

130. (DoD) Please provide dates of meetings, a summary of number/demographics of attendees, and materials presented at the bi-monthly SAPR Integrated Process Team (IPT) meetings with the Military Service SAPR leadership from FY10-FY13. (See FY12 SAPRO Report, p. 42.)

DoD	<p>The original charter for the SAPR Integrated Product Team (IPT) was approved on September 2010. The charter was revised and re-approved by the Under Secretary of Defense (USD) for Personnel and Readiness (P&R) in August 2011. The SAPR IPT is chaired by the DoD SAPRO Director and membership is comprised of the following attendees:</p> <ul style="list-style-type: none"> • General/Flag Officer or Senior Executive Service (SES) level representatives from each Military Service and the National Guard Bureau; • A senior representative from the Department of the Navy SAPRO; • General/Flag Officer or SES level representatives from the Joint Staff, Office of the Assistant Secretary of Defense for Reserve Affairs, Office of the Principal Deputy General Counsel, Office of the Deputy Inspector General, and Office of the Assistant Secretary of Defense for Health Affairs; and • A senior representative from the U.S. Coast Guard, invited as a guest. • Other attendees have included representatives from the Office of the USD (P&R), the Office of the Assistant Secretary of Defense for Legislative Affairs, the Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy, and the Family Advocacy Program. Representatives from additional DoD components have been invited on an ad hoc basis when their expertise was needed to address a specific issue under consideration by the SAPR IPT. • The SAPR IPT has convened meetings on the following dates: <ul style="list-style-type: none"> o 24 February 2011 23 October 2012 o 13 September 2011 29 January 2013 o 1 November 2011 26 March 2013 o 10 January 2012 25 June 2013 o 13 March 2012 19 September 2013 o 24 May 2012 12 December 2013 o 14 August 2012 • Copies of various materials presented at these IPT meetings will be provided to the RSP in hard copy form. All of these documents are “Protected Documents” and are not to be released. All of these documents are exempt from disclosure under FOIA Exemption 5.
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Narrative responses have been consolidated by the Response Systems Panel (RSP). Please forgive formatting errors in text and data. Source documents for narrative responses can be obtained by contacting the RSP.

Charter
DEPARTMENT OF DEFENSE
Sexual Assault Prevention and Response
Integrated Product Team

- A. Official Designation: This Team shall be known as the Department of Defense (DoD) Sexual Assault Prevention and Response Integrated Product Team (hereinafter referred to as SAPR IPT or IPT).
- B. Objectives and Scope of Activities: The SAPR IPT, in accordance with DoD Instruction 6495.02¹, *Sexual Assault Prevention and Response (SAPR) Program Procedures*, shall advise the Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness (USD (P&R)) on policies, programs, and practices across the full range of SAPR issues involving members of the Armed Forces. In addition, the SAPR IPT serves as the implementation and oversight arm of the SAPR Program.
- The SAPR IPT shall discuss and analyze SAPR topics of interest and issues generated by targeted topics in Working Integrated Product Teams (WIPTs).
 - WIPT topics can be generated from a variety of sources including the USD (P&R), the Director of the Sexual Assault and Prevention and Response Office (SAPRO), and the SAPR IPT. Topics shall be in response to SAPR Program and Policy needs, congressional mandates and queries, oversight body recommendations, and Department findings, formal recommendations, or requests. All WIPT topics shall be approved by the Director (SAPRO). If more than one WIPT topic is recommended, the Director (SAPRO) shall prioritize the WIPT topic list.
 - All WIPTs shall be governed by the (umbrella) WIPT Charter, approved by the Director (SAPRO). Each individual WIPT shall focus on one select issue, be governed by a Work Plan with enumerated goals, and be subject to a definitive timeline for the accomplishment of the stated goals. Each Work Plan shall be reviewed and approved by the Director (SAPRO).
 - Each WIPT shall have a chair and, as needed, a co-chair. The Director (SAPRO) shall approve the chairs and co-chairs. The approved chairs or co-chairs shall be noted in the Work Plan for the topic-specific WIPT.
 - If necessary, the SAPR IPT shall provide decisions needed to finalize the product of each WIPT. The chair of each WIPT shall report their results and products to the SAPR IPT. The SAPR IPT shall assure that there is an implementation discussion at the dissolution of each WIPT.
 - In the event that the SAPR IPT cannot resolve issue(s) identified by the WIPT or the issue(s) presented require higher-level decision making, the SAPR IPT shall elevate the issue(s) to the USD (P&R) who shall provide decision(s) for the WIPT issue(s).
- C. SAPR IPT Membership: The SAPR IPT membership shall be comprised of full-time or permanent part-time federal employees. The membership shall include the following:
- The Director (SAPRO), who shall serve as Chair;

¹ As will appear upon the policy's reissuance.

- Deputy Assistant Secretaries for Manpower and Reserve Affairs of the Departments of the Army and the Air Force;
- A senior representative of the Department of the Navy SAPRO;
- A flag or general officer, or Senior Executive Service (SES) personnel, each of the Military Service staffs that has responsibility for the SAPR Program;
- A flag or general officer, or SES personnel, from:
 - the Joint Staff, Manpower and Personnel (J-1);
 - the Office of the Assistant Secretary of Defense for Reserves Affairs;
 - the National Guard Bureau;
 - the Office of the Principal Deputy General Counsel, DoD;
 - the Office of the Deputy Inspector General, DoD;
 - the Office of the Assistant Secretary of Defense for Health Affairs; and
- Other DoD components representatives shall only be invited for specific SAPR IPT meetings when their expertise is needed to inform and resolve issues addressed by the SAPR IPT at the specific meeting.
- A senior representative from the Coast Guard shall be an invited guest.

D. SAPR IPT Meetings: The SAPR IPT shall meet bi-monthly. The Chair of the SAPR IPT has the authority to schedule "Ad Hoc Meetings" as necessary.

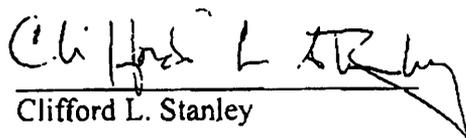
E. Duration of the SAPR IPT: The need for this SAPR IPT is on a continuing basis.

F. Agency Support: DoD, through the USD (P&R), shall provide support as deemed necessary for the performance of the SAPR IPT's functions. The Secretaries of the Military Departments shall provide representatives to be part of the SAPR IPT and provide chairs or co-chairs for the WIPTs, as requested.

G. Operating Costs: It is estimated that the SAPR IPT's operating cost, to include travel and contract support, is \$2,000. The estimated personnel cost to DoD is 0.5 full-time equivalents.

H. SAPR IPT Termination Date: None

Approved:


Clifford L. Stanley

Date SAPR IPT charter approved

and filed: _____

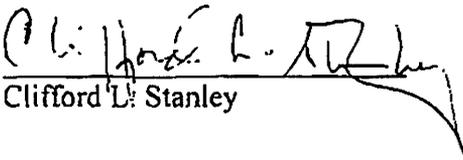
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Charter
DEPARTMENT OF DEFENSE
Sexual Assault Prevention and Response
Working Integrated Product Teams

- A. Official Designation: The Sexual Assault Prevention and Response Working Integrated Product Teams (hereinafter referred to as SAPR WIPT or WIPT).
- B. Objectives and Scope of Activities: The SAPR IPT, in accordance with DoD Instruction 6495.02¹, *Sexual Assault Prevention and Response (SAPR) Program Procedures*, shall advise the Secretary of Defense through the Under Secretary of Defense for Personnel and Readiness (USD (P&R)) on policies, programs, and practices across the full range of SAPR issues relating to members of the Armed Forces. In support of the SAPR IPT efforts, periodically issues arise which require an in-depth review and recommendation from multiple sources within the SAPR DoD community. When such issues arise in response to congressional mandates and queries, oversight body recommendations, and or other Department findings, formal recommendations, or requests, the Director of the Sexual Assault Prevention and Response Office (SAPRO), who shall serve as the Chair of the SAPR IPT, has the authority to form a topic-specific study group known here as a SAPR WIPT. Each WIPT shall be governed by a Work Plan that shall provide the following information:
- Topic;
 - Chairs or co-chairs as approved by the Director (SAPRO), who serves as the chair of the SAPR IPT;
 - Participants as identified by the WIPT chair;
 - Problem statement;
 - Key issues to address;
 - Issues outside scope of WIPT;
 - Timeline;
 - Deliverables; and
 - Expenses.
- The Work Plan shall include approval signature from the SAPR IPT Chair and shall be revised if timeline or deliverables change, per Attachment 1, WIPT Work Plan Template.
- C. Membership: As laid out in respective WIPT Work Plan.
- D. Meetings: As laid out in respective WIPT Work Plan.
- E. Duration: As laid out in respective WIPT Work Plan.
- F. Agency Support: The Department of Defense, through the USD (P&R), shall provide support as deemed necessary for the performance of the WIPT's functions. The Secretaries of the Military Departments shall provide chairs or co-chairs for the WIPTs, as requested.
- G. Operating Costs: As laid out in respective WIPT Work Plan.

¹ As will appear upon the policy's reissuance.

H. WIPT Termination Date: As laid out in respective Work Plan.

Approved: 
Clifford L. Stanley

Date WIPT IPT charter approved

and filed: _____

ATTACHMENT 1: WIPT Work Plan Template

Please complete this form as a summary of your WIPT's project and return completed form to SAPRO.

Topic		
Date WIPT topic approved		
Chair or Co-chairs		
Participants		
Problem statement (Why is this topic a concern to DoD SAPR efforts?)		
Key issue(s) to address		
Issues outside scope of this WIPT (if relevant)		
Timeline (Include first meeting and projected closure)		
Cost Estimate (Admin support, travel expenses, etc)		
Deliverables		
Expenses		
Prepared by Date		
Indicate if this is a revision of an earlier Work Plan	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, indicate date of earlier Work Plan
Approved by Date	Initial approval	Revision approval

Suspense: Approval needed by: _____