE 2 SCREENINGS
UNIT	UNIT	N/A	CURRENT	CURRENT	N/A	N/A	N/A
UNIT	UNIT	N/A	CURRENT	CURRENT	N/A	N/A	N/A
UNIT	UNIT	N/A	CURRENT	CURRENT	N/A	N/A	N/A
UNIT	UNIT	ADD PHASE 2	CURRENT	CURRENT	ADD PHASE 2	ADD PHASE 2	ADD PHASE 2
UNIT	UNIT	ADD PHASE 2	ADD PHASE 1	ADD PHASE 2	ADD PHASE 2	ADD PHASE 2	ADD PHASE 2
UNIT	UNIT	ADD PHASE 2	CURRENT	CURRENT	ADD PHASE 2	ADD PHASE 2	ADD PHASE 2
UNIT	UNIT	ADD PHASE 2	ADD PHASE 2	ADD PHASE 2	CURRENT-AC/USAR ADD PHASE 2 ARNG	CURRENT-AC/USAR ADD PHASE 2 ARNG	ADD PHASE 2
UNIT & HRC	UNIT & HRC	ADD PHASE 2 (HRC)	CURRENT-UNIT LONG-TERM BY HRC (AC/USAR)	CURRENT-UNIT LONG-TERM BY HRC (AC/USAR)	CURRENT HRC (AC/USAR)	CURRENT HRC (AC/USAR)	CURRENT HRC (AC/USAR)
HRC	HRC	ADD PHASE 2	ADD PHASE 1 (AC) PHASE 2 (USAR)	ADD PHASE 2	CURRENT (AC/USAR)	CURRENT (AC/USAR)	CURRENT (AC/USAR)
HRC	HRC	ADD PHASE 2	ADD PHASE 1 (AC) PHASE 2 (USAR)	ADD PHASE 2	CURRENT (AC/USAR) ADD PHASE II (ARNG)	CURRENT (AC/USAR) ADD PHASE II (ARNG)	CURRENT (AC/USAR)

SCREENING CRITERIA	RESP AGENCY	SHARP PM	FULL-TIME SARC/SHARP VA	COLLATERAL DUTY SHARP VA	RECRUITERS	DRILL SERGEANTS	AIT PLATOON SERGEANTS
CID/CRC DATABASES	HRC	ADD PHASE 2	ADD PHASE 1 (AC) PHASE 2 (RC)	ADD PHASE 2	CURRENT (AC/USAR)	CURRENT (AC/USAR)	CURRENT (AC/USAR)
DEPT OF DEF CENTRAL ADJ FAC (DoDCAF)	HRC	ADD PHASE 2	ADD PHASE 2	ADD PHASE 2	CURRENT	CURRENT	CURRENT

ANNEX F: AUTHORITY MATRIX

	APPOINTING	WAIVER	REMOVAL
SHARP PM (ALL COMPOS)	GENERAL OFFICER	GENERAL OFFICER	GENERAL OFFICER
SARC (AC)	GENERAL OFFICER	GENERAL OFFICER	GENERAL OFFICER
SARC (ARNG/USAR)	GENERAL OFFICER	NGB/USAR G-1 AND GENERAL OFFICER	GENERAL OFFICER
VA (AC)	O-6 COMMANDER OR GS-15 EQUIVALENT	1 ST GENERAL OFFICER IN CHAIN OF COMMAND	1 ST GENERAL OFFICER IN CHAIN OF COMMAND
VA (ARNG/USAR)	O-6 COMMANDER OR GS-15 EQUIVALENT	NGB/USAR G-1 AND 1 ST GENERAL OFFICER IN CHAIN OF COMMAND	1 ST GENERAL OFFICER IN CHAIN OF COMMAND
RECRUITERS (AC AND USAR)	HRC	HRC	USAREC
DRILL SERGEANTS (AC AND USAR)	HRC	HRC	TRADOC/USARC
RECRUITERS (NG)	TBD	TBD	TBD

ANNEX G: SUSPENSE DATE MATRIX

	ACTIVE UNITS	ARNG	USAR	G-1	HRC
REFRESHER TRAINING COMPLETE	26 JUN 13	26 AUG 13	28 AUG 13	N/A	N/A
LEADER ENGAGEMENT COMPLETE	26 JUN 13	26 AUG 13	28 AUG 13	N/A	N/A
REFRESHER TRAINING MEMORANDUM TO G-1	28 JUN 13	28 AUG 13	28 AUG 13	N/A	N/A
LEADER ENGAGEMENT MEMORANDUM TO G-1	28 JUN 13	28 AUG 13	28 AUG 13	N/A	N/A
REVIEW OF EXISTING SCREENING	25 JUN 13	28 AUG 13	28 AUG 13	N/A	N/A
BROADENED SCREENING COMPLETE (FULL TIME SARCS/SHARP VAS)	25 JUN 13	FRAGO	FRAGO	N/A	25 JUN 13
BY NAME REPORT OF PHASE ONE SCREENING TO G-1	28 JUN 13	28 AUG 13	28 AUG 13	N/A	28 AUG 13
REPORT TO SECDEF ON AC REF A REQUIREMENTS	N/A	N/A	N/A	1 JUL 13	N/A
REPORT TO SECDEF ON RC REF A REQUIREMENTS	N/A	N/A	N/A	1 SEP 13	N/A
RECOMMENDATIONS ON THE ROLE OF THE SARC AND SHARP VA	N/A	N/A	N/A	1 JUL 13	N/A
CENTRAL REPORTING MECHANISM	N/A	N/A	N/A	1 OCT 13	N/A
UPDATE PSSP				TBD	

	ACTIVE UNITS	ARNG	USAR	G-1	HRC
REGULATION UPDATE AR 600-20				TBD	
REGULATION UPDATE AR 600-20, AR 614-100, AR 614-200, AR 601-1				TBD	
DCAF MOA				TBD	

Utilizing Victim Advocates Block 15

Sexual Assault Response Coordinator Training



Recruit & Screen VA Candidates



- **VA Recruit Marketing**
 - **Written Application**
 - **Candidate Interview**
 - **Background Check**
 - **Classroom Training**

2

--This block is designed to discuss Recruiting, Selecting, Training, Supervision, and Recognition of Volunteers

-Guidelines for working with volunteers

--not written in stone/be flexible

--challenge to keep volunteers motivated

--listening

--Candidates are candidates until they have completed training

--Training is more than the 40 hour course. There needs to be practical application

--Having candidates assess the program (provide feedback) can also give you insight into their understanding of the program



*"Victims have discovered that they are treated as appendages of a system appallingly out of balance. They have learned that somewhere along the way, the system has lost track of the simple truth that **it is supposed to be fair and to protect** those who obey the law while punishing those who break it. Somewhere along the way, the system began to serve lawyers and judges and defendants, treating the victim with institutionalized disinterest."*

**President Reagan's Task Force on Victims of Crime,
December, 1982.**

3



“You hear about crime on TV or read it in the newspaper, but the only way you really find out is to have the people who have suffered as victims come and testify in person, and from that you get the real feeling of the horrible suffering that they went through and what we have to do to try to balance the system.”

Task Force Member – Doris Dolan

4

Recruiting/Marketing for Volunteers



- **Written Word**
 - Base Paper
 - Message from WG/CC
- **By Mouth**
 - Wing Stand-up
 - Commander's Calls
 - 1st Sgts' Council



5

-Recruiting: Before we can train advocates we must recruit volunteers. Some of you will be fortunate enough to have volunteers with little or no recruiting, most will have to work much harder at recruiting.

--Marketing Channels

---Base paper; gives an opportunity to explain in greater detail criteria for VAs.

---Solicit through leadership; commanders and 1st Sgts often know people that would do well as a VA

---Commander's Calls

---Word of mouth – through current VAs

Name some ways or you might recruit volunteers.

You need to tell your story to attract volunteers.

402006

300407

Screening Candidates



- 2.5.1.1. Only active duty military personnel, Reserve or National Guard personnel in active status, and DoD civilian employees may serve as VAs. Reserve Personnel assigned to the MTF may serve as VAs only if they are assigned to a reserve medical squadron and have no patient-related duties. See paragraph 2.3.1.1. regarding conflicts of interest precluding some military members from serving as SARCs—these individuals are likewise precluded from serving as VAs. The SARC will determine if any VA has or develops a conflict of interest and will reassign accordingly.

6

-Supervision is individual (one size does not fit all)

--Feedback, correction or individualized instruction needs to be addressed privately.

--Group instruction is particularly useful for problem solving and for processing critical incidents.

--Group work requires structure and attentive facilitation to avoid the pitfall of meandering conversation or conversation dominated by a few vocal members of the group.

--We take on a whole different dimension with VA's because they are "volunteer." You may need to emphasize to commanders that it is volunteer and not "voluntold."

What are the qualities we want/don't want in VAs?

Discuss who can be a VA. Ref AFI 36-6001 para 2.3.1.1

300408

Application: Cmdr's Statement



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Attachment 3

COMMANDER'S OR AGENCY HEAD'S STATEMENT OF UNDERSTANDING

VICTIM ADVOCATE VOLUNTEER

1. I know _____ has volunteered to serve as a victim advocate (VA).
2. The Sexual Assault Response Coordinator (SARC) has briefed me on the roles and responsibilities of a VA.
3. I understand the VA position may involve or require a significant amount of time for training and performance of VA duties when assigned to a victim. These duties may include accompanying a victim to various referral appointments, interviews, and judicial proceedings. This time will be in addition to regular duties, and may occur after normal duty hours.
4. I understand a VA will be periodically on call to perform VA duties. While on call, the VA must be available to respond within a reasonable period of the notification to report.
5. I understand that while a VA is performing duties as a victim advocate, the VA reports directly to the Sexual Assault Response Coordinator (SARC).
6. I understand I will be informed of any absences from the work center as soon as possible, and if the mission dictates the VA must report to work for normal duty hours they will be given compensatory time as soon as possible after the event.
7. I and the supervisor will not interfere with, or otherwise attempt to negatively influence, a VA's sexual assault victim advocacy duties. If there is a conflict between a VA's primary duty and advocacy responsibilities, the SARC and I will discuss to resolve the conflict.
8. I will advise the SARC if my volunteer develops any negative quality indicators, and will discuss options regarding continued service as a VA.
9. I understand the VA will not report any details of the case to me nor will I ask them for any details.
10. If I should encounter any problems or concerns, I will contact the SARC or the VA Coordinator.
11. I understand the responsibilities of the VA and am willing to support them.

-The paperwork is sometimes overlooked as just a square to be filled but each of the letters or forms have a very important purpose. If as SARCs we don't understand the purpose then our VAs won't understand.

-What is being accomplished by having the Commander/Agency statement of understanding signed?

--How frequently should it be reviewed? Signed?

Who should sign it?

I like to have both the immediate supervisor and the commander sign the statement. It helps to eliminate misunderstanding by the supervisor.

Discuss: Comp-time and change in work circumstances.

Application: Volunteer Statement



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Attachment 4

VICTIM ADVOCATE VOLUNTEER STATEMENT OF UNDERSTANDING

VICTIM ADVOCATE ROLES AND RESPONSIBILITIES

I volunteer to serve as a victim advocate. My commander or agency head has agreed to make me available to act as a volunteer victim advocate. As such, I understand:

- My duties will be to provide emotional support, liaison services and care to a victim. My responsibilities will include providing crisis intervention, referral and ongoing non-clinical support including information on available options and resources to assist the victim in making informed decisions about the case.
- VA services will continue until the victim states support is no longer needed or the SARC makes the determination based on the victim's response to offers of assistance. I understand that my duties do not include providing counseling or diagnostic services to victims of sexual assault.
- My status as a volunteer VA may be terminated at any time at the discretion of the Vice Wing Commander or the Sexual Assault Response Coordinator.
- I must successfully complete the entire mandatory 40 hours of training before I perform duties as a VA and that continuing education and training will be required.
- This position may involve or require a significant amount of my time for training and performance of victim advocate duties (when assigned to a victim).
- I will be periodically on call to perform VA duties and this time will be in addition to my regular duties. While I am on call, I must be available to respond within a reasonable period of the notification to report.
- While I am performing duties as a victim advocate, I report directly to the Sexual Assault Response Coordinator (SARC) and I must let my supervisor know when I am absent due to VA duties.
- I have no victim advocate responsibilities or authority regarding a victim unless I am specifically assigned to a victim by a SARC.
- I understand the need to treat all information, restricted or unrestricted, as sensitive personal information warranting limited access and effective controls.
- Covered Communications Under Restricted Reporting I understand:
 - While performing my duties as a VA, I will be told and have access to covered communications (confidential personal information under restricted reporting).
 - Covered communications include any oral, written or electronic communication of personally identifiable information made by the victim to the SARC, assigned VA or a Healthcare Personnel or by and between the individual, SARC, assigned VA and Healthcare Personnel related to the sexual assault or alleged assault.

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- Personal identifying information includes information from and about a victim or alleged assailant in a sexual assault that would disclose or have a tendency to disclose a victim's or alleged assailant's identity. This personal identifying information might include the person's name or particularly identifying description (e.g., physical characteristics or identity by position, rank, or organization), or other information about the person or the facts and circumstances involved that could reasonably be understood to identify the person (e.g., a female in a particular squadron or detachment when there is only one female assigned). In contrast, non-identifying personal information includes those facts and circumstances surrounding the sexual assault incident or individuals that generally describe the incident and individuals without tending to disclose an individual's identity.
- I may not reveal personal or other identifying information without the express written consent of the victim or a determination that one of the exceptions to the AFI and Guidance on Sexual Assault Prevention and Response applies. Unless circumstances clearly warrant otherwise, I will disclose this information only after receiving permission from the SARC.

Acknowledgments

- I acknowledge that unauthorized disclosure of a covered communication, improper release of medical information and other violations of this directive may result in administrative action or action under the Uniform Code of Military Justice.
- I acknowledge that I have read and received a copy of the AFI and guidance on Sexual Assault Prevention and Response.

(Signature of Victim Advocate) (Date)

(Signature of Witness) (Date)

(Signature of Installation SARC) (Date)

8

-Comp-time is not guaranteed to VAs. Needs to be worked out with supervisor ahead of working extra hours.

-Work circumstances sometimes change affecting an individual's ability to function as a VA.

-When can the VA complete the VA Volunteer Statement of Understanding?

--Anytime before they begin working but an option would be to review it at the beginning of the VA classroom work.

Application: Volunteer VA Application



AF16-008 29 SEPTEMBER 2005 AF16-008 29 SEPTEMBER 2005 AF16-008 29 SEPTEMBER 2005

Attachment 6
VOLUNTEER VICTIM ADVOCATE APPLICATION

Name _____
Address _____
City/State/Zip _____
Organization _____
Home Phone _____ Day Phone _____

1. Describe why you are interested in becoming a volunteer victim advocate?

2. What skills, education, or life experience do you have that you believe would help you serve effectively as a volunteer victim advocate?

3. In what ways do you think you would benefit personally from your training and service as a volunteer victim advocate?

4. Based on your current understanding of the responsibilities of a volunteer victim advocate, what do you think would be difficult or challenging aspects of this role for you?

5. Are you willing to consent to the mandatory training and on and off-duty time that may be required to assist a victim?

6. What other volunteer activities are you engaged with?

7. Do you have any current significant stresses in your work or personal life?

8. How do you manage the resulting stress?

9. Have you, or has anyone close to you, experienced a significant personal trauma?
Yes _____ No _____
If yes, the SARC will speak with you or provide about this so that he or she can better understand an applicant's role and service to others.

Note: A great many victim advocates or caregivers have been made stronger as their service to others by the care they themselves have received, or looked after, from mental health professionals. This program offers the work of mental health professionals, who have helped many individuals to experience growth and healing. A response to this question is requested in order that the SARC, who will supervise and assign victim advocates, can most effectively match victim advocates with victims.

10. Have you ever been charged with a crime? Yes _____ No _____
If yes, please explain the nature of the charges and subsequent disposition.

11. Please provide two references who are not family members.
1. Name _____
Address _____
Relationship _____
Phone number _____
2. Name _____
Address _____
Relationship _____
Phone number _____

The information I have provided in this application is true and complete to the best of my knowledge. I agree to serve as a volunteer victim advocate and to function within the boundaries of my policy and supervisory jurisdiction. I give permission for the SARC to utilize my references, contact my personal telephone land-line and e-mail addresses, to contact and/or interview persons or businesses professionally appearing on this application for employment.

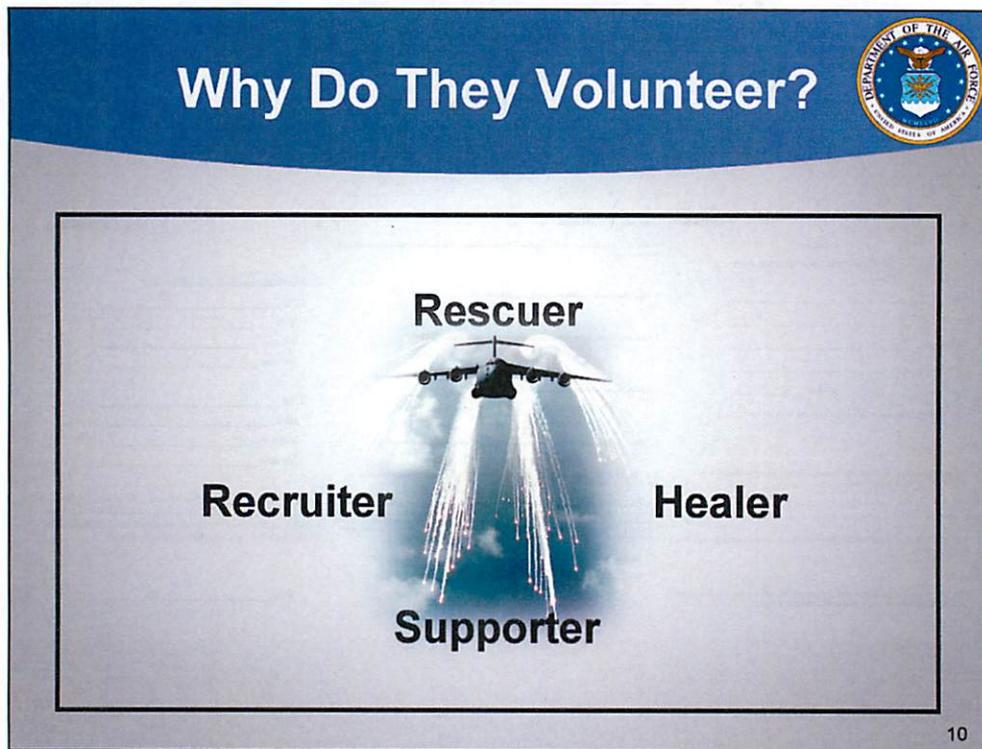
Signature _____ Date _____

9

Who is the VA application for? You as the SARC but it also gives the candidate a chance to reflect on some of the reasons they want to be a VA. Most want to be VAs for the same reasons SARCs want to be SARCs.

300411

300411



Candidates want to join the program for all kinds of reasons, some good, some really good, and some really bad.

How they perceive their role can be a good clue to their motivation.

Rescuer: to save others

Recruiter: to recruit to the "club" of SA survivors.

Healer: Playing doctor

Supporter/advocate: which is what I look for

What Needs Maybe Met?



11

Working with clients may meet some need a VA has but, if people do a good job they should get some gratification or satisfaction from giving their time. We still need to realize there are issues that can harm both the VA and the Victim.

300413

Healthy VA



- **Client Centered**
- **Knowledge of Transference/Counter**
- **Appropriate Boundaries**
- **Transparent to SARC**
- **Prepared to Ride the Rollercoaster**
- **Comfortable with Following**

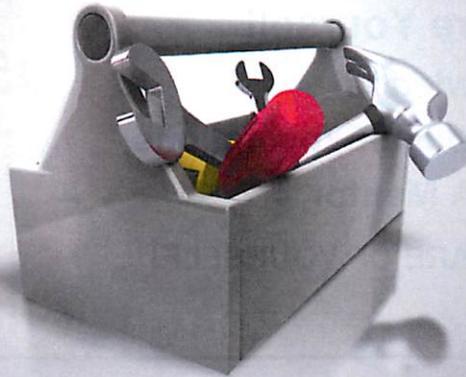
12

We need to be aware of how our VAs do their jobs, deliver services, but also how the job impacts them personally.

Successful Advocacy Requires the Right Tools



- <http://www.youtube.com/watch?v=-lriwkazDFE>



13

We are working with volunteers don't take it for granted that they know... be sure.

Get Ready For Victim Advocates



- **Prepare Yourself**
 - Knowledge
 - Establish Expectations
 - Get A Mentor
- **TAKE CARE OF YOURSELF!**



14

We should be writing input for performance reports.

Poor supervision can result in poor service that may place victims, volunteers, and the program at risk.

Clients/Victims tend to not come back if they get poor service and they talk to others.

VA RIGHTS



- **Treated with Respect**
- **Trained Adequately/Continuing**
- **Support and Supervision**
- **Safe Personally and Professionally**
- **Recognized for Work**

VA Responsibilities



- Time to Train
- Command Approval
- Be Truthful
- Maintain Proper Boundaries
- Follow Through on Casework
- Know Resources/Access



VA Responsibilities



- **Be Compassionate**
 - Not Enmeshed
- **On Call/Carry Phone**
- **Risk Screening**
- **Outreach/Ed/Briefings**
- **On your base/at GSUs**



Keeping the Train on the Track



- **Required Minimum/Continued Training**
- **Documented Accountability**
 - Signed Job Descriptions and Policy
- **Regular Feedback**



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There are policies that you need to put in place to facilitate supervision and quality of direct service. The advocate needs to know what is expected, be trained to provide the service in the way that is expected, and you need to check to make sure that the services are in fact provided as directed.

Derailers



- **Burn-out**
- **Willful Violation of Policy**
- **Repeated Violations (even unintentional) of Minor Policies**
- **Inadequate Boundaries**
- **Patterns of Conflict**

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Here are some common problems that you should be alert for in providing supervision to volunteers. Problems associated with burn-out are discussed in detail in other sections. They are quite common in work this demanding. Volunteers need to be given every opportunity to discuss their experience of providing assistance to victims. The SARC should make space for this in group and individual settings on a regular basis.

Policy violations are significant in several ways. A one-time violation of a single policy is usually not problematic. Recurrent or willful violations are another matter. They may signify an intention that does not match your agency's mission or philosophy. They can cause your relationship with the volunteer to be complex and fraught with conflict. While policy violations should not be over-interpreted, the underlying causes and justifications should be closely scrutinized for danger signals.

Recognition



- **Active Recognition Program**
- **Annual/Monthly/Regular Intervals**
- **Feedback to VAs Supervisor/Unit**



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Recognition, especially with volunteers, is often low on the priority list and sometimes not done at all. A good recognition program serves as positive reinforcement of what people are doing right. Consider different levels of recognition and different intervals for the events.

Annual events should be major productions with the most significant efforts recognized. All along the way, monthly or even weekly there should be public pats on the back. If something big has happened don't wait a year be as timely as possible with the recognition. Certificates, and when possible plaques, are important markers of the occasion.

Recognition does not always need to wait for a ceremony. Tell your VAs that they are doing a great job when they are. Encouraging words mean more than we sometimes imagine. The VAs are volunteers, taking the time to actively listen to them, giving them your full attention, has an impact.

Listening to the VAs, acknowledging that what they think is important, is a form of recognizing their worth and contribution to the program.

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Getting Client Feedback



- **Anonymous**
- **Survey a Way to Improve Service**
- **Participation is Voluntary**



Critical to evaluating SAPR services is client input. It is critical that clients know their identities are confidential until they chose to disclose their experience. Seeking input while simultaneously honoring these values is hard to do. Some programs do use anonymous written feedback from their customers. If this method is used, the feedback instrument should make clear that the Advocate will not read it but instead it will be used to improve training and service delivery.

All Advocates will encounter a victim with whom they do not click. The results of one feedback should not be given undue weight in evaluating Advocate performance.

Ethics Problems



- **Poor Boundaries With Clients**
 - Excessive Personal Involvement with Clients
 - Personal, as Opposed to Token, Gifts
 - Rescuing
 - Excessive Self-Disclosure by VA
 - Loans or Barter
 - Inappropriate Touching

Walker, 1999

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300424

Ethics Problems



- **Belief that the volunteer is uniquely qualified to work with a client**
 - **Off-duty contact with client**
 - **Failure to make appropriate referrals**
 - **Actively discouraging client to seek other avenues of support appropriate to their circumstances**

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This slide describes a set of ethical violations.

Supervision of volunteers is an extremely rewarding kind of work. People who offer that which is most precious, their time, are extremely generous people. People who volunteer for work as intense as this are providing a part of themselves as a solution to a problem that can only be healed by many, many people offering parts of themselves. Your life will be enriched by these generous souls. Your gift to them is to nourish them in the work so that they do not use themselves up. A mutually supportive relationship will improve the community that you live in and will improve the lives of the individual victims you serve.

Can Anyone Be A VA?



Putting VA's to Work



- Casework
- Call
- Training
- Outreach



Summary



- Successful recruitment begins with a Marketing Plan
- Applications must be fully completed and reviewed
- Be prepared to explain who is not an appropriate candidate IAW AFI



Client-centered

Transparent to SARCS

VAs

Understand boundaries

Flexible

FINAL THOUGHT



“Creating the future that we desire will require tenacious advocates who are willing to commit themselves and their resources for the long term. This is not a program that will be completed in 1 year or a decade but a goal that will yield slowly to a lifetime of effort.”

- RESEARCH & ADVOCACY DIGEST (2003)



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QUESTIONS?



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**AIR FORCE SEXUAL ASSAULT RESPONSE COORDINATOR (SARC) COURSE
MAFHRMS 140 LESSON PLAN**

**PART I
COVER SHEET**

COURSE: Air Force Sexual Assault Response Coordinator (SARC)

AREA III: Program Execution at the Installation Level

AREA III OBJECTIVE: To comprehend the duties and responsibility of the SARC in order to have an effective installation-level sexual assault prevention and response program.

LESSON PERIOD/TITLE: (303—2L/Q); Utilizing Victim Advocates

RESOURCE PERSON: SAPR Program Manager—Guest Instructor

TEACHING METHOD: Informal Lecture

REFERENCES: *N/A*

AIDS/HANDOUTS/NOTETAKERS:

PENDING

STUDENT PREPARATION/READING ASSIGNMENT:

PRESENTATION TIME: 2.0 Hour

PART 1A

COGNITIVE LESSON OBJECTIVE:

To comprehend why members volunteer as victim advocates (VA), types of VA outreach and recruitment tools SARCs can use, methods for screening VA volunteers, limitations on who can be a VA, interviewing prospective VA candidates, supervising Victim Advocates, and effective VA training.

COGNITIVE SAMPLES OF BEHAVIOR:

Each student will be able to:

1. Explain Victim Advocate Roles and Responsibilities as compared and contrasted to the SARC.
2. Understand the importance of recruiting and thoroughly screening Victim Advocates, and how their personal biases, personal experiences, perhaps as a victim, can influence their effectiveness as VAs.

3. Summarize the SARC's supervisory role to VAs, and under what conditions the VA reports to the SARC.
4. Understand how to create an effective training environment when conducting initial and refresher VA training.

AFFECTIVE LESSON OBJECTIVE:

Appreciate the importance of Victim Advocates to achieve a successful SAPR program.

AFFECTIVE SAMPLES OF BEHAVIOR:

1. Voluntarily participate in a class discussion to show appreciation that VAs are an extension of the SARC, and must be trained and valued.
2. Exhibit positive non-verbal communication during lesson on the role and importance of Victim Advocates.

PART 1B

ORGANIZATIONAL PATTERN: Topical

STRATEGY: This period consists of an informal lecture and question and answer session followed. The instructor will focus on the importance of these issues as they relate to SARCs. The instructor will attempt to actively involve the students in the lesson through clarifying, illustrating, and discussing specific aspects of the subject. Students will be encouraged to ask questions throughout the presentation to reinforce comprehension of the material presented. A key element of this strategy is to keep the presentation learner-focused vice teacher-focused, i.e., the instructor will keep the students involved and learning. The instructor will make the presentation a participative learning experience. The organizational pattern of this instruction is topical beginning with the most important aspects of the subject.

LESSON OUTLINE:

MAIN POINTS:

MP1. The importance of the role and responsibilities of the Victim Advocate and comparison to role of SARC.

MP2. Recruiting and thoroughly screening Victim Advocates is critical to their overall effectiveness.

MP3. The various goals of Victim Advocate supervision by SARCs.

**AIR FORCE SEXUAL ASSAULT RESPONSE COORDINATOR (SARC) COURSE
PART II**

TEACHING PLAN

Introduction

ATTENTION: Gain the attention of the SARC student by clearly focusing on the lesson objective(s) as contained in Part I (cover sheet) of this lesson. In a compelling, creative manner explore the question: "What do we want to gain from this lesson?"

MOTIVATION: Establish a clear relationship between this lesson and the students' needs. Explain that students learn best when they feel the need to know. Special attention will be given to creating a healthy situation in which students feel a need to know the sexual assault material presented. This will be done in an encouraging, enthusiastic manner.

OVERVIEW: Provide the students with a clear sequence of how this particular lesson will be presented. The instructor will outline for the students the main and subpoints and strategy/presentation as contained in Part I of the lesson plan.

TRANSITIONS: Continuously relate main and subpoints to the objective(s) of this lesson. Ensure that smooth orderly and logical connections are provided throughout the lesson. Transitions will provide the students a sense of lesson unity and prevent any dysfunction in the material presented.

INTERIM SUMMARIES: The lesson will include interim summaries as required to further develop and/or reinforce student learning.

QUESTION AND ANSWER SESSION: Encourage though-provoking questions throughout the lesson, which strongly reinforce understanding of this lesson. Insightful timing is essential. Responses to student questions will be accurate and complete. Instructor will sense any areas of confusion and anticipate student questions.

Body

The body will consist of: content outline, visual aids used, delivery notes, and other related material actually used by the instructor in the lesson.

Conclusion

Summary: The conclusion of this lesson will include a final summary. This will summarize relevant material from questions and answers raised coupled with a quick review of main points. The final summary will also restate the lesson objective(s) in Part I of the lesson. A **remotivation** will identify a variety of potential users of the material contained in the lesson plan and encourage student application (use) of the material learned. A **closure portion** of the lesson will leave the student with a positive sense of completion and challenge to effectively apply the material learned day-by-day, hour-by-hour.

AF-Q.11
Q.31



SECRETARY OF THE AIR FORCE
WASHINGTON

INFO MEMO

FOR: SECRETARY OF DEFENSE

THROUGH: UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

FROM: Eric K. Fanning, Acting *EF* OCT 28 2013

SUBJECT: Enhancing Commander Assessment and Accountability, Improving Response and Victim Treatment

- In your May 6, 2013, memorandum, you directed the Service Chiefs, through their respective Secretaries of the Military Departments, to develop methods to assess the performance of military commanders in establishing command climates of dignity and respect and incorporate sexual assault, prevention and response (SAPR) prevention and victim care principles in their commands and to hold them accountable.
- The Air Force is implementing the following methods to assess commanders and hold them accountable:
 - Modifying the feedback and evaluation forms for every Airman to ensure organizational climate is discussed during performance feedback sessions. Along with modifying the forms, we added language to Air Force Instruction (AFI) 36-2406, *Officer and Enlisted Evaluation Systems*, which defines the term "organizational climate" and holds all Airmen responsible for contributing to a healthy unit climate. We also added language to the AFI specifically addressing noncommissioned officer and officer responsibility to not only contribute to a healthy unit climate, but to also be responsible for creating a healthy unit climate. Finally, the Air Force Office of Personnel (AF/A1) added language to the AFI specifically addressing commanders' special responsibility and authority to ensure their command has a healthy climate to include SAPR prevention and victim care. This requirement will be in place by January 1, 2014.
 - Increasing the frequency of required unit climate assessments. In accordance with the FY13 NDAA Section 572(a)(3), climate assessments are required within the first 120 days of assuming command and annually thereafter (prior requirement was every two years). This requirement became effective in the Air Force on July 31, 2013.
 - Implementing requirement for commanders to brief their immediate supervisor on climate assessment results. In your May 6, 2013, memorandum, you directed this briefing requirement and the Air Force implemented it on July 31, 2013.

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- Implementing requirement to brief unit members on climate assessment results. Currently, commanders are required to report the results up the chain of command. Requiring commanders to brief unit members on the results will increase visibility of assessment results and create a feedback loop within the unit. This requirement will be effective on January 1, 2014.
 - Transitioning from the current Unit Climate Assessment to the Defense Equal Opportunity Management Institute Organizational Climate Survey, which both expands the section on sexual assault and is standardized for use across the DoD. This transition will be effective on January 1, 2014.
 - Establishing a Special Interest Item (SII) for The Inspector General's new Unit Effectiveness Inspection system. The SAPR SII will assess to what degree commanders have established a command climate of dignity and respect and to what degree SAPR prevention and care principles have been implemented in their commands. The SII will be established and in effect by January 1, 2014.
- In your May 6, 2013 memorandum, you directed the Secretaries of the Military Departments to implement and monitor methods to improve victim treatment by their peers, co-workers and chains of command. Most victims during our focus groups said many workplaces did not know what to do after an assault occurred. In order to improve understanding of victim trauma and care, on- and off-duty, the Air Force will implement additional training programs.
 - To improve victim care and trust in the chain of command, enhanced sensitivity training for peers, co-workers and chains of command will occur at all training venues to include professional military education, semi-annual sexual assault prevention standowns and professional development venues (e.g., First Term Airmen's Course, Pre-Command Course) throughout the Air Force.
 - An evaluation of training effectiveness will be solicited at every training venue and will be aggregated by the Air Force SAPR office. Commanders will be held accountable to properly and regularly train unit members within their chain of command.
 - Training development has commenced and will be in place across all training venues by mid-August 2014.
 - A select group of sexual assault survivors will be involved in the training curriculum and content development, as directed in your May 6, 2013, memorandum.

COORDINATION: USD P&R

Attachments:
As stated

Prepared by: CAPT JAKE WYGANT, AF/A1PPP, DSN 222-4536

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AF.O. 8c
9c.
10c
11c.

**Sexual Assault Response
Coordinators and Victim
Advocates Course**

Barry Waite

**Chief, Workforce Diversity and
Civilian Professional Development**

Content Areas

300437

Day 1	Understanding the Big Picture of SAPR
(1 hr)	Welcome, Orientation, Administration
New Block (1 hr)	Chief of Staff of the Air Force/SAPR Vision and key issues VIDEO & Discussion
(2.5 hrs)	The Realities of Sexual Assault/Offenders
(1.5 hrs)	Understanding SAPR Operations- Roles & Responsibilities
New Block (1 hr)	Small Group – Discussion of Day’s Events/Review Questions
New Block (1 hr)	Self-Care and Administration

at.4001

Content Areas

Day 2	SARC Roles and Responsibilities
(2 hrs)	Overview of Sexual Assault Response Coordinator Responsibilities with activities
(2 hr)	Collaboration/Knowledge of Resources/Referrals: SAPR Team – JA, HC, SG, OSI, SF – Relationships with activity
(1 hr)	Utilizing Victim Advocates
(2 hrs)	Viewing of Invisible War (End of Day Homework Assignment)
(1 hr)	Small Group – Discussion of Day's Events

Content Areas

Day 3	SARC Roles and Responsibilities
(1 hr)	Out-processing Invisible War Video—Guided Discussion
(2 hrs)	Program Administration and Preparing Budget*
New Block (3 hrs)	Training Basics – Presentation Skills
New Block (1 hr)	Role Play Triads - Training
New Block (1 hr)	Small Group – Discussions of Day’s Events/Review Questions

*Budget to include ABSS; Access-on-line;
CRIS; budgetary codes

Content Areas

Day 4	Victim logy/Advocacy
(3 hrs)	Overview of Psychological Trauma (Dr. Leslie Lebowitz)
(1 hr)	Understanding Complex Trauma (Dr. Leslie Lebowitz)
(1 hr)	Complex Trauma cont. / Sexual Assault Symptoms (Dr. Leslie Lebowitz)
(2 hrs)	Phenomenology of Sexual Assault/Recovery (Dr. Leslie Lebowitz)
(1 hr)	Helping Skills/Self Care (Dr. Leslie Lebowitz) Deleted 1 hr of Self-Care and combined with Helping Skills
Revise	Suggest shortening Dr L to 5-hours; add 1 small group of how to connect her presentation to SARC job; and add 1-hr self care possibly delivered by Dr L.

Content Areas

Day 5	Resources
(1 hr)	Healthcare Management of Sexual Assault and Medical Resources
(1 hr)	Understanding Family Advocacy Program Procedures & Role
(2 hrs)	SARC Panel
New Block (2 hrs)	Role Play Triad – You are the SARC scenario
New Block (1 hr)	Small Group – Discussion of Day's Events/Review Questions
New Block (1 hr)	Self-Care

Content Areas

Day 6	Investigations and Expedite Transfer
(1.5 hrs)	The Air Force Response & Policy
(2 hrs)	Role Play: Understanding Reporting and Confidentiality
(1.5 hrs)	Understanding Legal Procedures & Military Judicial Evidentiary Requirements
(1 hr)	Overview of Criminal Investigative Process
New Block (1 hr)	Small Group – Discussion of Day's Events/Review Questions
New Block (1 hr)	Self-Care

Content Areas

Day 7	Professionalism/Credibility/ Research
New Block (2 hrs)	Evaluation: Written Test
New Block (1.5 hrs)	Cultural Changes
New Block (1.5 hrs)	8 BIAS – Uncover bias' of your VA
(1 hr)	Small Group– SARC Duties/Ideal SARC and SAPR Office
(1 hr)	Case Management
New Block (1 hr)	Role Play Practice

Content Areas

Day 8	Summative Evaluation
New Block (3 hrs)	Role Play/Scenarios Evaluation
New Block (1.5 hr)	Public Speaking – Effective Communication with Commanders
New Block (2 hrs)	Small Group or Remediation of Role Play
(1.5 hr)	Administration – End of Course