

82. (Services) How is information disseminated to service members regarding the resources available to them to report an allegation of sexual assault and how to respond to an incident of sexual assault? (See FY13 NDAA § 572.) Please provide examples of these materials provided to service members.

USA	<p>In addition to the training Soldiers receive on how to report and/or respond to a sexual assault, SHARP handouts are disseminated at awareness events, the Soldier Show, and the U.S. Army Concert Tour. Commands also ensure that SHARP posters are posted in highly trafficked areas, and command teams are encouraged to communicate with their units about reporting options and resources. The SHARP website also contains information about reporting options and resources. The Army also leverages strategic communications and public affairs channels for getting out SHARP reporting and response information to Soldiers, as well as family members. Additionally, when senior leaders make unit visits, they engage troops in discussions about sexual assault, Army values, expectations, reporting options, and resources.</p>
USAF	<p>Life Skills/Channing Bete etc. educational materials; Locally developed discussion guides for less experienced small group discussion leaders; Videos (identified in CONOPS and local research); SharePoint (Web), trifold, posters, newsletters, resource cards (with reporting options and local resource contact numbers- distributed at all new comers briefs, FTAC, immersion and survivors folder; Integrated Delivery System (IDS) Response Folders; Information fair promotional items and marketing materials (give-a-ways). At some bases motorcycle rides during prevention month-- Standing Together Against Rape (S-T-A-R); Poetry Slams/Writing Contest; Traveling Silhouettes (with stories and shoes representing victims); Table Tents (with reporting/prevention/safety information).</p> <p>A- Please see attached spreadsheet, "RSP SAPR Ops data", Question 2 and referenced attachments. (Atch 1)</p>
USN	<p>Navy utilizes a multitude of ways to disseminate information to service members regarding resources available to them for reporting sexual assault.</p> <p>We communicate this information via SAPR training, SAPR Awareness Month, SAPR Safety Stand-downs, and other venues year-round through:</p> <ul style="list-style-type: none"> • Online resources such as the Safe Helpline website (https://www.safehelpline.org/) which is linked to all USN websites, the Navy's SAPR website (http://www.navy.mil/features/index.asp?f=7), and the Navy Personnel Command's SAPR webpage (http://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/sapr/Pages/default2.aspx) • Information displayed prominently in unit posters and flyers • Notes in Plans of the Day/Week • Discussions at daily quarters • Social media, blogs, navy.mil stories, public service announcements <p>During this year's SAPR Stand-down, all Navy servicemembers were provided a key</p>

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.

	<p>fob card with Safe Helpline contact information (website, US and Outside US phone numbers, text number, and a Quick Response Code). The back of the key fob briefly describes Unrestricted and Restricted reporting options.</p> <p>Finally, all Commands have SAPR Victim Advocates and access to the base or regional SARC, military healthcare providers, and Chaplains. These professionals also provide servicemembers information about SAPR resources.</p>
USMC	<p>Disseminating information to service members on reporting and responding to sexual assaults is an ongoing effort. The following tools are used to disseminate information:</p> <ul style="list-style-type: none"> • UVA posters • SARC posters • Information cards • Newspaper articles • Training/briefings (annual training, Commanders Course, SAPR training courses, New Join) • Prevention programs (e.g., bystander intervention training: “Take a Stand,” “Sex Signals,” “No Zebras”) • Handouts during Outreach/Awareness Events (brochures, information cards, flyers) <p>Installation and Command Websites: Each installation and command website is required to post the installation’s 24/7 Helpline and SAPR information within three clicks from the homepage.</p> <ul style="list-style-type: none"> • Command Television Channels (public service announcements, reporting information and options) Examples of some of these materials are appended to this submission.
USCG	<p>Safe Helpline materials are distributed – (an example can be seen at www.sapr.mil) , and CG SUPRT materials are located at www.cgsuprt.com.</p>

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SHARP

GUIDEBOOK



www.PreventSexualAssault.army.mil
DoD Safe Helpline: 1-877-995-5247

Loyalty Duty Respect Selfless Service Honor Integrity Personal Courage

PURPOSE

The Sexual Harassment/Assault Response and Prevention (SHARP) guidebook is a company-level reference tool for company commanders and Soldiers, Department of the Army (DA) Civilians, and Family members to use in sexual harassment and sexual assault prevention and response efforts. This guidebook consolidates current Army and DoD policy and recently published directives pertaining to the SHARP program. It does not supersede, rescind, or amend any published policy of the Department. Roles, responsibilities, and process steps are laid out to assist in handling sexual harassment complaints and sexual assault reports. Quick reference sheets are also provided for portability and ease of use.

This guidebook is intended solely to provide personnel with an overview of the SHARP program and applicable procedures. It should not be construed or referenced as an authoritative source for SHARP regulations or policy. If the contents of this guidebook conflict or contradict the contents of any published document, the content of the published document is the controlling policy. The Army's policies and practices in this area are evolving and subject to change. This guidebook will be updated periodically to reflect changes in Army policy.

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CHAPTER 1

SHARP PROGRAM OVERVIEW

"You can succeed from this day forward in virtually every aspect of your military career, but if you fail at this, and that is leading on the issue of sexual assault, you've failed the Army."

- JOHN M. MCHUGH
Secretary of the Army

The Army's Sexual Harassment/Assault Response and Prevention (SHARP) program exists so that the Army can prevent incidents of sexual harassment and sexual assault before they occur. The SHARP program's mission is to promote an Army culture and command climate that ensures adherence to the Army Values and ensures that every Army team member will be treated with dignity and respect at all times and in all circumstances. Every Soldier, DA Civilian, and Family member serves and supports the Army and the Nation; they deserve no less.

Sexual harassment complaints and Prevention of Sexual Harassment (POSH) training for military members were formerly managed by the Equal Opportunity Office. The Sexual Assault Prevention and Response (SAPR) program was managed separately by the Army G-1. Sexual harassment and sexual assault have often been found to be interrelated and to exist along a continuum of sexual violence in which acts of sexual harassment, if unchecked, may lead to acts of sexual assault.

Because of this link between sexual harassment and sexual assault, the POSH and the SAPR programs were integrated under the Army G-1 to form the SHARP program. The SHARP program provides unity of effort for sexual harassment and sexual assault prevention efforts across the Army.

Intervene, Act, and Motivate (I. A.M.) STRONG is the Army's campaign to combat sexual assaults by engaging all Soldiers in preventing sexual assaults before they occur. In support of cultural change, Soldiers engage in peer-to-peer communication and active intervention in order to create a climate that does not tolerate attitudes and behaviors that facilitate sexual assault or sexual harassment.

DEFINITIONS

Sexual Harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when—

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
- Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment. (DoDD 1350.2, Glossary; AR 600-20, para 7-4a.)

Any person in a supervisory or command position who condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a Military member or civilian employee is engaging in sexual harassment. Similarly, any Military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

Note: "Workplace" is an expansive term for Soldiers and may include conduct on or off duty, 24 hours a day. (DoDD 1350.2; AR 600-20, para 7-4a.)

Sexual Assault is intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses. (DoDD 6495.01, Glossary)

ARMY POLICY

Acts of sexual harassment are unacceptable and will not be tolerated. Sexual assault is a criminal offense that has no place in the Army. It degrades mission readiness by devastating the Army's ability to work effectively as a team. Army leadership at all levels will be committed to creating and sustaining an environment conducive to maximum productivity and respect for human dignity. (AR 600-20, Chapters 7 and 8)

APPLICABILITY

Unless specifically stated otherwise in the text, all program procedures and process steps outlined in this guidebook apply to active duty Soldiers, including those who were victims of sexual assault prior to enlistment or commissioning, and Army National Guard (NG) and Army Reserve Component (RC) Soldiers who are sexually harassed or sexually assaulted when performing active service and inactive duty training. SHARP program policy also applies to military dependents 18 years of age and older who are eligible for treatment in the military healthcare system, at installations in the continental United States (CONUS), and outside of the continental United States (OCONUS), and who were victims of sexual assault perpetrated by someone other than a spouse or intimate partner. Exceptions to any procedures and process steps will be outlined at the end of the section. (DoDI 6495.02, para 2)

CHAPTER 2

PREVENTION

Every Soldier has a duty to intervene to prevent sexual harassment and sexual assault. The vision of the I. A.M. Strong campaign is to eliminate sexual harassment and sexual assault by creating a culture where Soldiers believe that failure to prevent sexual harassment and sexual assault is incompatible with Army Values and Warrior Ethos. This culture change is possible when leaders actively engage with their subordinates to ensure that everyone is aware of their role in protecting themselves and their fellow Soldiers from instances of sexual harassment and sexual assault and the attitudes and behaviors that may lead to such incidents.

Prevention: Roles & Responsibilities

- » Commanders
- » SHARP Personnel
- » Soldiers and DA Civilians

COMMANDERS

Commanders are the center of gravity for execution of the SHARP program and the I. A.M. Strong campaign. Commanders are responsible for the climate in their organizations. The following commander actions are required in order to promote a climate of dignity and respect:

- Ensure that all assigned personnel are familiar with the

- Army policy on sexual harassment and sexual assault.
- Publish and post written command policy statements for the prevention of sexual harassment and sexual assault.
- Continually assess and be aware of the climate of command regarding sexual harassment and sexual assault.
- Take prompt, decisive action to investigate all complaints of sexual harassment.
- Ensure all reports and incidents of sexual assault are reported to CID; ensure that victims of sexual assault receive sensitive care and support and are not re-victimized as a result of reporting the incident.
- Publish contact information of Sexual Assault Response Coordinators (SARCs) and Victim Advocates (VAs) and provide take-away information such as telephone numbers for unit and installation points of contact, booklets, and information on available victim services.
- Ensure SHARP training is conducted in accordance with the most current Army policy.
- Appoint same-gender sponsors for first-term Soldiers.
- Include emphasis on sexual assault risks, prevention, and response at all holiday safety briefings.
- Ensure that Soldiers convicted of sexual assault in foreign, civilian, or military courts are processed for administrative separation.
- Continually assess the command climate through various methods (for example, focus groups, surveys, talking with Soldiers).

(AR 600-20, Chapters 7 and 8)

SHARP PERSONNEL

SARCs and VAs are vital to each commander's success in preventing sexual harassment and sexual assault. SARCs and VAs should provide a well-coordinated, highly responsive sexual assault Victim Advocacy program that is available 24 hours per day/7 days per week both in garrison and deployed environments. The following SARC and VA actions (list not exhaustive) assist in promoting a climate of dignity and respect:

SARC:

- Ensure overall management of sexual assault prevention, training, and victim advocacy.
- Ensure victims of sexual assault receive guidance and emotional support during administrative, medical, investigative, and legal procedures, and that victims understand the processes involved.
- Assign a VA to assist victim immediately upon notification of an incident of sexual harassment or sexual assault

VA:

- Establish contact with each victim who alleges that an act of sexual assault occurred, if the victim is receptive to such contact.
- When assigned by the SARC, provide crisis intervention, referral, and ongoing non-clinical support to the sexual assault victim. In the case of multiple victims, each victim should have a VA (IVA or UVA). The victim alone will decide whether to accept the offer of victim advocacy services.
- Inform victims of the options to use service providers (for example, medical, legal, and chaplain) and resources available to victims.

(AR 600-20, Chapters 7 and 8)

SOLDIERS AND DA CIVILIANS

Every Soldier and DA civilian is responsible for the prevention of sexual harassment. Peers, subordinates, and supervisors must never tolerate, condone, or ignore sexual harassment or sexual assault. Every Soldier must have the personal courage to Intervene, Act, and Motivate others to take action when needed. Every Soldier who is aware of a sexual assault should immediately (within 24 hours) report incidents. (AR 600-20, para 7-3b.and para 8-2a.)

CHAPTER 3

SEXUAL HARASSMENT

This chapter depicts an abbreviated version of the sexual harassment complainant process which emphasizes actions taken or directly impacting commanders and Soldiers at the company-level.

DEFINITION

Sexual Harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when—

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
- Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment. (DoDD 1350.2, Glossary; AR 600-20, para 7-4a.)

Any person in a supervisory or command position who condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a Military member or civilian employee is engaging in sexual harassment. Similarly, any Military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

Note: "Workplace" is an expansive term for Soldiers and may include conduct on or off duty, 24 hours a day. (DoDD 1350.2; AR 600-20, para 7-4a.)

EXAMPLES

Verbal

- Making sexual jokes, gestures, remarks, or innuendos.
- Making comments about an individual's appearance, body, clothing, or sexual behavior.
- Spreading sexual rumors about an individual.
- Persistent, unwanted requests for social (dates) or sexual activity.
- Participating in sexually charged conversations.

Nonverbal

- Making and/or posting inappropriate sexual remarks to, or photos of, an individual via social media sites, text message, or email.
- Displaying pornographic material or sexual photos in the workplace.
- Making a sexually offensive expression.
- Conduct of a sexual nature intended to embarrass, intimidate, demean or degrade.

Physical Contact

- Unwanted touching.
- Intimidation (blocking or cornering someone in a sexual way).

OPTIONS FOR DEALING WITH SEXUAL HARASSMENT—SOLDIERS

- **Direct Approach:** Confront the harasser and tell him or her that the behavior is inappropriate, violates Army values, is not welcomed, and must stop.
- **Indirect Approach:** Send a letter to the harasser stating the facts, personal feelings about the inappropriate behavior, and expected resolution.
- **Third Party:** Request assistance from another person. Ask someone to talk to the harasser, accompany the victim, or intervene to resolve the conflict.
- **Chain of Command:** Report the behavior to an immediate supervisor or others in the chain of command and ask for assistance in resolving the situation.
- **File an Informal or Formal Complaint:** Complaint filing procedures are outlined in this chapter and Appendix D, AR 600-20.

(AR 600-20, para 7-7)

REPORTING: ROLES & RESPONSIBILITIES—SOLDIERS

- | | |
|--|-----------------------------|
| » Complainant | » Commander |
| » Equal Opportunity Advisor (EOA)*/
Equal Opportunity Representative (EOR)* | » Investigating Officer |
| | » Alternative Organizations |

**Note: In accordance with ALARACT 007/2012, many units have already transitioned responsibility for the handling of sexual harassment cases from EOAs to SHARP personnel. Remaining units will make the transition upon issuance of Pending Army Directive XX-2013 and AR 600-20 rapid revision.*

Complainant. Complainants have the option to file an informal or formal complaint of sexual harassment and can submit the complaint to a member of the chain of command or to an alternative agency. (AR 600-20, para D-1.a(2))

EORs/EOAs*. EOAs* are the commanders' representatives who are tasked to understand and articulate DoD and Army policies concerning equal opportunity. EOAs* are trained to recognize sexual harassment in both overt and subtle forms. EOAs* also recommend appropriate remedies to eliminate and prevent sexual harassment. EOAs* continuously assess the command climate through formal surveys, interviews, facilitated small group discussions, and accessibility to the unit. EOAs* and unit EORs* assist commanders in resolving sexual harassment complaints. EOAs* also conduct follow-up assessments of all formal sexual harassment complaints. (AR 600-20, para 6-3k.)

Commander. The commander is responsible for promoting a climate of dignity and respect for all personnel by investigating and rectifying sexual harassment complaints brought to his or her attention. The commander is also responsible for establishing and implementing a plan to protect the complainant, any named witnesses, and the subject of the investigation from acts of reprisal. Commanders may conduct inquiries personally or appoint investigating officers. The commander of any Soldier under investigation must flag that Soldier upon notification that the Soldier is under investigation. (AR 600-20, para D-4; AR 600-8-2, para 2-2)

Investigating Officer. The investigating officer is responsible for investigating formal sexual harassment complaints. The investigating officer determines to the maximum extent possible

what actually occurred, assesses the validity of allegations made by the complainant, advises the commander of any leadership or management concerns that might contribute to perceptions of sexual harassment, and recommends appropriate corrective actions. Prior to initiating the investigation, the investigating officer must coordinate with the staff judge advocate's (SJA) office and EOA*. (AR 600- 20, para D-6)

Alternative Organizations. Although EOAs* are specifically trained to handle sexual harassment cases, complainants may contact a member of their unit chain of command or any of the organizations listed below for additional assistance.

- *Chaplain:* Serves as an advisor to the command on all religious matters and provides guidance on religious practices, family and marital counseling, and other secular or non-secular services.
- *Provost Marshal (PM)/Director of Emergency Services (DES):* Responsible for receiving and investigating violations of the Uniform Code of Military Justice (UCMJ) which are criminal in nature. PM/DES will promptly refer all crimes or incidents falling within U.S. Army Criminal Investigation Command (USACIDC) investigative responsibility to the appropriate USACIDC element for investigation.
- *OSJA:* Responsible to the commander on all legal matters. The OSJA serves as an advisor in litigating criminal charges and prosecuting Soldiers for criminal offenses and may receive complaints about sexual harassment.
- *Inspector General (IG):* Responsible for monitoring and inspecting command functions that are essential to mission effectiveness and combat readiness. The IG's office

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is the principal organization for receiving and investigating complaints about command environment and leadership.

- *Medical Agency Personnel:* Responsible for assisting or otherwise supporting healthcare providers in providing healthcare services. Medical agency personnel also include all healthcare providers.

(AR 600-20, para D-1.a(2))

COMPLAINT PROCESS—SOLDIERS

This section will describe the steps for processing informal and formal sexual harassment complaints. The steps provide an overview of the process. Use the references provided throughout the section to obtain a more detailed description of appropriate actions and processes.

For RC Soldiers—complaint procedures are the same if filed during an active duty tour. For National Guard Soldiers — complaint procedures are the same if filed during an active duty tour of 30 or more days. (AR 600-20, para D-13 and D-14)

Informal Complaint—Soldiers

An informal complaint is any complaint that an individual does not wish to file in writing. Informal complaints may be resolved directly by the complainant or with the help of another unit member, the company commander, or another individual in the complainant's chain of command. Typically, those issues that can be taken care of informally can be resolved through discussion, problem identification, and clarification of the issues. An informal complaint is not subject to a time suspense. (AR 600-20, para D-1a.(1))

- » **Step 1.** Individual submits an informal complaint
- » **Step 2.** Agency official receives the complaint
- » **Step 3.** Agency official explains the complaint process
- » **Step 4.** Agency official attempts to assure resolution

Step 1: Individuals who do not feel comfortable filing a complaint with their chain of command may contact an EOA* or representative from any of the organizations below:

- Someone in a higher echelon of the complainant's chain of command
- Chaplain
- Provost Marshal (PM)
- SJA
- IG
- Medical agency personnel

(AR 600-20, para D-1.a(2))

Step 2: The agency official who receives the complaint will advise the complainant of his or her rights and responsibilities. The official will then listen to the complainant and find out as much information as possible concerning the complaint, including (if applicable) why the individual is using the alternative organization as opposed to his or her chain of command. Agency officials (with the exception of chaplains and lawyers) may not guarantee confidentiality. (AR 600-20, para D-1.a(3) and (4))

**Note: In accordance with ALARACT 007/2012, many units have already transitioned responsibility for the handling of sexual harassment cases from EOAs to SHARP personnel. Remaining units will make the transition upon issuance of Pending Army Directive XX-2013 and AR 600-20 rapid revision.*

Step 3: The agency official will explain to the complainant what role the organization has, for example, direct action on behalf of the complainant, information gathering, or referral to another organization or to the commander for his or her action. The agency official will also explain what support services are available from other organizations that may help resolve the issues. The agency official will explain the complaint system—principally, the differences between informal and formal complaints, and what will be done with the individual's complaint. (AR 600-20, para D-1.a(4))

Step 4: The agency official will attempt to assure resolution of the issue (through mediation, intervention, counseling, training, etc.). (AR 600-20, App D-1.a(4))

Formal Complaint—Soldiers

A formal complaint is one that a complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. The decision to file a formal complaint rests solely with the complainant; however, the complainant must file a formal complaint within 60 calendar days of the alleged incident. (AR 600-20, para D-1.b(1) and (5))

- » **Step 1.** Individual submits a formal complaint
- » **Step 2.** Agency official receives complainant
- » **Step 3.** Agency official explains the complaint process
- » **Step 4.** Complainant and agency official complete DA Form 7279

- » **Step 5.** Agency official refers complainant to appropriate organization (if needed)
- » **Step 6.** Commander is notified of formal complaint
- » **Step 7.** Commander initiates investigation
- » **Step 8.** Commander takes steps to protect complainant
- » **Step 9.** Commander makes a decision based on investigative findings
- » **Step 10.** Individual submits appeal
- » **Step 11.** EOA* conducts follow up

Step 1: While the processing of sexual harassment complaints through the unit chain of command is strongly encouraged, it is not the only channel available to individuals to resolve complaints. Individuals who do not feel comfortable filing a complaint with their chain of command may contact a representative from any of the organizations below:

- Someone in a higher echelon of the complainant's chain of command
- Chaplain
- Provost Marshal (PM)
- SJA
- IG
- Medical agency personnel

(AR 600-20, para D-1.a(2))

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Step 2: The agency official who receives the complaint will advise the complainant of his or her rights and responsibilities. The official will then listen to the complainant and find out as much information as possible concerning the complaint, including (if applicable) why the individual is using the alternative organization as opposed to his or her chain of command. Agency officials (with the exception of chaplains and lawyers) may not guarantee confidentiality. (AR 600-20, para D-1a.(3) and (4))

Step 3: The agency official will explain to the complainant what role the organization has, for example, direct action on behalf of the complainant, information gathering, or referral to another organization or to the commander for his or her action. The agency official will also explain what support services are available from other organizations that may help resolve the issues. The agency official will explain the complaint system, principally, the differences between informal and formal complaints, and what will be done with the individual's complaint. (AR 600-20, para D-1a.(4))

Step 4: The complainant and the agency official will complete Part I of DA Form 7279, Equal Opportunity Complaint Form. This is a mandatory form to be completed by all organizations who receive a formal sexual harassment complaint. This form will document the formal complaint process from the initial report, through the investigation, to resolution, and appeals process (if applicable). (AR 600-20, para D-1.b(3) and (4))

Step 5: Upon review of the initial details of the case, agency officials may refer the complainant to another agency or to the commander (if the agency official is not the commander) for his or her action. Agency officials have 3 calendar days [at the

next Multiple Unit Training Assembly (MUTA) 4 or other regularly scheduled training for Army Reserve troop program unit (TPU Soldiers) to refer the complaint to the appropriate commander or organization. (AR 600-20, para D-2.)

Step 6: Upon receipt of a complaint, the commander is required to identify and rectify the issue. Additionally, the General Court-Martial Convening Authority (GCMCA), usually the first General Officer in the chain of command, must be notified within 3 calendar days. (AR 600-20, para D-4.a.)

Step 7: The commander may conduct an inquiry personally or immediately appoint an investigating officer according to the provisions of AR 15-6. The commander of any Soldier under investigation must flag that Soldier upon notification that the Soldier is under investigation in accordance with AR 600-8-2, para 2-2. The investigating officer will meet with the servicing SJA or legal advisor about the conduct of the investigation. The investigating officer will also meet with the EOA* prior to conducting the investigation. The EOA* has specific actions that must be accomplished and is responsible for assisting the investigating officer in the development of questions to be addressed to the complainant, alleged offender, and any witnesses or third parties.

Additionally, the EOA* is responsible for providing a memorandum to the appointing authority documenting his/her review of the results of the investigation.

Commanders have 14 calendar days [or 3 MUTA 4 drill periods for Army Reserve TPU Soldiers] to conduct an investigation or

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inquiry and provide written feedback to the complainant. If, due to extenuating circumstances, an inquiry or investigation cannot be completed in 14 calendar days, an extension of a maximum of 30 calendar days [or 2 MUTA 4 drill periods for Army Reserve TPU Soldiers] may be approved by the next higher echelon commander. Commanders must provide written feedback to the complainant every 14 calendar days [by the end of the third MUTA 4 period for RC] until resolution of the complaint. Commanders must also provide a progress report to the GCMCA 21 days after the date the investigation or inquiry begins and every 14 days thereafter until resolution of the complaint. (AR 600-20, para D-4, D-5, and D-6.)

Step 8: The commander will establish and implement a plan to protect the complainant, any named witnesses, and the alleged offender from acts of reprisal. The plan will include, at a minimum, specified meetings and discussions with the complainant, alleged offender, named witnesses, selected members of the chain of command, and coworkers. Content of the discussions will also include:

- Definition of reprisal and the Army's policy prohibiting reprisal.
- Complainant's rights and extent of whistleblower protection afforded complainants, witnesses, and the subject under DOD Directive 7050.6.
- Encouragement to all the aforementioned individuals to report incidents and/or threats of reprisal.
- Procedures to report acts and/or threats of reprisal.
- Consequences of reprisal and possible sanctions against violators.

- Reminder of the roles and responsibilities of the leadership in the prevention of reprisal and protection of all parties involved.
- Command's commitment to a thorough, expeditious and unbiased investigation. (AR 600-20, para D-4.c(1))

REPRISAL

Reprisal: Taking or threatening to take an unfavorable personnel action, withholding or threatening to withhold a favorable personnel action, or any other act of retaliation, against a military member for making or preparing a protected communication is prohibited. (AR 600-20, Glossary)

Acts of reprisal or intimidation of any sort will not be tolerated.

Step 9: The commander will submit the completed report of investigation to the SJA for a determination of legal sufficiency. After the legal review is complete and after the commander has determined that no additional investigation is required, the commander will decide what action to take on the complaint. A substantiated sexual harassment complaint is a complaint that, after the completion of an inquiry or investigation, provides evidence to indicate that the complainant was more likely than not sexually harassed. Corrective action may be administrative or punitive. An unsubstantiated complaint is one for which the preponderance of evidence (that is, the greater weight of evidence) does not support and verify that the alleged unlawful discrimination or sexual harassment occurred. In this situation,

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the commander should determine whether the allegations, though unsubstantiated, might be indicative of problems in the unit that require resolution through SHARP initiatives or other leadership actions. Should the complaint be found unsubstantiated, the commander will notify the complainant in writing (DA Form 7279s, Part II) and, consistent with the limitations of the Privacy Act and the Freedom of Information Act (FOIA), provide the complainant with a copy of the results of the investigation. (AR 600-20, para D-7)

Step 10: If the complainant perceives the investigation failed to reveal all relevant facts to substantiate the allegations, or that the actions taken by the command on his or her behalf were insufficient to resolve the complaint, the complainant has the right to appeal to the next higher commander in his or her chain of command. An appeal must be submitted in writing, no later than 7 calendar days [at the next MUTA 4 period for RC] following notification of the result of the investigation and acknowledgement of the actions of the command to resolve the complaint. The complainant may not appeal the action taken against the offender, if any is taken.

Once the appeal has been initiated, the commander has 3 calendar days [or 1 MUTA 4 period for RC] to refer the appeal to the next higher commander. The next higher commander will have 14 calendar days [or 3 MUTA 4 periods for RC] to review the case and act on the appeal (that is, approve it, deny it, or conduct an additional investigation). (AR 600-20, para D-8)

Step 11: The EOA* will conduct a follow-up assessment of all formal sexual harassment complaints, both for substantiated and unsubstantiated complaints, 30 to 45 calendar days [4 to

6 MUTA 4 periods for RC] following the final decision rendered on the complaint. The purpose of the assessment is to measure the effectiveness of the actions taken and to detect and deter any acts or threats of reprisal. The EOA* will also assess the complainant's satisfaction with the procedures followed in the complaint process to include timeliness, staff responsiveness and helpfulness, and resolution of the complaint. The EOA* will present findings and recommendations to the commander for further consideration and/or action within 15 calendar days [second MUTA 4 period for RC]. (AR 600-20, para D-10)

Soldiers who knowingly submit a false complaint (complaint containing information or allegations that the complainant knew to be false) may be punished under the UCMJ.

Exceptions to the Complaint Process

- » **Exception 1.** Suspected criminal activity
- » **Exception 2.** IG office process
- » **Exception 3.** Promotable COLs and higher / IG / SES
- » **Exception 4.** Reserve Component
- » **Exception 5.** National Guard
- » **Exception 6.** DA Civilians

Exception 1: If, during the course of an inquiry or investigation, the receiving organization or commander identifies criminal activity, the complaint will be immediately referred to the proper organization (PM or CID) for investigation. (AR 600-20, para D- 2.a.)

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Exception 2: Complaints filed with the IG will be processed as Inspector General Action Requests (IGAR) in accordance with AR 20-1. No timelines will be imposed on the conduct of the investigation and/or on feedback to the complainant, and DA Form 7279 will not be maintained. IG investigations are confidential and protected from unauthorized disclosure. IG investigations include consultations with individuals or activities as deemed appropriate by the IG. Receipt of the complaint will be acknowledged to the complainant and an estimated completion date provided. If the action is not completed by that date, the complainant will be notified and given a new estimated completion date. (AR 600-20, para D-3)

Exception 3: If a complaint is filed against a promotable colonel, an active or retired general officer, IG of any component, members of the Senior Executive Service, or Executive Schedule personnel, the allegation will be transferred directly to the Investigations Division, U.S. Army Inspector General Agency, ATTN: SAIG-IN, Pentagon, Washington, DC 20310-1700 by rapid but confidential means within 5 calendar days of receipt. (AR 600-20, para D-2.c.)

Exception 4: If a complaint involving an RC Soldier is filed but not resolved prior to the Soldier's release from active duty, the timelines described in this guidebook will be modified. The commander will have 30 calendar days from the filing of the complaint to notify the complainant of the results of the investigation/actions taken to resolve the complaint.

The complainant and subject(s) of the complaint will have 30 calendar days from notification of the investigation results to file an appeal. Appeals filed more than 30 calendar days after

notification must be accompanied by a written explanation of the reasons for delay. The commander will consider appeals based on their merits.

Notification of the commander's final decision will be provided to the complainant and subject(s) of the complaint with information copies to the next higher headquarters and Army Human Resources Command (AHRC) within 30 calendar days of the receipt of the appeal. If a Soldier wishes to file a complaint after his or her release from active duty, the complainant must file a sworn complaint on DA Form 7279 (Part I through item 9) to the AHRC EOA*. Upon the receipt of DA Form 7279, AHRC will forward the complaint to the appropriate commander of the subject(s) of the complainant's AD unit for investigation. (AR 600-20, para D-13)

Exception 5: If a complaint involving an Army National Guard (NG) Soldier is filed but not resolved during an active duty tour, the commander with UCMJ or equivalent authority over the subject will receive and complete the processing of the complaint.

If a Soldier wishes to file a complaint after his or her release from active duty, the Soldier may file a complaint with the State Equal Employment Manager (SEEM) based on a sexual harassment incident that occurred while the Soldier was on active duty. The complaint must be filed within 180 calendar days of the date of the alleged incident or of the time that the Soldier knew or reasonably should have known of the incident. If both the complainant and the subject are National Guard Soldiers, follow

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NGR 600-22 to coordinate with the appropriate National Guard agency representative for processing.

Commanders processing a complaint involving an ARNG Soldier will send an information copy of the completed complaint to NGB-EO-CR within 30 days. (AR 600-20, para D-14; NGR 600-22)

Exception 6: DA Civilians who encounter workplace harassment should report the incident through appropriate channels. Every leader must ensure that every reported incident is investigated immediately and thoroughly, with corrective action taken as appropriate. If desired, DA civilians may contact their servicing Equal Employment Opportunity (EEO) office to file a complaint within 45 days after they first became aware of the harassment. AR 690-600, Equal Employment Opportunity Discrimination Complaints, contains procedures for complaints filed with the EEO office. (Memorandum, Secretary of the Army, 27 April 2011, subject: Army Anti-Harassment Policy for the Workplace)

CHAPTER 4

SEXUAL ASSAULT—SOLDIERS

This chapter depicts an abbreviated version of the sexual assault reporting process which emphasizes actions taken or directly impacting commanders and Soldiers at the company level.

DEFINITION

Sexual Assault is a crime defined as intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these acts.

Consent is words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the accused's use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating relationship or the manner of dress of the person involved with the accused in the sexual conduct at issue shall not constitute consent. There is no consent where the person is sleeping or incapacitated, such as due to age, alcohol or drugs, or mental incapacity. (DoDD 6495.01, Glossary; AR 600-20, para 8-4.)

Sexual Assault

EXAMPLES

- Rape and nonconsensual sodomy.
- Performing sexual acts or sexual contact with an individual who cannot give consent because he or she is sleeping/ passed out or otherwise too impaired to consent due to alcohol or drugs and the condition is known or reasonably should have been known by the alleged offender.
- Using physical threats or force in order to engage in sexual contact with an individual.
- Performing sexual acts or sexual contact with an individual who has expressed lack of consent through words (e.g. said "no" or "stop") or through conduct.
- Sexual contact without permission, which can include fondling and hazing incidents.
- Attempting to commit any of the acts above.

(UCMJ; DoDD 6495.01, Glossary; AR 600-20, para 8-4.)

APPLICABILITY

This section applies to Active Duty Soldiers, National Guard (NG) and RC Soldiers who are sexually assaulted when performing active service (as defined in Title 10, U.S.C. Section 101(d) (3)) and inactive duty training, and Military dependents 18 years of age and older who are eligible for treatment in the military healthcare system (at installations in the CONUS and OCONUS), and who were victims of sexual assault perpetrated by someone other than a spouse or intimate partner. (For further information, see DoDI 6495.02, para 2.)

RESPONSE: ROLES & RESPONSIBILITIES

- | | |
|--------------------------|-----------------------------------|
| » Victim** | » Alleged Offender's
Commander |
| » SARC** | » Installation PM |
| » VA** | » CID |
| » Healthcare Personnel** | » Legal |
| » Chaplain | » Witness |
| » Victim's Commander | |

** *Restricted Reporting Chain*

Victim. A victim is an individual who has suffered direct physical, emotional, or financial harm as a result of a crime committed in violation of the UCMJ. If an incident of sexual assault occurs, deciding whether to report or what type of report to submit is the victim's choice. Depending on the victim's status, he or she may choose to submit an unrestricted report or a restricted report, or not to report the incident. All Army Crime Victims have the right:

- To be treated with fairness and with respect for his or her dignity and privacy.
- To be reasonably protected from the accused offender.
- To be notified of court proceedings.
- To be present at all public court proceedings related to the offense, unless the court determines that the victim's testimony would be materially affected if the victim heard other testimony at trial.
- To confer with the attorney for the government in the case.

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- To restitution, if appropriate.
- To information regarding the conviction, sentencing, imprisonment, and release of the offender from custody.

(AR 27-10, para 17-5 and para 17-10)

SARC. The SARC is the single point of contact within an organization or installation who oversees sexual assault awareness, prevention, and response training; coordinates medical treatment, including emergency care, for victims of sexual assault; and tracks the services provided to a victim of sexual assault from the initial report through final disposition and resolution. The SARC is responsible for ensuring that victims of sexual assault receive appropriate and responsive care. Upon notification of a sexual assault and after receiving consent from the victim, the SARC will assign a VA to assist the victim. SARCs supervise VAs, but are authorized to perform VA duties if required. (DoDD 6495.01, Glossary; DoDI 6495.02, para 4.g. and Encl 6, para 1.h.(8); AR 600-20, para 8-5.p. and q.)

VA. The VA provides non-clinical crisis intervention, referral, and ongoing non-clinical support to victims. Support includes providing information on available options and resources to victims. The VA, on behalf of the sexual assault victim, provides liaison assistance with other organizations and agencies on victim care matters and reports directly to the SARC when performing victim advocacy duties. VA services are available 24 hours per day, 7 days per week. (DoDD 6495.01, Glossary; DoDI 6495.02, Encl 6; AR 600-20, para 8-3 and para 8-5.s.)

Healthcare Personnel (HCP). HCP assist or otherwise support healthcare providers in providing healthcare services (e.g.,

administrative personnel assigned to a military medical treatment facility, or mental healthcare personnel). HCP also include all healthcare providers.

Trained HCP called Sexual Assault Care Coordinators (SACCs) and Sexual Assault Clinical Providers (SACPs) are available at all military treatment facilities (MTFs). They provide emergency and follow-up medical and behavioral care, treat injuries and provide referrals as needed. Other HCP with more extensive training are called Sexual Assault Medical Forensic Examiners (SAMFEs). Only SAMFEs, including Sexual Assault Nurse Examiners (SANEs), are authorized to perform the Sexual Assault Forensic Examination (SAFE). If the MTF does not have a trained SAMFE available, the MTF is required to have a Memorandum of Understanding/Agreement with a local facility to provide this support service. HCP will immediately notify the installation SARC of all incidents of sexual assault.

(DoDD 6495.01, Glossary; DoDI 6495.02, Encl 7 a.(2); MEDCOM Reg 40-36, paras 6.b(3), 6.n(7), and 8.c(4)).

Chaplain. At the victim's request, the chaplain will provide pastoral and spiritual support and explain the availability of victim advocacy services. The chaplain will encourage the victim to seek medical attention, to inform law enforcement of the crime, and to seek assistance and counseling. With the victim's consent, the chaplain will refer the victim to qualified individuals or organizations.

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Communication with a chaplain is considered confidential and is protected under the Military Rules of Evidence (MRE). The chaplain will maintain confidentiality unless the victim provides informed consent of their own free will for the chaplain to share the communication. (DoDI 6495.02, Encl 10, para 7.i; AR 600-20, para 8-5. f.; AR 165-1, para 16-2)

Victim's Commander. The victim's unit commander will take immediate steps to ensure the victim's physical safety, emotional security, and medical treatment needs are met and that the SARC and appropriate law enforcement/criminal investigative service are notified. The commander will also ensure that victims of sexual assault receive sensitive care and support and are not re-victimized as a result of reporting the incident. The commander will collaborate with SHARP personnel, HCPs, the chaplain, legal representatives, and other service providers to ensure timely, coordinated, and appropriate responses to the victim's issues and concerns. The commander will ensure feedback on case status is provided to the victim in accordance with DoDI 6495.02, Encl 5 and AR 600-20, para 8- 5o.

The commander will determine the best course of action for separating victims from the subject(s) during the investigation of sexual assault cases. The commander will consider an expedited transfer per the victim's request. (DoDI 6495.02, Encl 4, and Encl 5, para 5.; AR 600-20, Apps G and H)

Alleged Offender's Commander. The alleged offender's commander will notify CID immediately after receiving a report of a sexual assault incident. The commander will make it a priority

to determine the best course of action for separating the victim and alleged offender during the investigation. The commander should avoid questioning the alleged offender about the sexual assault allegation, since doing so may jeopardize the criminal investigation. In all activities concerning the investigation, the commander must safeguard the alleged offender's rights and preserve the integrity of a full and complete investigation, to include limitations on any formal or informal investigative interviews or inquiries by personnel other than those with a legitimate need-to-know. The commander will publicize the availability of medical treatment (to include behavioral health), and referral services for alleged offenders who are also active duty Service members.

Commanders must flag any individual being investigated, in accordance with AR 600-8-2, para 2-2 and AR 600-20, para 8-5 o.(32). Flags are not to be removed until after the determination of the final disposition of offenses, to include completion of any punishment, in accordance with AR 600-8-2, para 2-9. The commander must also suspend the Soldier's security clearance in accordance with AR 380-67, Personnel Security Program. (DoDI 6495.02, Encl 5, para 3.h(1); AR 600-20, para 8-5o.(32) and App G-2.h.)

Installation Provost Marshal. The PM office will ensure all reports of sexual assault are immediately referred to CID for investigation. The PM will ensure that evidence, including SAFE Kits, and DD Form 2911 are stored in accordance with DoDI 6495.02 and that notification procedures are followed prior

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to the destruction of evidence. (AR 195-2, para 3-3 and DoDI 6495.02, Encl 8.f.)

CID. CID will investigate all incidents of sexual assault within its authority and notify the SARC and SJA of all sexual assaults. Special investigators receive specific training to respond to and investigate incidents of sexual assault. CID will conduct an initial interview with the victim to determine basic facts, such as the location and time/date of the crime, names or description of the alleged offender, and names of witnesses. Follow-on interviews are typically conducted at a later time. CID will ensure that evidence, including SAFE Kits, and DD Form 2911 are stored in accordance with DoDI and that notification procedures are followed prior to the destruction of evidence. CID will also ensure that personal effects will be returned to the victim at the end of that time, as requested. (DoDI 6495.02 Encl 8, para f. and Encl 10, para7.f.; AR 600-20, para 8-5.d.)

Legal. Judge Advocates (JAs) receive specific training to advise commanders on the investigation or disposition of sexual assault cases, and/or to prosecute or defend sexual assault cases. The servicing Office of the Staff Judge Advocate (OSJA) will explain the availability of victim services, to include legal assistance counsel and the Victim/Witness Assistance Program. The SJA will also appoint a Victim/Witness Liaison (VWL) who will act in conjunction with the SARC and VA, to facilitate and coordinate victim/witness access to information, assistance and services. The Trial Counsel, VWL, or other member of the OSJA will ensure victims and witnesses are aware of their rights during all stages of a case in accordance with the Department of Defense (DoD) Victim and Witness Bill of Rights and AR 27-10, Military Justice. (DoDI 6495.02, Encl 10, para7.g.; AR 27-10, Chapter 17, Section II.)

Witness. A witness is an individual who provides information or evidence about a criminal offense within the investigative responsibility of the DoD. The term does not include individuals involved in the crime as perpetrators or accomplices. (AR 27-10, para 17-5.b.)

SUMMARY OF REPORTING OPTIONS—SOLDIERS

Unrestricted Report

The victim can disclose, without requesting confidentiality or restricted reporting, that he or she is the victim of a sexual assault to a SARC, VA, HCP, command authorities, or others. The victim will have access to medical treatment and counseling, support, and consideration for protection and expedited (permanent or temporary) transfers. If the victim chooses to file an unrestricted report, the SARC, VA, HCP, chain of command, and law enforcement, will be notified that the crime occurred. An official investigation will be triggered and the alleged offender may be prosecuted. All unrestricted reports must be referred to CID, regardless of severity, in accordance with DoDI 5505.18. Once the victim files an unrestricted report, he or she cannot change to a restricted report. If at any time a victim declines to participate in an investigation or prosecution, that decision should be honored by commanders, investigators, and all other personnel involved in the case. (DoDD 6495.01, Glossary; DoDI 6495.02, para 2.c.(1) and para 4.r.; AR 600-20, para, 8-4.d., App G-2, paras. a. and I., App H-2, App H-4.b.)

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Restricted Report

The victim can confidentially disclose and report a sexual assault to a SARC, VA, or HCP. The victim can also confidentially communicate with a chaplain. The victim will have access to medical treatment, including emergency care, counseling, and assignment of a SARC and VA, without triggering an official investigation or prosecution of the alleged offender. If the victim chooses to file a restricted report, the installation commander will receive non-identifying information indicating an alleged sexual assault occurred. If the victim files a restricted report, he or she can change to an unrestricted report at any time.

If the victim tells someone outside of the restricted reporting chain (e.g., a friend, family member, roommate, or others), then he or she can still elect to submit a restricted report; however, if the person to whom the victim confided the information is in the victim's officer or non-commissioned officer chain of command or DoD law enforcement, there can be no restricted report. Also, if the person to whom the victim confided the information in reports the incident to the chain of command or law enforcement, an official investigation will be initiated.

(DoDD 6495.01, Glossary; DoDI 6495.02, Encl ;4 AR 600-20, para 8-4.c. and p(4), App H-2, H-4 and H-5)

Not Reporting

The victim may choose not to report a sexual assault. The victim may not receive the support or consideration made available to victims. If the victim chooses not to report and no one else reports the incident, the chain of command, law enforcement,

HCP, SARC, and VA may not know that a crime occurred and the alleged offender may not be investigated or prosecuted.

REPORTING PROCESS—SOLDIERS

- » Unrestricted Reporting Process
- » Restricted Reporting Process
- » Exceptions to the Restricted Reporting Process

Unrestricted Reporting Process

(Victim can report the incident to anyone)

The following steps are provided as a reference for commanders, victims, Soldiers and others to follow if a sexual assault occurs. Victims may choose to file a restricted or unrestricted report or not to report. This section outlines the unrestricted reporting process.

- » **Step 1.** Ensure the victim's safety and seek emergency care
- » **Step 2.** Preserve evidence
- » **Step 3.** Victim notifies SARC and/or unrestricted reporting chain
- » **Step 4.** Seek medical care for the victim
- » **Step 5.** SARC provides info
- » **Step 6.** SARC assigns VA to provide assistance
- » **Step 7.** (RC only) Initiate Line of Duty investigation

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- » **Step 8.** Victim may consult with legal assistance attorney
- » **Step 9.** Victim's commander provides support and referrals as needed
- » **Step 10.** Coordinate for "no contact order" MPO or CPO as needed
- » **Step 11.** Victim may request expedited transfer
- » **Step 12.** Investigation
- » **Step 13.** Disposition of case

Step 1: Ensure the victim's safety. Get the victim to a safe place away from the alleged offender. Call 911 or seek emergency care if the victim is in imminent danger. (AR 600-20, App G-2)

Step 2: Advise the victim to consider preserving all evidence of the assault. The victim should not bathe, wash his or her hands, eat, drink or brush teeth if he or she is going to seek medical attention and the completion of a SAFE Kit. The victim should consider not cleaning or straightening up the crime scene or washing any clothing he or she was wearing when the assault occurred. (AR 600-20, App G-2)

Step 3: The victim will notify the SARC and/or other members of the unrestricted reporting chain. If the SARC does not receive the initial report, the individual who does will notify the SARC. The victim may reach out to any of the following individuals or organizations (list not exhaustive): SARC, VA, HCP, civilian and military law enforcement, first-line supervisor, peer, commander, or chaplain. The victim can also contact his or her local 24/7

helpline or the DoD Safe Helpline for anonymous, confidential, secure assistance 24/7 worldwide:

- For crisis intervention, support and information, call (country code 001): 202-540-5962 (U.S.), 877-995-5247 (U.S. toll free), 94-877-995-5247 (DSN).
- Text a location or zip code to 55-247 (within CONUS) or 202-470-5546 (OCONUS) to receive a list of nearby resources.
- Contact an online counselor (in real time) at www.SafeHelpline.org.

Upon notification of a sexual assault incident, the unit commander must immediately contact CID and should consult with SJA. (DoDI 6495.02, Encl 4 and Glossary; AR 600-20, App G-2)

Step 4: Notify the SARC (if the victim has not done so already). Advise the victim to seek medical care as soon as possible to receive treatment for injuries, address the risk of pregnancy or sexually transmitted infections, have a SAFE to preserve forensic evidence, and have a urine sample collected to determine if the victim was drugged. Sexual assault victims will be given priority and treated as emergency cases (DoDI 6495.02). At the victim's request, the SARC, SACC or SACP will coordinate with the SAMFE to perform a SAFE, which may include the collection of evidence. If a forensically trained examiner is not available within 2 hours, the victim should be transported to the nearest available facility in order to receive the SAFE. The HCP will communicate via the electronic profiling system if the victim's medical condition or prognosis could adversely impact his or her duty performance (in accordance with the Health Insurance Portability and

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Accountability Act (HIPAA)). (DoDI 6495.02, Encl 7d.; AR 600-20, App G-2; MEDCOM Reg 40-36, para 6.n.(11), and para 8)

Step 5: Upon notification, the SARC will ensure the victim is aware of and understands the options to:

- File a restricted or unrestricted report.
- Be assigned and speak confidentially with a VA.
- File for an expedited transfer (temporary or permanent) to another unit or installation.
- Request a Military Protective Order (MPO) and/or Civilian Protective Order (CPO).
- Consult with a legal assistance attorney.

The SARC will ensure all unrestricted reports are reported to the first lieutenant colonel in the chain of command, the installation commander, CID, and the installation PM within 24 hours. (DoDI 6495.02, Encl 6; AR 600-20, para 8-5.p(7) and q(9))

Step 6: The SARC will assign a VA to provide assistance, at the victim's request. The VA will review detailed information on the reporting options with the victim using DD Form 2910. The VA will ensure the victim receives guidance and support during administrative, medical, investigative, and legal procedures. The VA will also ensure the victim understands the processes involved and that data will be collected, reported, and maintained on the case. The VA will provide the victim information on, and facilitate contact with, military and civilian support organizations and resources, as requested, and advise the victim that ongoing advocacy services are available. The SARC, VA, SACC, or SACP will explain the availability of victim advocacy services. The victim may receive continued support and referrals from the SARC, VA, chaplain, and/or HCPs. (AR 600-20, para 8-5.s and App H-4.b.)

Step 7 (RC only): Commanders must promptly initiate a Line of Duty (LOD) investigation for RC members, regardless of whether a restricted or unrestricted report was filed. Medical entitlements to the victim are dependent on an LOD determination as to whether or not the sexual assault incident occurred in an active duty or inactive duty training status. LOD determinations may be made without the victim being identified to DoD law enforcement or command, solely for the purpose of enabling the victim to access medical care and psychological counseling, and without identifying injuries from sexual assault as the cause. (DoDI 6495.02, Encl 5, para 4)

Step 8: The victim and any witnesses have the right to consult with a legal assistance attorney and to seek support through the Victim/Witness Assistance Program. The SJA's office will advise victims and witnesses of their rights during all stages of a case, using the following documents:

- DD Form 2701, Initial Information for Victims and Witnesses of Crime
- DD Form 2702, Court-Martial Information for Victims and Witnesses of Crime (AR 27-10, para 17-17)

Step 9: As appropriate, the victim's commander will provide support and accommodate the victim's requests for safety, physical and mental health services, security, and legal assistance, as not to compromise critical missions or investigations. The victim's commander will also provide the victim's family with referrals to available resources (e.g. counseling, resources, information, and medical care) as needed. Commanders have, and should use, discretion to defer action on alleged collateral

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misconduct by sexual assault victims until final disposition of the sexual assault case.

The victim's battalion commander will provide an update to the victim within 14 calendar days after the initial report. Thereafter, the battalion commander will ensure that, at a minimum, a monthly update is provided to the victim on the status of any ongoing investigative, medical, legal, or command proceedings regarding the assault. The battalion commander will follow-up with the victim within 45 days after disposition of the case. This update must occur within 72 hours after completion of the monthly installation Sexual Assault Review Board (SARB). Commanders of NG victims who were sexually assaulted when the victim was on title 10 orders and filed unrestricted reports are required to update, to the extent allowed by law and regulations, the victim's home State title 32 commander as to all or any ongoing investigative, medical, and legal proceedings regarding the extent of any actions being taken by the active component against subjects who remain on title 10 orders. (DoDI 6495.02, Encl 5, para 3.g.(2); AR 600-20, para 8-5. o. and App G-2. q.)

Step 10: The victim will request, or the alleged offender's commander will determine the need for, an MPO, DD Form 2873, or no contact order. Commanders recommending denial of a victim's request for an MPO will document the reasons for the denial and forward the request up the chain of command and to the installation or equivalent command level (in consultation with a judge advocate) for final decision.

The alleged offender's commander will provide the victim, alleged offender and Installation PM or DES copies of the MPO.

The commander will notify civilian authorities of the MPO and of the individuals involved if any individual involved resides off post. An MPO is not enforceable by civilian authorities off post. The victim must coordinate with civilian law enforcement to request a CPO to ensure safety off post, if needed. (DoDI 6495.02, Encl 5, para 6.; AR 600-20, App G-2.l(6)(c))

Step 11: The victim can submit a request for expedited transfer to his or her chain of command. The victim can also submit a request for temporary reassignment to another unit, duty location, or living quarters on the installation until final disposition of the case. Requests for transfer or reassignment must be submitted in writing. The commander must approve or disapprove the request within 72 hours of receipt. If the commander disapproves the request, the Service member shall be given the opportunity to request review by the first General or Flag officer in the chain of command, or an SES equivalent (if applicable). The decision to approve or disapprove the request must be made within 72 hours of submission of the request for review. Commanders may also consider potential transfer of the alleged offender instead of the victim. (DoDI 6495.02, Encl 5, para 5.; AR 600-20, App G-2)

Step 12: Upon notification, law enforcement (military or civilian) will conduct an investigation of the crime. For cases with military jurisdiction, CID will ensure the victim is aware of his or her rights, using DD Form 2701. CID will provide the victim a monthly report on the status of the investigation from the date it is initiated until it is completed, to the extent that such actions will not jeopardize an ongoing investigation. Once CID completes the investigation,

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they will turn the findings over to the alleged offender's commander and legal authority for disposition and adjudication. During the investigation and prosecution of a crime, the SJA's victim witness liaison, trial counsel, or other Government representative will provide the victim the earliest possible notice of significant events in the case, such as the decision to prefer or dismiss charges, acceptance of pleas or verdicts, and the result of the trial or determination of final disposition.

For cases with civilian jurisdiction, consult with the local or state law enforcement agency for details, as procedures vary by location. Upon the completion of an investigation, civilian law enforcement agencies will typically turn their findings over to the prosecutor's office. (DoDI 6495.02, App to Encl 12; AR 600-20, para 8-5. d.; AR 27-10, para 17-14; AR 195-2, para 4-3.c.)

Step 13: For cases with military jurisdiction, the alleged offender's commander, in consultation with his or her servicing judge advocate, will make a recommendation for disposition and adjudication. The victim may be called upon to provide testimony and/or participate in proceedings. If the case proceeds to court martial, the alleged offender's guilt or innocence will be determined by the court.

For cases with civilian jurisdiction, consult with the appropriate court for details, as procedures vary by location. The prosecutor's office will typically determine whether or not to proceed to trial. The victim may be called upon to provide testimony and/or participate in proceedings. If the case proceeds to trial, the alleged offender's guilt or innocence is determined by the court.

The SARB chair (typically the installation commander) will require that case dispositions are communicated to the victim within 2 business days of the final disposition. Additionally, the victim's battalion commander will follow-up with the victim within 45 days after disposition of the case to ensure the victim's needs have been addressed.

The alleged offender's commander will provide disposition data, to include any administrative or judicial action taken, stemming from the sexual assault investigation to the installation PM or CID on DA Form 4833, Commander's Report of Disciplinary or Administrative Action. Commanders will remind rating officials that their comprehensive evaluation includes documenting incidents of misconduct, to include those being found guilty of sexual assault or harassment. This may include an appropriate annotation in the narrative and/or the values section of the officer evaluation report/noncommissioned officer evaluation report. Commanders will also ensure that Soldiers convicted of sexual assault in foreign, civilian, or military courts are processed for administrative separation. This provision does not apply to Soldiers who have a court-martial sentence that includes a dishonorable discharge, bad conduct discharge, or a dismissal. (DoDI 6495.02, Encl 9, para 2.; AR 600-20, para 8-5.o(33) and App F; AR 27-10)

Restricted Reporting Process—Soldiers

(Victim can report the incident to SARC, VA and/or HCP ONLY)

The following steps are provided as a reference for commanders, Soldiers and other first responders to follow if a sexual assault

**Note: In accordance with ALARACT 007/2012, many units have already transitioned responsibility for the handling of sexual harassment cases from EOAs to SHARP personnel. Remaining units will make the transition upon issuance of Pending Army Directive XX-2013 and AR 600-20 rapid revision.*

occurs. Victims may choose to file a restricted or unrestricted report or not to report. This section outlines the restricted reporting process.

- » **Step 1.** Ensure the victim's safety and seek emergency care
- » **Step 2.** Preserve evidence
- » **Step 3.** Victim notifies SARC and/or restricted reporting chain
- » **Step 4.** Seek medical care for the victim
- » **Step 5.** SARC provides info
- » **Step 6.** SARC assigns VA to provide assistance
- » **Step 7.** (RC only) Initiate Line of Duty investigation
- » **Step 8.** Explain option to switch to unrestricted report

Step 1: Ensure the victim's safety. Get the victim to a safe place away from the alleged offender. Call 911 or seek emergency care if the victim is in imminent danger. (AR 600-20, App G-2)

Step 2: Advise the victim to consider preserving all evidence of the assault. The victim should not bathe, wash his or her hands, eat, drink or brush teeth if he or she is going to seek medical attention and the completion of a SAFE Kit. The victim should consider not cleaning or straightening up the crime scene or washing any clothing he or she was wearing when the assault occurred. (AR 600-20, App G-2)

Step 3: The victim may confidentially report the crime to a SARC, VA, or HCP and receive medical care and counseling by submitting a restricted report that does not automatically trigger an official investigation. The victim may confidentially

communicate with a chaplain. The victim can also contact his or her local 24/7 helpline or the DoD Safe Helpline for anonymous, confidential, secure assistance 24/7 worldwide:

- For crisis intervention, support and information, call (country code 001): 202-540-5962 (U.S.), 877-995-5247 (U.S. toll free), 94-877-995-5247 (DSN)
- Text a location or zip code to 55-247 (within CONUS) or 202-470-5546 (OCONUS) to receive a list of nearby resources
- Contact an online counselor (in real time) at www.SafeHelpline.org. (DoDI 6495.02, Glossary, AR 600-20, para 8-4.c. and App G-2)

Step 4: The SARC will coordinate for a HCP (SACC or SACP) to provide care and treatment for injuries, address the risk of pregnancy or sexually transmitted infections, have a SAFE to preserve forensic evidence, and have a urine sample collected to determine if the victim was drugged. Sexual assault victims will be given priority and treated as emergency cases. At the victim's request, the SARC, SACC or SACP will coordinate with the SAFE to perform a SAFE, which may include the collection of evidence to be used if the victim decides to change his or her reporting preference. If a forensically trained examiner is not available within 2 hours, the victim should be transported to the nearest available facility in order to receive the SAFE. Restricted reporting may not be an option at a civilian facility. If a sexual assault occurs outside of a military installation or if the victim must be transferred to a non-military facility, the victim should carefully consider his or her reporting options before receiving medical care.

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Local or state mandatory sexual assault reporting requirements may limit the possibility of restricted reporting. The victim should consult with the SARC or VA prior to receiving a SAFE at a civilian hospital if he or she prefers to submit a restricted report.

If HCP or a SARC determines that releasing information is necessary to prevent or mitigate a serious and imminent threat to the health or safety of the victim or another person, the SARC will advise the victim that he or she will release the information as an exception to restricted reporting. The SARC will consult with the local SJA and disclose only necessary details to the command and/or law enforcement.

(DoDI 6495.02, para 4.1., Encl 7, para 2. and Encl 4, para 2.; AR 600-20, App G-2.c; MEDCOM Reg 40-36, para 6., 8. and 10.)

Step 5: Upon notification, the SARC will ensure the victim is aware of and understands the options to:

- File a restricted or unrestricted report.
- Be assigned and speak confidentially with a VA.
- File for an expedited transfer (temporary or permanent) to another unit or installation.
- Request an MPO and/or CPO.
- Consult with a legal assistance attorney.

For the purposes of public safety and command responsibility, in the event of a restricted report, the SARC shall report non-personally identifying information concerning sexual assault incidents (without information that could reasonably lead to personal identification of the victim or the alleged assailant) only to the installation commander within 24 hours of the report. (DoDI 6495.02, Encls 4 and 6; AR 600-20, para 8-5.p., q.)

Step 6: The SARC will assign a VA to provide assistance, at the victim's request. The VA will review detailed information on the reporting options with the victim using DD Form 2910. The VA will ensure the victim receives guidance and support during administrative, medical, investigative, and legal procedures. The VA will also ensure the victim understands the processes involved and that data will be collected, reported, and maintained on the case. The VA will provide the victim information on, and facilitate contact with, military and civilian support organizations and resources, as requested, and advise the victim that ongoing advocacy services are available. The SARC, VA, SACC, or SACP will explain the availability of victim advocacy services. The victim may change his or her reporting preference from restricted to unrestricted at any time. (AR 600-20, para 8-5.s. and App H-4.a.)

Step 7 (RC only): Commanders must promptly initiate a Line of Duty (LOD) investigation for RC members, regardless of whether a restricted or unrestricted report was filed. Medical entitlements to the victim are dependent on an LOD determination as to whether or not the sexual assault incident occurred in an active duty or inactive duty training status. LOD determinations may be made without the victim being identified to DoD law enforcement or command, solely for the purpose of enabling the victim to access medical care and psychological counseling, and without identifying injuries from sexual assault as the cause. (DoDI 6495.02, Encl 5, para 4)

Step 8: The SARC will contact the victim at the 1-year mark of the report to inquire whether the victim wishes to change his or her reporting option from restricted to unrestricted. If the victim

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does not change from a restricted to an unrestricted report, the SARC will explain that the SAFE Kit, DD Form 2911, and the DD Form 2910 will be retained for 5 years from the time the victim signed the DD Form 2910 and will then be destroyed. The SARC will indicate that he or she will not contact the victim again and that it will be the victim's responsibility from that point forward to contact a SARC to change his or her reporting option before the end of the 5-year retention period. At the victim's request, DD Forms 2910 and 2911 filed in connection with the restricted report will be retained for 50 years. (DoDI 6495.02, Encl 8)

Exceptions to the Reporting Processes

- » **Exception 1:** Communications with chain of command or law enforcement
- » **Exception 2:** Support from local or state healthcare or law enforcement
- » **Exception 3:** RC and NG considerations
- » **Exception 4:** Family member considerations
- » **Exception 5:** DA Civilian considerations

Exception 1: If the chain of command or law enforcement (military or civilian) are aware of the crime before the victim files a report with the SARC, an official investigation may occur and the victim may no longer have the option of restricted reporting. (DoDI 6495.02, Encl 4, para 1.e.)

Exception 2: Local or state mandatory sexual assault reporting requirements may limit the possibility of restricted reporting. (DoDI 6495.02, Encl 4, para 1.g.)

Exception 3: If reporting a sexual assault that occurred prior to or while not performing active service or inactive training, National Guard and RC members will be eligible to receive limited SHARP support services from a SARC and a VA and are eligible to file a Restricted or Unrestricted Report. (DoDI 6495.02, para 2.b.)

Exception 4: The Family Advocacy Program (FAP) covers adult military dependent sexual assault victims who are assaulted by a spouse or intimate partner and military dependent sexual assault victims who are 17 years of age and younger. The installation SARC, FAP and domestic violence intervention and prevention staff are responsible for advocacy and service coordination when a sexual assault occurs within a domestic relationship or involves child abuse. (DoDI 6495.02, para 2.c(2))

Exception 5: Unless otherwise eligible to receive treatment in a military medical treatment facility, limited medical services in the form of emergency care shall be provided to the individuals listed below when stationed with or accompanying the U.S. Armed Forces OCONUS. They will also be offered the limited services of SHARP personnel who are designated as a SARC and/or a VA while undergoing emergency care OCONUS. The only sexual assault reporting option for these individuals is unrestricted reporting; restricted reporting is not authorized. Emergency care consists of emergency medical care and a SAFE Kit.

DA Civilian employees and their family dependents, 18 years of age and older, when stationed or performing duties OCONUS and eligible for treatment in the military healthcare system at military installations of facilities OCONUS. U.S. citizen DA

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contractor personnel when authorized to accompany U.S. Armed Forces in a contingency operation OCONUS and their U.S. citizen employees.

(DoDI 6495.02, para 2.d.)

CHAPTER 5

FORMS, RESOURCES, AND QUICK REFERENCES

FORMS

Victim:

- **DD Form 2701**, Initial Information for Victims and Witnesses of Crime: <http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2701.pdf>
- **DD Form 2702**, Court-Martial Information for Victims and Witnesses of Crime; <http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2702.pdf>
- **DD Form 2910**, Victim Reporting Preference Statement: <http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2910.pdf>
- **DD Form 2911**, DoD Sexual Assault Forensic Examination Report: http://www.sapr.mil/public/docs/miscellaneous/toolkit/DD_Form_2911.pdf
- **DA Form 7279**, Equal Opportunity Complaint Form: <http://www.apd.army.mil/pub/efoms/pdf/a7279.pdf>

Commander:

- **DD Form 2873**, Military Protective Order: <http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2873.pdf>
- **DA Form 4833**, Commander's Report of Disciplinary or Administrative Action: <http://www.apd.army.mil/pub/efoms/pdf/a4833.pdf>

RESOURCES

- U.S. DoD Sexual Assault Prevention and Response Website: <http://www.sapr.mil/>
- U.S. Army SHARP Program Website: <http://www.sexualassault.army.mil/>

**COMMANDER'S CHECKLIST:
FORMAL SEXUAL HARASSMENT
COMPLAINT - SOLDIERS**

204067

**VICTIM'S COMMANDER CHECKLIST:
SEXUAL ASSAULT - SOLDIERS**

IMMEDIATE RESPONSE	VICTIM SUPPORT	CDR NOTES:
<ol style="list-style-type: none"> 1. Ensure the victim's safety and seek emergency care. 2. Advise the victim of the need to preserve evidence (if required). 3. Notify unrestricted reporting chain—SARC, CID, SJA—and higher-level command (seek legal guidance from SJA). 4. Ensure SARC coordinates medical care. 5. Ensures SARC provides info to victim. 6. Ensure SARC assigns VA to provide assistance to victim. 7. (RC only) Initiate LOD investigation. 8. Ensure victim has been notified of available services, to include legal assistance. 9. Provide support and referrals as needed. 10. Determine if victim needs an MPO or CPO. 	<ol style="list-style-type: none"> 11. Ensure victim has been notified of right to expedited transfer. 12. Ensure leaders and subordinates: <ol style="list-style-type: none"> (a) Limit information on incident only to personnel with a legitimate need to know (b) Immediately report any allegations of retaliation or intimidation of victim/witnesses (c) Protect victim privacy 13. Update higher-level command within 14-days on status of victim and subjects. Update victim on monthly basis on status of case. 14. SARB chair will direct a follow-up report to the victim within 2 days after final disposition of case. Battalion commander will follow-up with the victim within 45 days after final disposition to ensure the victim's needs are addressed. 	<p align="center">CDR NOTES:</p> <hr/> <p align="center">HELPFUL CONTACT NUMBERS:</p> <p>SARC:</p> <p>VA:</p> <p>CID:</p> <p>SJA:</p> <p>PM:</p> <p>MTF:</p> <p>CHAPLAIN:</p>

References: DoDI 6495.02, Encl 5; AR 600-20, Chapter 8 & Appendix G, H.

204068

**VICTIMS COMMANDER CHECKLIST:
SEXUAL ASSAULT - SOLDIERS**

**ALLEGED OFFENDER'S COMMANDER CHECKLIST:
SEXUAL ASSAULT - SOLDIERS**

IMMEDIATE RESPONSE	CONTINUED SUPPORT	CDR NOTES:
<ol style="list-style-type: none"> 1. Immediately Notify CID upon receipt of a report of a sexual assault incident. 2. Guidelines for questioning: <ol style="list-style-type: none"> (a) Avoid questioning about the sexual assault allegation. Doing so may jeopardize the criminal investigation. (b) Before questioning or discussing the case with the alleged offender, contact the SJA for guidance. (c) If questioning does occur, advise the alleged offender of his/her rights under Article 31, UCMJ. 3. Flag any Soldier under charges, restraint, or investigation for sexual assault and suspend the Soldier's security clearance. 4. Limit the details regarding the incident to only those personnel who have a legitimate need to know. 5. Determine the need for a (MPO). (If applicable) Provide victim and alleged offender with copies of the completed DD Form 2873. 	<ol style="list-style-type: none"> 6. Consider potential transfer of the alleged offender instead of the SM requesting the transfer. 7. If requested by the victim, allow for separate training at different times (or weekends) from the alleged offender or with a different unit. At a minimum, the alleged offender's access to the victim shall be controlled, as appropriate. 8. Publicize availability of medical treatment (to include behavioral health), and referral services for alleged offenders who are also active duty Service members. 9. Provide disposition data to include any administrative or judicial action take on DA Form 4833 to PM or CID. 10. Remind rating officials that their comprehensive evaluation includes documenting incidents of misconduct, to include those being found guilty of sexual assault. 11. Ensure that Soldiers convicted of sexual assault in foreign, civilian, or military courts are processed for administrative separation. 	<p align="center">CDR NOTES:</p> <hr/> <p align="center">HELPFUL CONTACT NUMBERS:</p> <p>SARC:</p> <p>VA:</p> <p>CID:</p> <p>SJA:</p> <p>PM:</p> <p>MTF:</p> <p>CHAPLAIN:</p> <p align="right">References: AR 600-20, Appendix G-2; UCMJ, Article 31; AR 600-8-2, para 2-2; DoDI 6495.02, Encl 4 and 5</p>

204070

**ALLEGED OFFENDER'S
COMMANDER CHECKLIST:
SEXUAL ASSAULT - SOLDIERS**

204071

**INFORMAL SEXUAL HARASSMENT
COMPLAINT - SOLDIERS**

**COMPLAINANT CHECKLIST:
FORMAL SEXUAL HARASSMENT COMPLAINT - SOLDIERS**

IMMEDIATE RESPONSE	COMPLAINANT SUPPORT	NOTES:
<ol style="list-style-type: none"> 1. Consult with EOR/EOA*. 2. Report harassment to a member of the command, the EOA* or other agency official. 3. Receive information on: <ol style="list-style-type: none"> (a) Rights and responsibilities (b) Role of the agency in relation to the complaint (c) What services are available from other agencies (d) Explanation of the complaint system (e) Referral to appropriate agency to handle resolution (72-hr suspense) 4. Complete Part I of DA Form 7279 with EOA*. 5. Agency official may refer the case to another agency. In all cases, the commander will ultimately be notified of the formal complaint. 	<ol style="list-style-type: none"> 6. Receive counseling from commander on specifics of plan to protect complainant from reprisal and retaliation. 7. Receive feedback on investigation or inquiry from commander within 14 calendar days, or a maximum of 30 additional days with approved extension. 8. Receive notification of results of the complaint. 9. Submit an appeal of the results <i>no later than 7 days</i> after notification of results (Optional). 10. Receive notification of results of the appeal <i>within 14 (standard) – 45 (if extension is required) days</i>. 11. Receive a follow-up assessment from EOA* within 30 to 45 calendar days following the final decision on the complaint. 	<p align="center">NOTES:</p> <hr/> <p align="center">HELPFUL CONTACT NUMBERS:</p> <p>COMMANDER: EOA*: IG: CHAPLAIN: PM: MTF: SJA:</p> <p><i>*Note: In accordance with ALARACT 007/2012, many units have already transitioned responsibility for the handling of sexual harassment cases from EOAs to SHARP personnel. Remaining units will make the transition upon issuance of Pending Army Directive XX-2013 and AR 600-20 rapid revision.</i></p>

References: AR 600-20, Chapter 7 & Appendix D

204074

**COMPLAINANT CHECKLIST:
FORMAL SEXUAL HARASSMENT
COMPLAINT - SOLDIERS**

204075

**VICTIM CHECKLIST:
SEXUAL ASSAULT - SOLDIERS**

IMMEDIATE RESPONSE	VICTIM SUPPORT	VICTIM'S RIGHTS:								
<ol style="list-style-type: none"> 1. Ensure safety and seek emergency care. 2. Preserve evidence. 3. Report incident to a SARC, who can review reporting options—Chose to file an unrestricted report, restricted report, or do not report. 4. If choosing to report, notify restricted or unrestricted reporting chain (listed in "Definitions" para). 5. Receive medical care, SAFE, information on available services and referrals as requested. 6. SARC provides info. 7. SARC assigns VA to provide assistance. 8. (RC only) LOD initiate investigation. 9. If unrestricted reporting, consult with legal assistance for info on victim's rights and services. 10. Command will provide support and referrals as needed. 11. If unrestricted reporting, request an MPO or CPO as needed. 	<ol style="list-style-type: none"> 12. If unrestricted reporting, request expedited transfer, temporary reassignment or PCS as needed. 13. If unrestricted reporting, provide statement(s) to investigators (optional) and receive monthly update on case from CID and commander. 14. If unrestricted reporting, receive a follow-up report within 2 days after final disposition of case and from battalion commander within 45 days after final disposition to ensure your needs are addressed. 	<ul style="list-style-type: none"> • To be treated with fairness and with respect for his or her dignity and privacy • To be reasonably protected from the accused offender • To be notified of court proceedings • To be present at all public court proceedings related to the offense, unless the court determines that the victim's testimony would be materially affected if the victim heard other testimony at trial • To confer with the attorney for the government in the case • To restitution, if appropriate • To information about the conviction, sentencing, imprisonment, and release of the offender. <p align="center">DEFINITIONS:</p> <p>Restricted Report: Reporting option for victims of sexual assault who wish to confidentially disclose the crime to specifically identified individuals (SARC, VA, and/or HCP) and receive medical treatment and counseling without triggering the official investigative process. Report the assault to a SARC, VA, and/or healthcare personnel.</p> <p>Unrestricted Report: Reporting option for victims of sexual assault who desire medical treatment, counseling and an official investigation of the crime. Report the assault through current reporting channels (e.g. chain of command, law enforcement, or the SARC). A victim may also request healthcare personnel to notify law enforcement.</p> <p align="center">HELPFUL CONTACT NUMBERS:</p> <table border="0"> <tr> <td>SARC:</td> <td>PM:</td> </tr> <tr> <td>VA:</td> <td>MTF:</td> </tr> <tr> <td>CID:</td> <td>CHAPLAIN:</td> </tr> <tr> <td>SJA:</td> <td></td> </tr> </table>	SARC:	PM:	VA:	MTF:	CID:	CHAPLAIN:	SJA:	
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References: DoDI 6495.02; AR 600-20, Chapter 8 & Appendix G

**VICTIM CHECKLIST:
SEXUAL ASSAULT - SOLDIERS**

204077

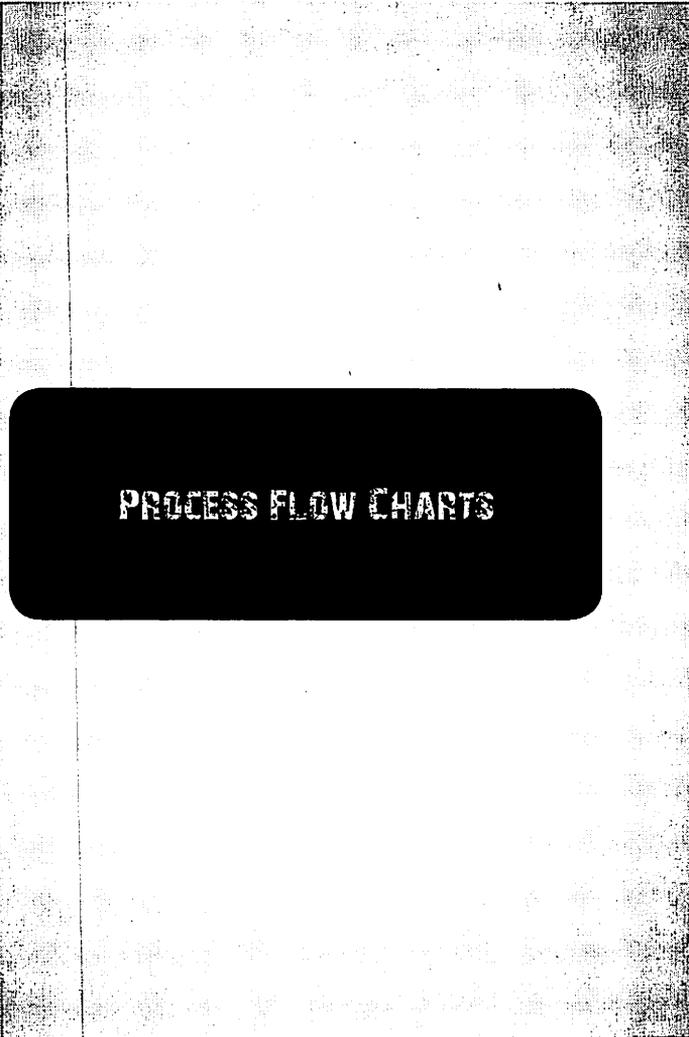
**THIRD PARTY/WITNESS CHECKLIST:
SEXUAL ASSAULT - SOLDIERS**

IMMEDIATE RESPONSE	CONTINUED SUPPORT	NOTES:								
<ol style="list-style-type: none"> 1. Ensure the victim's safety and seek emergency care. 2. Advise the victim to preserve evidence. 3. Refer victim to SARC, who will help victim determine if victim wants to use the restricted or unrestricted reporting chain, or prefers to not report the incident. (see Note on far right). <p><i>(a) Unrestricted Report:</i> This option is for victims of sexual assault who desire medical treatment, counseling and an official investigation of the crime. Unrestricted reports may be disclosed to a SARC, VA, HCP, chain of command, law enforcement, and others.</p> <p><i>(b) Restricted Report:</i> This option is for victims of sexual assault who wish to confidentially disclose the crime to specifically identified individuals (SARC, VA, and/or HCP) and receive medical treatment and counseling without triggering the official investigative process.</p> <p><i>(c) Do not report.</i></p> 	<ol style="list-style-type: none"> 4. Notify the reporting chain, at the victim's request. NOTE: If anyone outside the restricted reporting chain (SARC, VA, healthcare personnel) is aware of the incident, a restricted report cannot be filed. 5. If unrestricted reporting, consult with SJA for information on the Victim/Witness Assistance Program. 6. Provide support to the victim as requested. 7. If unrestricted reporting, provide statement to investigators (optional). 8. If unrestricted reporting, receive information from SJA on witness' rights 9. If unrestricted reporting, receive updates from CID on the status of the investigation. 10. If unrestricted reporting, provide testimony as needed. 	<hr/> <p align="center">HELPFUL CONTACT NUMBERS:</p> <table border="0"> <tr> <td>SARC:</td> <td>PM:</td> </tr> <tr> <td>VA:</td> <td>MTF:</td> </tr> <tr> <td>CID:</td> <td>CHAPLAIN:</td> </tr> <tr> <td>SJA:</td> <td></td> </tr> </table> <p><i>Note: A victim's communication with another person (e.g., roommate, friend, family member) does not, in and of itself, prevent the victim from later electing to make a Restricted Report. Restricted Reporting is confidential, not anonymous, reporting. However, if the person to whom the victim confided the information (e.g., roommate, friend, family member) is in the victim's officer and non-commissioned officer chain of command or DoD law enforcement, there can be no Restricted Report.</i></p>	SARC:	PM:	VA:	MTF:	CID:	CHAPLAIN:	SJA:	
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References: AR 600-20, Chapter 8 & Appendix G; DoDI 6495.02

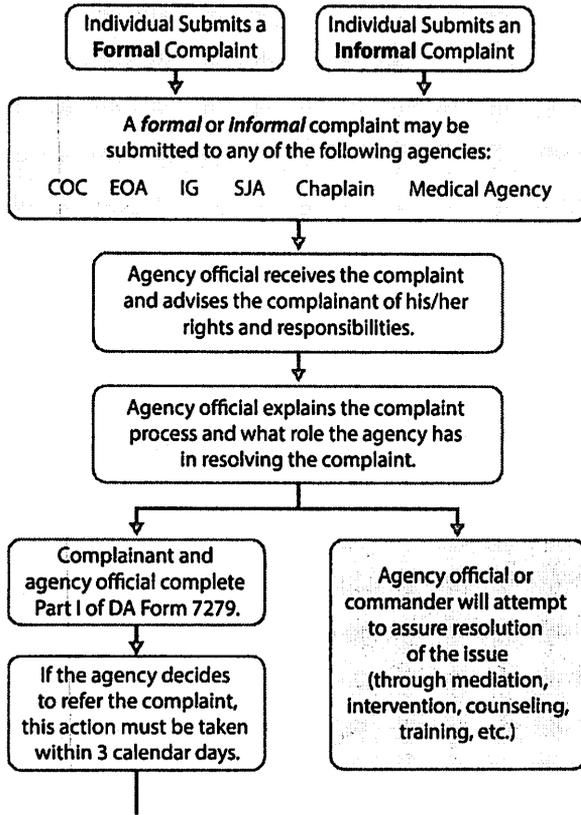
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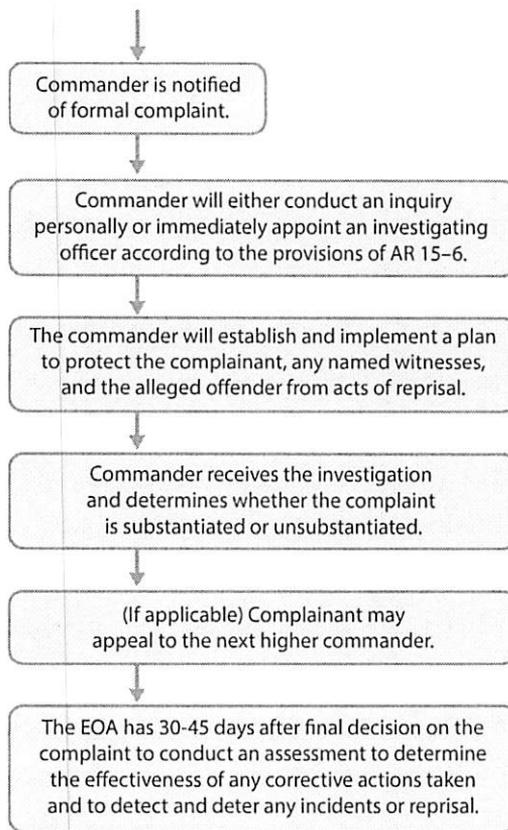
**THIRD PARTY/WITNESS CHECKLIST:
SEXUAL ASSAULT - SOLDIERS**



PROCESS FLOW CHARTS

**SOLDIER—SEXUAL HARASSMENT
COMPLAINT PROCESS FLOW CHART**

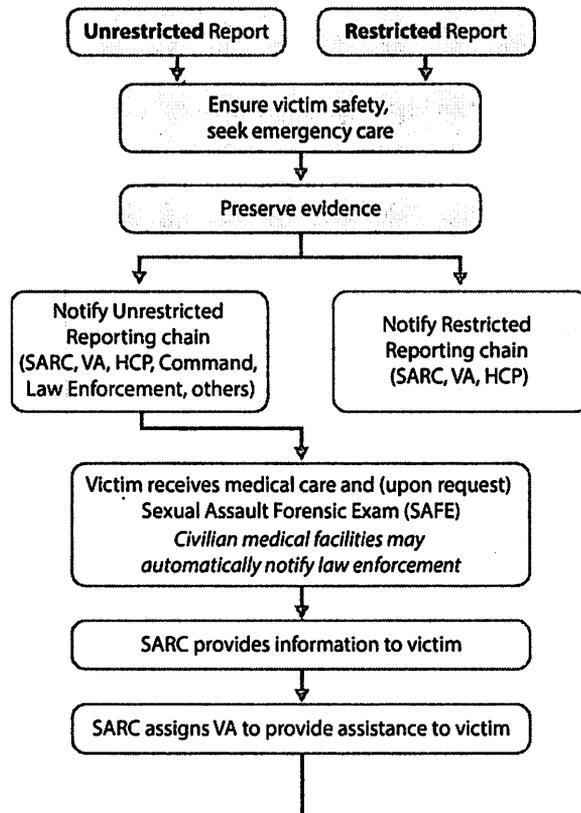


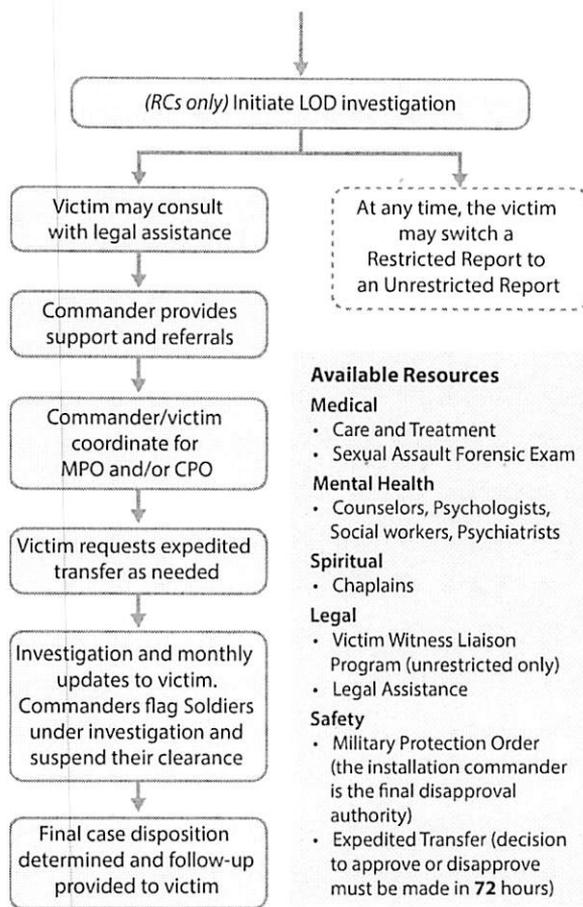


(AR 600-20, App D)

**Note: In accordance with ALARACT 007/2012, many units have already transitioned responsibility for the handling of sexual harassment cases from EOAs to SHARP personnel. Remaining units will make the transition upon issuance of Pending Army Directive XX-2013 and AR 600-20 rapid revision.*

**SOLDIER—SEXUAL ASSAULT REPORTING
PROCESS ABBREVIATED FLOW CHART**





(DoDD 6495.01, DoDI 6459.02, AR 600-20)

Note 1: This flow chart depicts an abbreviated version of the sexual assault reporting process which emphasizes actions taken or directly impacting commanders and Soldiers at the company level.

Note 2: Commanders of the NG victims who were sexually assaulted when the victim was on title 10 orders and filed unrestricted reports are required to update, to the extent allowed by law and regulations, the victim's home State title 32 commander as to all or any ongoing investigative, medical, and legal proceedings regarding the extent of any actions being taken by the active component against subjects who remain on title 10 orders.

CHAPTER 6

REFERENCES

Law:

- **Manual for Courts – Martial:**
<http://www.sapr.mil/public/docs/policy/mcm.pdf>
- **Uniform Code of Military Justice**

DoD Policy:

- **DoD Directive (DoDD) 6495.01, Sexual Assault Prevention and Response (SAPR) Program, 23 JAN 12, incorporating Change I, APR 13:**
<http://www.dtic.mil/whs/directives/corres/pdf/649501p.pdf>
- **DoD Instruction (DoDI) 6495.02, Sexual Assault Prevention and Response (SAPR) Program, 28 MAR 13:**
<http://www.dtic.mil/whs/directives/corres/pdf/649502p.pdf>
- **DoD Instruction 5505.18, Investigation of Adult Sexual Assault in the Department of Defense, 25 JAN 13, incorporating Change 1, MAY 2013**
- **DoDD 1350.2, Department of Defense Military Equal Opportunity (MEO) Program, 18 AUG 95, incorporating change 1, 7 MAY 97, certified current, 21 NOV 03.**
- **National Guard Regulation (NGR) 600-22, National Guard Military Discrimination Complaint System, 30 MAR 01:**
http://www.ngbpc.ngb.army.mil/pubs/36/angi36_3.pdf

Army Policy:

- **Army Regulation (AR) 15-6, Procedures for Investigating Officers and Boards of Officers, 2 OCT 06:** http://www.apd.army.mil/pdffiles/r15_6.pdf

References

- **AR 20-1**, Inspector General Activities, 29 NOV 10,
Rapid Action Revision (RAR) 3 JUL 12:
http://www.apd.army.mil/pdffiles/r20_1.pdf
- **AR 27-10**, Military Justice, 3 OCT 11:
http://www.apd.army.mil/pdffiles/r27_10.pdf
- **AR 165-1**, Army Chaplain Corps Activities, 3 DEC 09:
http://www.apd.army.mil/pdffiles/r165_11.pdf
- **AR 195-2**, Criminal Investigation Activities, 15 MAY 09,
Rapid Action Revision (RAR) 6 SEP 11:
http://www.apd.army.mil/pdffiles/r600_8_24.pdf
- **AR 380-67**, Personnel Security Program, 9 SEP 88,
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http://www.apd.army.mil/pdffiles/r380_67.pdf
- **AR 600-8-2**, Suspension of Favorable
Personnel Actions (Flags), 23 OCT 12:
http://www.apd.army.mil/pdffiles/r600_20.pdf
- **AR 600-20**, Army Command Policy, 18 MAR 2008,
Rapid Action Revision (RAR) 20 SEP 12:
http://www.apd.army.mil/pdffiles/r600_20.pdf
- **MEDCOM Regulation 40-36**, Medical Facility
Management of Sexual Assault, 21 JAN 09:
<http://www.sexualassault.army.mil/files/r40-36.pdf>

ALARACT:

- **ALARACT 007/2012**, Subject: Sexual Harassment/
Assault Response and Prevention (SHARP) Program
Implementation Guidance, 12 JAN 12

CHAPTER 7

GLOSSARY

ACRONYMS AND ABBREVIATIONS

ALARACT. (Message to) All Army Activities

CID. Criminal Investigation Division

CPO. Civilian Protection Order

CONUS. Continental United States

DA. Department of the Army

DoD. Department of Defense

EEO. Equal Employment Opportunity

EOA. Equal Opportunity Advisor

EOR. Equal Opportunity Representative

GCMCA. General Court-Martial Convening Authority

HCP. Healthcare Personnel

HIPAA. Health Insurance Portability and Accountability Act

IG. Inspector General

IGAR. Inspector General Action Request

LOD. Line of Duty

MPO. Military Protective Order

Glossary

MRE. Military Rules of Evidence
MTF. Military Treatment Facility
MUTA. Multiple Unit Training Assembly
OCONUS. Outside Continental United States
PM. Provost Marshal
PMO. Provost Marshal Office
POSH. Prevention of Sexual Harassment
SACC. Sexual Assault Care Coordinator
SACP. Sexual Assault Clinical Provider
SAFE. Sexual Assault Forensics Examination
SAMFE. Sexual Assault Medical Forensic Examiners
SAPR. Sexual Assault Prevention and Response
SARB. Sexual Assault Review Board
SARC. Sexual Assault Response Coordinator
SEEM. State Equal Employment Manager
SHARP. Sexual Harassment/Assault Response and Prevention
SJA. Staff Judge Advocate
TPU. Troop Program Unit
UCMJ. Uniform Code of Military Justice
VA. Victim Advocate

TERMS

Complainant. A Soldier, family member, or civilian employee of the Army who submits a complaint.

DoD Safe Helpline. A crisis support service for members of the DoD community affected by sexual assault. Safe Helpline provides live, one-on-one support and information to the worldwide DoD community. The service is confidential, anonymous, secure, and available worldwide, 24/7 by “click, call or text”—providing victims with the help they need anytime, anywhere. For crisis intervention, support and information, call (country code 001): 202-540-5962 (U.S.), 877-995-5247 (U.S. toll free), 94-877-995-5247 (DSN). Text a location or zip code to 55-247 (within CONUS) or 202-470-5546 (OCONUS) to receive a list of nearby resources. Contact an online counselor (in real time) at www.SafeHelpline.org.

I. A.M. Strong Campaign. Intervene, Act, and Motivate (I. A.M.) STRONG is the Army’s campaign to combat sexual assaults by engaging all Soldiers in preventing sexual assaults before they occur.

MRE 514. Victim advocate–victim privilege: A victim has a privilege to refuse to disclose and to prevent any other person from disclosing a confidential communication made between the victim and a VA, in a case arising under the UCMJ, if such communication was made for the purpose of facilitating advice or supportive assistance to the victim. For more information: http://www.sapr.mil/public/docs/policy/MRE_514-Advocate_Privilege-Text.pdf

Quid Pro Quo. Conditions placed on an individual's career or terms of employment in return for favors.

Reprisal. Taking or threatening to take an unfavorable personnel action or withholding or threatening to withhold a favorable personnel action, or any other act of retaliation, against a military member for making or preparing a protected communication.

Restricted Report. A reporting option that allows military sexual assault victims to confidentially disclose the assault to a SARC, VA, or HCP and receive medical treatment, including emergency care, counseling, and assignment of a SARC and VA, without triggering an official investigation. The victim's report provided to healthcare personnel (including the information acquired from a SAFE Kit), SARCs, or VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents or an established EXCEPTION applies in accordance with DoDI 6495.02. The Restricted Reporting Program applies to Service members and their military dependents 18 years of age and older. Only a SARC, SAPR VA, or healthcare personnel may receive a Restricted Report, previously referred to as Confidential Reporting.

SAFE Kit. The medical and forensic examination of a sexual assault victim under circumstances and controlled procedures to ensure the physical examination process and the collection, handling, analysis, testing, and safekeeping of any bodily specimens and evidence meet the requirements necessary for use as evidence in criminal proceedings. The victim's SAFE Kit is treated as a confidential communication when conducted as part of a Restricted Report.

Sexual Assault. Intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these acts.

Sexual Harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when—

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
- Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
(DoDD 1350.2, Glossary; AR 600-20, para 7-4a.)

Any person in a supervisory or command position who condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a Military member or civilian employee is engaging in sexual harassment. Similarly, any Military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

Note: "Workplace" is an expansive term for Soldiers and may include conduct on or off duty, 24 hours a day. (DoDD 1350.2; AR 600-20, para 7-4a.)

Unrestricted Report. A process that an individual covered by this policy uses to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim's report provided to healthcare personnel, the SARC, a SAPR VA, command authorities, or other persons is reported to law enforcement and may be used to initiate the official investigative process.

Victim. A person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime committed in violation of the UCMJ, or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by the DOD components. (AR 27-10, CH 17)

Victim/Witness Assistance Program. To lessen the hardships suffered by a victim and/or witness of a crime investigated by military, the Army's Victim Witness Assistance Program is available to do all that is possible to assist a victim and/or witness of a crime. The program is also designed to foster the full cooperation of a victim and/or witness while ensuring they are advised of and accorded all rights reserved to victims and witnesses. (AR 27-10, CH 17)

Witness. A person who has information or evidence about a crime and provides that knowledge to a DOD component concerning an offense within the component's investigative jurisdiction. When the witness is a minor, this term includes a family member or legal guardian. The term "witness" does not include a defense witness or any individual involved in the crime as a perpetrator or accomplice. (AR 27-10, CH 17)



www.PreventSexualAssault.army.mil

DoD Safe Helpline: 1-877-995-5247



Loyalty Duty Respect Selfless Service Honor Integrity Personal Courage

A VOICE UNHEARD IS AN ARMY DEFEATED

SPEAK UP!



LEADING THE FIGHT AGAINST SEXUAL ASSAULT AND SEXUAL HARASSMENT

Sexual harassment and sexual assault threaten the integrity, vitality and mission readiness of the Army. When these types of incidents occur, they are not only a direct violation of our Army Core Values and Warrior Ethos, but also an assault on what it means to serve in the Profession of Arms and the Army way of life - a life in which it is our duty to protect and take care of each other no matter the time, place, or circumstance.

Everyone in the Army plays a vital role in the success or failure in the fight against sexual assault and harassment. As a band of brothers and sisters, individually and collectively, we have a personal and professional duty to intervene when we see or sense the risk of sexual harassment or sexual assault. We must feel responsible for disrupting offender actions and protecting our fellow Soldiers. We must speak up.

204096

WE ARE ON THE OFFENSIVE IN THE FIGHT AGAINST SEXUAL ASSAULT AND SEXUAL HARASSMENT



CSA'S FIVE IMPERATIVES TO DRIVE ARMY ACTION

In alignment with DOD SAPR strategy, GEN Odierno issued five imperatives to drive Army action:

- 1 Prevent offenders from committing crimes, providing compassionate care for victims and protect the rights and privacy of survivors.
- 2 Report every allegation and ensure it is thoroughly and professionally investigated; take appropriate action based on the investigation.
- 3 Create a positive climate and an environment of trust and respect in which every person can thrive and achieve their full potential. Continually assess the command climate.
- 4 Hold every individual, every unit and organization, and every commander appropriately accountable for their behavior, actions, and inactions.
- 5 The chain of command must remain fully engaged - they are centrally responsible and accountable for solving the problems of sexual assault and sexual harassment within our ranks and for restoring the trust of our Soldiers, Civilians and Families.

USA 82

"So let me be clear: my guidance to the Army is that we will prevent sexual assault from occurring. We will shape Army culture based on values, standards, and discipline consistent with the Profession of Arms and ultimately win our campaign while holding accountable those who commit sexual harassment or sexual assaults but also, as important, to those who just allow it to occur."

GEN. RAYMOND T. ODIERNO
CHIEF OF STAFF OF THE ARMY



I AM THE FORCE BEHIND THE FIGHT.™

Prevent Sexual Harassment and Sexual Assault

- Live by and enforce the Army's Standards of Conduct*
- Ensure team members are respected
- Intervene, act and motivate others to stop sexual violence
- Motivate your team to be the force in the fight
- Watch for others trying to target or isolate someone vulnerable
- Set the standard to stop inappropriate remarks, touching, intimacy or pressuring someone to drink

*Joint Ethics Regulation, DODD 5500-7R, Chapter 12, Sections 3, 4, 5.

A voice unheard is an Army defeated. Speak Up!

LEADERSHIP

The Army Profession demands leaders of high competence and high character who will work vigorously to set a command climate that encourages dignity and respect, respond appropriately to incidents when they occur, and protect and advocate for victims, beginning with an initial report and until the victim decides he or she no longer requires assistance.

SEXUAL ASSAULT AND SEXUAL HARASSMENT WITHIN OUR RANKS THREATEN THE VITALITY OF THE ALL-VOLUNTEER FORCE, THE LIVES OF SOLDIERS AND FAMILY MEMBERS, AND THE INTEGRITY OF THE U.S. ARMY AND ITS LEADERS: OUR #1 PRIORITY IS TO PREVENT IT.

A CHANGE IN CULTURE: THE ARMY WAY

Leaders must be adaptive, visible, circulating their respective units or organizations; and they must show a sincere commitment in the fight against sexual assault and sexual harassment. It is no longer acceptable to rely on subordinate leaders to champion this responsibility alone; every leader must be fully engaged.

THE SHARP PROGRAM: BRINGING IT ALL TOGETHER

The Army continues to aggressively carry out efforts to eliminate sexual harassment and sexual assault through its I. A.M. Strong Campaign and the SHARP Program.

The Army's I. A.M. Strong Campaign focuses its efforts on cultural change and consists of four prevention goals:

- **Committed Army Leadership**
Exit Criteria: Aggressive senior leader condemnation
- **Army-Wide Conviction**
Exit Criteria: Ownership of sexual assault prevention
- **Achieve Cultural Change**
Exit Criteria: DoD's retention leader
- **Sustainment, Refinement, and Sharing**
Exit Criteria: Blueprint for the Nation

www.preventsexualassault.army.mil
DoD Safe Helpline: 1-877-995-5247



Scan here for more information about the SHARP Program



Speak Up!

**A VOICE
UNHEARD
IS AN ARMY DEFEATED**



204097

REPORTING OPTIONS

The following services are available to adult Family Members who are survivors of sexual assault not related to domestic violence.

Unrestricted Reporting

This option is recommended for victims of sexual assault who desire medical treatment, counseling, and an official investigation of the crime.

Restricted Reporting

This option is recommended for victims of sexual assault who wish to confidentially disclose the crime to specifically identified individuals and receive medical treatment and counseling without triggering the official investigative process. Victims who make a restricted report can change to an unrestricted report at any time.

For additional information or immediate assistance contact the DoD Safe Helpline: 1-877-995-5247

Text: 55-247 (inside the U.S.)

Text: 202-470-5546 (outside the U.S.)

www.safehelpline.org/

THE STRENGTH OF THE ARMY FAMILY

When sexual assault happens to one of us in the Army Family, it happens to all of us. Family Members are encouraged to speak up if they see, hear or feel something is amiss, and motivate others to do the same.

Please share information about resources and assistance available through the SHARP Program and help champion the cause of prevention. Together, we can be the force behind the fight.

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Scan here for more information about the SHARP Program



SHARP Family Member Brochure

Speak Up!

**A VOICE
UNHEARD
IS AN ARMY DEFEATED**



**I. A.M.
STRONG**
INTERVENE ACT OUTRAGE

A VOICE UNHEARD IS AN ARMY DEFEATED

SPEAK UP!



Sexual assault threatens the integrity, vitality and mission readiness of our all volunteer force, therefore, everyone in the Army Family plays a vital role in the success or failure of prevention efforts.

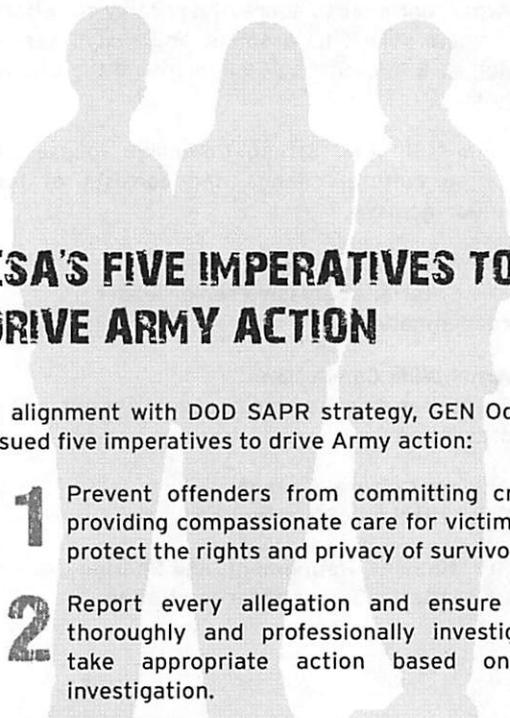
When sexual assault occurs, it is not only a direct violation of our Army Values, but also an assault on the Army way of life - a life in which it is our nature to protect and take care of each other.

Military dependent Family Members 18 years of age and older who are eligible for treatment in the military healthcare system and are victims of sexual assault perpetrated by someone other than a spouse or intimate partner, can receive assistance from a team of trained experts. These professionals will be able to connect Family Members with medical, legal, and other resources, as well as further explain the reporting options available to them.

A CHANGE IN CULTURE: THE ARMY WAY

Sexual assault has no place in the Army. As members of the Army Family, we are a part of the Army team. We help build community and promote a culture where everyone is treated with dignity and respect.

WE ARE ON THE OFFENSIVE IN THE FIGHT AGAINST SEXUAL ASSAULT



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- 4 Hold every individual, every unit and organization, and every commander appropriately accountable for their behavior, actions, and inactions.
- 5 The chain of command must remain fully engaged - they are centrally responsible and accountable for solving the problems of sexual assault and sexual harassment within our ranks and for restoring the trust of our Soldiers, Civilians and Families.

"If Army leadership doesn't take care of the Army Family, then the leadership has failed...preeminent in my mind is ensuring we take care of Soldiers, and that means taking care of their families."

JOHN M. MCHUGH
SECRETARY OF THE ARMY

"These crimes violate everything our Army stands for and they simply cannot be tolerated. As chief of staff of the Army, and as a parent of two sons and a daughter, the crimes of sexual assault and harassment cut to the core of what I care most about, the health and welfare of America's sons and daughters."

GEN. RAYMOND T. ODIERNO
CHIEF OF STAFF OF THE ARMY



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- Motivate your team to be the force in the fight
- Watch for others trying to target or isolate someone vulnerable
- Set the standard to stop inappropriate remarks, touching, intimacy or pressuring someone to drink

*Joint Ethics Regulation, DODD 5500-7R, Chapter 12, Sections 3, 4, 5.

A voice unheard is an Army defeated. Speak Up!

2040999

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RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)

BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS
Beale	0	0	0	0	0	0	
Davis Monthan	0	0	N/A	N/A	N/A	0	DM has not had any requests for Expedited Transfer.
Dyess	4	0	0	4	0	0	
Ellsworth	1	0	0	1	0	0	
Holloman	8	0	0	8	0	0	
Langley	4	0	0	4	0	0	
Moody	2	0	0	2	0	0	Specific POC should track ET status and determine if additional information is required and/or received
Mountain Home	2	0	0	2	0	0	
Nellis							Commander was on R&R after a deployment and delayed response to sign letter. Issue of not adhering to 72 hr policy was discussed with 99 ABW/CV. Signature took 5 days to sign for a PCA. Additional issue with another case - Victim asked for a PCA - this was granted by the commander on the Commander's memo, but what really happened was CC was willing to allow the victim to move to a new work location, but retained administrative control over the victim to pursue discharge action against her.
	5	0	0	4	1	0	
Offutt	2	0	0	2	0	0	
Seymour Johnson	0	0	0	0	0	0	
Shaw	1	0	0	1	0	0	One approved ET, after approval, member turned down ET and decided to separate
Tyndall	2	0	0	2	0	0	

2. PREVENTION & TRAINING

BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
Beale	Required trainings, outreach, CC Calls, mass trainings	34	AF Issued	Briefings, newspaper articles, emails, flyers, CC Calls	Annual Awareness Trng, First Responder Trng, FTAC, CC Calls, Focus Groups, Newcomers, Info on Base Home Page	N	
Davis Monthan	Prevention Activities: Outreach/info booths, Commander courtesy calls, UCA Outbriefs, commanders' calls SAAM activities (i.e. Clothesline Project) Training: First Term Airmen Center (FTAC), First Responder Training, Right Start, Professional Enhancement Seminar (PES), Predeployment Briefings, First Sergeant Symposium, Comprehensive Airmen Fitness (CAF)/Wingman Day seminars, SAPR Stand Down seminars, motivational speakers, Annual SART, and Key Spouse training Misc: Trifolds, flyers, DoD Safe Helpline products, base paper articles, website.	5 total: 2- 12 AF (AFSOUTH), 1-355 FW, 1-943 RQG, 1-309 AMARG	Life Skills/Channing Bete etc. educational materials Locally developed guided discussion guide for less experienced small group discussion leaders Videos (Identified in CONOPS and local research)	SAPR Website, flyers/handouts, commanders' calls, training, promotional items, briefings, media interviews	SAPR Website, flyers/handouts, commanders' calls, training, promotional items, briefings, media interviews		No, however, we will begin using Agent of Change "game" by We End Violence in FTAC classes with 2 Dec 13 class. A trend analysis will be available after each class participates that we will be able to use to emphasize culture change/attitude/and values and potential conflict if they don't mesh with AF Core Values.
Dyess	FTAC, ALS, Base newcomers, and key spouse meetings	2	AF Issued	Email/base flyers	Base flyers/briefings	N	Working on a spouse/dependent briefing
Ellsworth	Provided a SAPR topic every CAF day which happens quarterly	1		Briefings, newspaper articles			

<p>Holloman</p>	<p>CC calls, Zsa 1st and Command Chief luncheon to participate in "Welcome to the Party" 24 and under participate in "Welcome to the Party Training" when mandated by CC, Holloman Improving, Key Spouse training, Spouse info day, showing of Invisible War, County Sexual Assault Response team, VA Clinic, VFW Ladies Auxiliary, Alameda Rotary, Stand Down Day Facilitator Training all 118 facilitators received 8 hours of training, Airman's Counsel, 24/7 Response magnets in every dorm room * all bathroom stalls on installation * briefing, Reintegration briefings, Long weekend marketing blitzes * marketing material given out at gates * marketing material in the club, Take back the night, Training for the Single and families, German Oktoberfest marketing material handouts, Thanks team Holloman marketing Material Handout, Hand out marketing material at other base wide events, prevention walk for SMM with statistical data on signs for participants, Chrysalis room ribbon cutting, Sex Signal Zsa, Bernis McGrenhan, V-day Video on Valentines day, Wing CC push to have VAs in all units, Airman Leadership briefing, First Term Airman briefing, Traveling Barment, EO Unit Climate Assessment, Local SA prevention Conference for Holloman and surrounding community.</p>	<p>1</p>	<p>Wing CC call, Squadron CC call, training per ODOI requirements, trained facilitators in units, groups available at SMI's and response, scenarios based discussions.</p>	<p>Web link on Holloman airmail page, mobile banners, VA in units with marketing material, facilitators given marketing material to hand out, briefings, CC calls, training events.</p>	<p>Briefings, CC calls, training, mobile banners</p>	<p>yes briefed quarterly at CMG</p>
<p>Langley</p>	<p>Personal Safety Classes and awareness; marketing tools promoting RESPECT and awareness; bystander intervention</p>	<p>50</p>	<p>See attached documents</p>	<p>SharePoint (Web), tri-fold, posters, newsletters, resource cards (with reporting options and local resource contact numbers) distributed at all new comers briefs, FTAC, Immersion and survivors folder; IDS, Response Folder), Briefs: Right Start, FTAC, Immersion; SNOOPE, ALS, Outreach: information fairs, community activities, marketing materials (give-a-ways), Motorcycle rides during presentation month-- Standing Together Against Rape (S-T-A-R), Poetry Slams/Write Contact; Traveling SNOOWrites (with notes and pieces representing victims); Table tents (with reporting/prevention/safety information).</p>	<p>SharePoint (Web), tri-fold, posters, newsletters, resource cards, Table tents, squadron information monitors. Briefs: Annual Training, Right Start, FTAC, SNOOPE, ALS, Immersion. Outreach: information fairs, community activities on and off base.</p>	<p>Quarterly/annual totals are reviewed and compared to document trends.</p>
<p>Moody</p>	<p>1. We have had several focus group meetings with different rank groups to include civilian employees to discuss preventative training. The main complaint we have gotten with annual training feedback is that the directed training is reactive rather than preventative in nature. We are in the final stages of reviewing proposals suggested by the focus groups prior to developing preventative training. 2. We have designed business card size hand out cards that are given out at our front gate during major holiday weekends. These cards have our contact information as well as tips of what to do should they or someone they know be assaulted. 3. A local news station also interviewed our Base Commander and SAMP office about the sexual assault program and website available to military members and their families. 4. One of our clients who is a survivor published their story on our PA website.</p>	<p>1</p>	<p>Info provided by USAF SAPRPO</p>	<p>During CC Calls; Handouts</p>	<p>Fees to face training; handouts; emails;</p>	<p>Quarterly/annual totals are reviewed and compared to document trends.</p>
<p>Mountain Home</p>	<p>1. We have had several focus group meetings with different rank groups to include civilian employees to discuss preventative training. The main complaint we have gotten with annual training feedback is that the directed training is reactive rather than preventative in nature. We are in the final stages of reviewing proposals suggested by the focus groups prior to developing preventative training. 2. We have designed business card size hand out cards that are given out at our front gate during major holiday weekends. These cards have our contact information as well as tips of what to do should they or someone they know be assaulted. 3. A local news station also interviewed our Base Commander and SAMP office about the sexual assault program and website available to military members and their families. 4. One of our clients who is a survivor published their story on our PA website.</p>	<p>2</p>	<p>Video, VA developed SMI, Small group discussions Male and Female all calls</p>	<p>1. Annual training, Commanders calls, Right Start/FTAC briefings, Share Point Web site with links to Assigned VA, DOD Safehelp Line, Wing PA pages with all our links and resource documents available. 2. We also did a sexual assault awareness breakfast and a SK run during SMM.</p>	<p>1. We have added to our annual training information on Supervisor/peer reporting responsibility and how the process of reporting happens from first contact to when a client says they no longer need our services. 2. We have added how a report of Sexual Assault goes from the SAMP office to AOC. This was added due to concerns that client demographics could be masked especially in the case of unrestricted reporting. Showing them what a report that leaves base looks like reinforces the privacy that we stress is maintained by our office.</p>	<p>yes</p>

Nellis	Awareness events, articles in base paper, commanders calls, stand-down day, unit-specific focus groups, unit-specific Airman's Calls.	1	Asked for volunteers - NCO and Officers who were mature and had an interest in prevention. Provided face to face training for 2 days; members were put in groups of 2 or 3 to practice and we watched them facilitate a section. Additional supervision was provided to the individuals who needed assistance. Some co-facilitated with SAPR office staff and some were not approved to teach.	SAPR Resources are advertised on the Nellis homepage, during special events information is posted on the computer pop-ups, SAPR office maintains a SharePoint page, various displays and posters are located around the installations, and face-to-face SAPR briefings are given for annual training, FTAC, NCO PES, S/NCOPES, Commander's Calls, Installation Right Start, Reserve Group Right Start, Medical Group Newcomer's Orientation. SAPR Staff also participates in the deployment process and provides information on local resources as well as resources in the AOR.	Newcomers, FT AC, NCO/S/NCOPES, CC Calls, Key Personnel Briefing, UCAs, Annual Trng - all give out promotional items with contact info for 24/7 base line and DoD SafeHelpline. Also go over reporting types, who and how to report and location; physical and 24/7 contact.	Yes. We track and discuss current trends quarterly during the Case Management Group meeting with the Vice Commander.	
Offutt		We had a Stand Down Day in Jun 2013, and then on each CAF Day there is at least one hour that is devoted to SAPR briefings/materials/discussions	Trained facilitators to conduct discussion groups on the topics of Sexual Assault Prevention, Respectful Sexual Relationships, Drug Facilitated Assault, When No One Helps, Frank the Undetected Rapist, Rape Culture and Climate, Victims and Trauma, Offenders, Bystanders, Consent. Annual Training was offered on the Down Day for those that had not completed yet.	We have Visual Aids that are posted in each unit bulletin board. Flyers and informational materials are available and handed out at Right Start, FTAC, ALS, in the clinic waiting areas, in the Legal office, Mental Health, A&FRC, EO, OSI, SFS, the Fitness Center, in the Women's and Men's locker rooms, and other place we can place our brochures. We brief at CC/Calls, Key Spouses training, Spouse Groups, and at any other event we are asked.	See Column E, as well as any trainings we conduct we talk about the reporting options and how to get ahold of the SARC office 24/7.	Y	QUESTION: Where is the guidance for an ET when the victim (1) is on the control roster or (2) has a referral EPR? Is the MPS the POC for this? Is there any written guidance? How does the information flow to the gaining base?
Seymour Johnson	Pamphlets distro, Wing CC Lion Talks, "Got Consent" training	Nine Wing CC, multiple Sq/CC Calls and multiple small group discussions	VAs, poster boards, pull-up posters, handouts, pamphlets	SAPR handouts distro by VAs in units, SharePoint site, poster boards, DFAS, Clinic, MSG Support Center, HAWG, gate handouts, wing runs, PES	Electronic marquee, SAPR mouse pads, briefings (Newcomers, FTAC, Reintegration, Heartlink, PES), CC Calls, Chefs and Shirts Groups	No	
Shaw	Self-Defense, SARC Training, Warrior Run, Information Fairs, SARC Drop-Ins. Collaboration with Stakeholders	Two 6 months apart	First Stand down: The Invisible War with introduction and Q&A by Wing CC, JA and CV	One-on-one, briefings, internet, Apps, information fairs	One-on-one, briefings, internet, Apps, information fairs	Not currently	
Tyndall	Annual Awareness Trng, First Responder Trng, FTAC, CC Calls, Focus Groups, Computer Pop Ups, Various Briefings to Include Newcomers, Info on Base Home Page	1	CC Briefing Slides for CC Call, Down Day Guide, videos, scenarios	Annual Awareness Trng, First Responder Trng, FTAC, CC Calls, Focus Groups, Computer Pop Ups, Various Briefings to Include Newcomers, Info on Base Home Page	Annual Awareness Trng, First Responder Trng, FTAC, CC Calls, Focus Groups, Computer Pop Ups, Various Briefings to Include Newcomers, Info on Base Home Page	Yes	

What type of trends are you tracking and why:

MH: We are tracking number of assaults over the current CY quarter/year (not specified by restricted/unrestricted, severity of the case and no dates associated) and briefing at wing staff meeting. We use this data to keep commanders aware that assaults are still happening and to keep the focus on the issue. We are also keeping an eye on the age groups so that we can look at developing preventative training that will be effective for our highest risk group.
DM: We will begin using Agent of Change "game" by We End Violence in FTAC with the 2 Dec 13 class. A trend analysis will be available after each class participates in "game" that we will be able to use to emphasize culture change/attitude/ and values and potential conflict if they don't align with AF Core Values.
HOLLOMAN: Age of victims, alcohol involved, on installation or off installation, knowledge of subject, number of victims, number of subjects, status of victim, status of subject.
NELLIS: Types of report, location, alcohol/drug use. This is done to indicate target areas and identify additional prevention methods to address those areas.
TYNDALL: Alcohol usage to determine if more focus needs to be given.
MOODY: Alcohol involvement, on/off base, male victims/female predators.

What training materials and methods do you deem most successful and why:

MH: Personal accounts seem to be most effective. A majority of our feedback concerning scenarios is that the students can not relate to the subjects in the scenarios. Additionally they don't want to hear anymore statistics even though they might be relevant they feel they just don't give any value. I have used the "what would you do TV videos" and a 20/20 type video about how easy it is for an individual to be drugged in my training that was well received. The feedback was that it was more realistic and easier to connect to.
DM: We have found interactive/guided discussions to be most effective when coupled with "outside the box" activities (role plays, games, use of dry erase paddle boards, etc.) especially with our FTAC students.
HOLLOMAN: Small group discussion with positive peer reinforcement, use of video and interactive discussion work best.
NELLIS: Face-to-face, small group discussions. This allows for a cross-flow of information and ideas. Also offers a comfort level which allows for open and honest communication.
TYNDALL: Small group discussions and focus groups facilitated by VAs/Resiliency Trainers because you receive better interaction and feedback; commercially produced scenario based videos because they are current.
SHAW: Bystander Intervention training because it was interactive and gender specific creating safe environments for members to be open and allowed for differences of opinions.
SJ: Interactive training is best. Eliminate as much of PowerPoint as possible.
MOODY: 1) Base specific incidents/statistics ;2) Rule changes affecting active duty members potential discharge - Why? These items garner the most discussion and disagreements which indicates training attendees are actually listening.
OFFUTT: We track alcohol use by victim and perpetrator in sexual assault allegations. We track where sexual assaults are happening to see if there is a pattern or location that needs addressing. We track age groups of victims. We track if sexual assault occurred prior to military service.

How do you determine what is least effective and most effective; Has least effective been replaced:

MH: Feedback from students, since some training is ACC directed we kept the material but added to the training what students felt was more applicable.
 DM: We rely heavily on both formal and informal feedback to evaluate the effectiveness of our programs. If people are "tuning us out" because of too many slides, we aren't being effective. We have all our eliminated PowerPoint slides from our training.
 HOLLOMAN: feed back from participants. "Welcome to the party" has had positive feedback, but only conduct rounds of training with this program every couple of years to not have participants attend this training more than one time. Part pants do not like see the same type or info in trainings over and over again.
 NELLIS: This is gained through collective feedback. Not all "least effective" measures have been changed due to mandatory policy.
 TYNDALL: Determination made on empirical data from feedback. least effective was last year's annual awareness training but did not replace since it was mandated.
 SHAW: Most effective by feedback from members. Has least effective been replaced: We are constantly working to improve our process.
 SJ: By verbal feedback of VAs and attendees. Yes, stopped showing video portion of training and use more discussion instead.
 MOODY: Least effective: "Made up" sexual assault scenarios - Replaced with actual events and outcomes whether positive/negative

What specific training is conducted to reach male victims:

MH: We discuss the number of male cases (no specifics just numbers) that have occurred here at Mountain Home. In addition we discuss community issues such as the fact that we have had males drugged within our town and surrounding cities. Since we recently had a male on male case go to jail and got convicted we discuss the MO of the suspect and the fact that they had been previously identified but no action came from the previous case. We also talk about the higher number of cases being seen at deployed locations. We discuss the need for them to take a closer look at ways to prevent themselves from becoming a victim.
 LANGLEY: Personal Safety Classes for Men.
 MOODY: Display photographs/articles of female predators/male victims; Males role play scenarios with males victims, female predators.

What method is used to ensure all service members receive training:

MH: We track our training in ADLS, a system that all members here at Mountain Home utilize. Unfortunately we do have a few that do not receive training due to the high deployment OPS tempo. However that number is less than .003% of our personnel not trained due to deployments.
 DM: Unit Training Monitors (UTMs) are responsible for annotating personnel attendance at Annual SART training in ADLS. UTMs sign-up personnel on SAPR SharePoint site. After class, the attendance roster is uploaded for UTMs to verify and document attendance in ADLS.
 NELLIS: We pull training numbers through ADLS and report this information to commanders to ensure mandatory training is accomplished.
 TYNDALL: UTMs monitor in ADLS.

SHAW: SARC working with Unit Training Managers to schedule and track SAPR training along with other ancillary training requirements.
 SJ: ADLS and UTMs are utilized. I send listing of attendees to UTMs to update in ADLS and then I receive quarterly listing from ADLS to ensure updates have been accomplished.
 MOODY: Tracking training in ADLS with Unit Training Managers (UTM) updating roster weekly and identifying deployers, TDY's, extended leave, etc.
 OFFUTT: We work closely with the Base UTM as well as the individual UTMs on tracking annual training and looking at how many have been trained vs. those still needing training.

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

DM: Although we have not had anyone request an expedited transfer from DM, we have received a victim due to expedited transfer. It is very important that all pertinent information be shared between SARCs to ensure proper transition and continued support of victim.
 HOLLOMAN: Expedited Transfers are important and a need for victims to have a fresh start, but maybe after case has some sort of disposition or at least require transfer of client to gaining SARC when case is open and FY to SARC if case is closed.
 SHAW: It is a great resource for victims.
 MOODY: Gaining bases SHOULD be notified of incoming ET's. If new unit contacts SARC regarding members requiring travel (from Art 32 hearings/court marials, it indicates there is NO coordination.

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (milit or civ) reported their case to civilian authorities?	COMMENTS
Beale		
Davis M		
Dyess		
Ellsworth		
Holloman	No, do not track but if victim identifies civilian authority involvement on a UR case OSI would be informed.	
Langley		
Moody	Work very closely with local Rape Crisis Center (RCC) staff. Prior active duty members do not provide info unless ID card is used for	
Mountain Home	2 of our cases that happened prior to entering the military were reported to civilian authorities.	
Nellis		
Offutt		
Seymour J		
Shaw	Yes, however this doesn't happen often.	
Tyndall	2 cases prior to service, 0 reported to civilian authorities, yes this would routinely be ascertained during intake	Looking back over the past 8 years, I have 2 reports in this category.

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

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RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)

BASES	# ET Approved	# ET Disapproved	Requested Review by G/F	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS
ALTUS	4	0	0	3	1	0	CC had problems accessing information in ET system The one case not acted upon within 72hours was due to investigative issues - case was found to be unsubstantiated.
COLUMBUS	2	1	None	2	1	0	
GOODFELLOW	3 (+ 3 more under trainee reclassification process)	0	0	3	0	0	
PRESIDIO of MONTEREY	1 (+ 2 more under trainee reclassification process)	0	0	1	0	0	Gov't Shutdown impacted ET timeline in regards to how quick ET was approved
LACKLAND	4	1	0	5	0	0	
RANDOLPH	1	0	0	1	0	1	
KEESLER	1	1	0	0	2	0	
LAUGHLIN	2 (+1 more pending)	0	0	2	1	0	
LUKE	0	0	0	0	0	0	victims have considered options but none applied
MAXWELL	0	0	0	0	0	0	
SHEPPARD	2	0	0	2	0	0	
VANCE	0	0	0	0	0	0	
JB Ft Sam Houston	1	1	0	2	0	0	

2. PREVENTION & TRAINING

BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
ALTUS		2	videos, power point, discussion				
COLUMBUS	SARC Roadshow/Professional Trainers/Briefings/Wingman Day	1	CC all calls/Small Group Discussions	email and webpage	Posters/Flyers/Briefings	Y	Current trend of sexual harassment leading to SA cases

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GOODFELLOW	<p>SASH (Students Against Sexual Assault and Harassment)/ Teal Rope Program-- Airmen helping Airmen, Special events- Girl's Night Out, Guys Night Out, Color Race, and SARC Challenge. Prevention information posted throughout the installation- pop up banners, stall talks, table tents in dining facility, magnets in dorm rooms, and posters posted throughout base. During SAAM posted 120 signs along with the troop walk and dorm areas with sexual assault prevention tips and stats. 101 Ways to Ask for Consent during Wing Safety Day, Participate in all holiday send-offs—one-on-one personal contact with all Airmen giving the Wingman Card with SARC contact information.</p>	10 sessions	<p>Airmen attended a SAPR Stand Down Commander's Call where the Wing Commander, SARC, and legal addressed the audience about the reality of sexual assault in the military and how as a whole we need to come together to help combat sexual assault. After the CC Call all members disseminated into small groups where they received bystander intervention education from a victim advocate. The small group sessions were an open discussion forum where Airmen discussed and came up with ways to effectively intervene.</p>	<p>Available resources are briefed at formations, In-processing, Wingman Day, and Commander's Calls. Posters are available in every building and in every dorm for the students to look up resources and Teal Ropes also make themselves available to do resource referral.</p>	<p>Service Members are briefed at Formations, In-Processing, Wingman Day and Commander's Calls about reporting options and ways to make a report. Posters are available in every building and dorm rooms with reporting options, phone numbers and individuals who can take a report. Reporting options and phone numbers are available on their Wingman Card and by calling 325-654-CARE . MTL's are briefed regularly on reporting options so they can effectively advise the students. We also have a SAPR Facebook page and are on the MyMC2 app.</p>	<p>We currently track the students Squadron, age, status and length of time between incident and report.</p>
PRESIDIO of MONTEREY	<ul style="list-style-type: none"> • 3 Part Hard Target Training/Boundary Setting Course (6 Hours) • Self-Defense Classes • Dating 101 • SASH/Teal Ropes • Joint Student Council 	2 sessions	<p>PoM used a Media Literacy approach. Students were educated in small groups about Respect and Dignity and what it means to them and what it looks like when it is apparent in their world. We then showed them multiple advertisements pulled from magazines and read them the lyrics from the top three songs on iTunes that week, (Selena Gomez "Come and Get It"/Robin Thicke "Blurred Lines"/ Daft Punk "Get Lucky") and each group discussed what perception that creates of men, women and relationships and the impression that is left when you let yourself and your actions be influenced by pop culture. They then discussed how they can break through those barriers and not fall victim to social pressure</p>	<p>Available resources are briefed at Formations, In-processing, Wingman Day, and Commander's Calls. Posters are available in every building and in every dorm for the students to look up resources and Teal Ropes also make themselves available to do resource referral.</p>	<p>Service Members are briefed at Formations, In-Processing, Wingman Day and Commander's Calls about reporting options and ways to make a report. Posters are available in every schoolhouse and dorm with reporting options, phone numbers and individuals who can take a report. Reporting options and phone numbers are available in the 517 TRG Airman's Handbook and on their Airman's Card. MTL's, MLI's and ATA's are briefed regularly on reporting options so they can effectively advise the students.</p>	<p>We currently track the students Squadron, age, schoolhouse, status and length of time between incident and report.</p>
LACKLAND	<p>See attached Word and PowerPoint Documents.</p>	85	<p>See attached Word and PowerPoint Documents</p>	<p>Email, location newspaper, web site, CC Call, annual training, wingman day, stand down day</p>	<p>Email, location newspaper, web site, CC Call, annual training, wingman day, stand down day</p>	<p>Yes</p>

RANDOLPH	See attached Word and PowerPoint Documents	58	See attached Word and PowerPoint Documents	Email, location newspaper, web site, CC Call, annual training, wingman day, stand down day	Email, location newspaper, web site, CC Call, annual training, wingman day, stand down day	Yes	
KEESLER	Teal Rope Program "Live Fire" Exercises w/ Hot Wash Accessions 2.1 & beyond Warrior Ethos	Entire Installation (81 TRW including all 83 tenant commands conducted SA Stand-down)	videos small group discussion w/ realistic scenarios games	In-person peer-to-peer trendy marketing items briefings trainings visual media & articles	various marketing techniques are utilized to ensure widest dissemination of services	Yes	Trends tracking: # occurring & reported at same base # age of victim # blue/blue # alcohol related # on-base
LAUGHLIN	SAPR awareness training for bartenders	1	CC Call, small group discussions, optional videos	Email, Facebook page, base paper, briefings	Email, Facebook page, base paper, briefings	Yes	
LUKE	Annual & targeted	4 (2 w/split audiences)	separate submission will track	variety of approaches	at every briefing	yes	separate submission for specifics
MAXWELL	AHAF*	10	videos & power point- brochures brochure, flyers, newspaper		website, brochures, bulletin boards	Yes	
SHEPPARD							
VANCE	See Attachment	3	See Attachment	See Attachment	See Attachment	See Attachment	
JB Ft Sam Houston	See attached Word and PowerPoint Documents	15	See attached Word and PowerPoint Documents	Email, location newspaper, web site, CC Call, annual training, wingman day, stand down day	Email, location newspaper, web site, CC Call, annual training, wingman day, stand down day	Yes	

What type of trends are you tracking and why:	<p>GOODFELLOW: We began tracking the status of the student when we launched the Updated TPG Program. It provides more liberties and freedoms to the students than they had in the past and we want to be able to effectively provide the commander with command climate if we see a problem. We took note that all of the reports in the 1st & 2nd Quarters of FY12 occurred within 30 days of the student entering ATP Status. We also track the squadron they are in. If we see a trend we may be able to help the commander identify a climate that could be attributed to a cultural issue within the unit.</p> <p>KEESLER: Trends above being tracked to examine the possible correlation between alcohol, curfews/lack thereof and sexual assaults.</p> <p>COLUMBUS: Sexual Harassment in the workplace - 3 out of last 6 cases on base involved Sexual Harassment leading to Sexual Assault.</p> <p>MAXWELL: Anonymous reports by unit- info shared at case management meetings</p>
What training materials and methods do you deem most successful and why:	<p>GOODFELLOW: The students love things that are engaging and leave them with a feeling. The Hard Target's training leaves them feeling something they never want to feel again, and also feeling empowered to do something about it. The Media Literacy training was relevant, fresh and true to life, we were able to meet them where they were and design something around what they already know. This gave them the opportunity to walk away from the training and have the tools to look at what society accepts as "standard" differently. They recognize that they are different and when they put on the uniform, they choose to rise above what is 'acceptable' and do what is right. Dating 101 has given the students a forum to ask the hard questions that do not fit into any other program. They are able to learn about Healthy dating in a fun and relatable way. The SASH/Teal Rope Program has also been very effective at the 17 TRW. It gives students a peer-to-peer outlet that can help them with seeking referrals and assistance when they need it.</p> <p>KEESLER: incremental, additive learning that occurs throughout the year in small group formats. Consistent messages delivered in various methods that combine sexual assault with concepts surrounding dignity and respect in realistic situations can shift the paradigm of normative behaviors .</p> <p>COLUMBUS: "SARC Roadshow" - Comprehensive training with SARC, EO, and Legal in a variety of situations: annual training, CC calls, requested unit training.</p> <p>MAXWELL: Retractable banners, business card sized brochure, personalized playing cards.</p>
How do you determine what is least effective and most effective; Has least effective been replaced:	<p>GOODFELLOW: The least effective methods were identified when the students could not remember taking the training or what they learned when questioned by the MTL's. It has been replaced with interactive and engaging formats, reference above. The effectiveness of the new formats was determined via survey. Each time a new program is launched a prototype training session is completed for feedback. When officially launched, feedback forms are done and the program is altered as necessary to meet the greatest need.</p> <p>KEESLER: Yes.</p> <p>COLUMBUS: Less effective is PowerPoint briefing - replaced with more of a discussion based training.</p> <p>MAXWELL: Role plays, relevant cases in the news, videos, interactive power point.</p>

What specific training is done to reach male victims:	<p>GOODFELLOW: All Training is conducted in a very gender neutral manner. We do a Guy's Night Out event which strictly for men only. Here we have male speakers share experiences in dealing with sexual assault, domestic violence, finances issue, etc. We also do a program for females only--Girl's Night Out.</p> <p>KEESLER: None</p> <p>COLUMBUS: No specific training in place.</p> <p>MAXWELL: Relevant info shared in non-threatening manner, use of male advocates, gender sensitive terminology</p>
What method is used to ensure all service members receive training:	<p>GOODFELLOW: All members are tracked by their MTLs and if they do not attend their assigned session for training, they may attend with another squadron. All students receive Accessions 2.1 and an In-Processing briefing upon arrival.</p> <p>KEESLER: ADLS TAFT accountability by squadron/group with report out at Installation level staff meeting.</p> <p>COLUMBUS: Tracking in ADLS, SARC request monthly roster from base training manager to monitor training requirement.</p> <p>MAXWELL: Base training manager.</p>
COMMENTS (Any other info you care to share about expedited transfers, including recommendations):	<p>JBSA: We've had numerous initiatives aimed at prevention. Some include the "Wet Paint," "ENOUGH," & "Take Back the Night" campaigns, skits, mock trials, golf tournaments, Peer Advisors for Change, and others. We've also had SAPR summits for leaders, special guest speakers, exercises, and we've developed a special group of Victim Advocates called "Community Advocates" to help with education and awareness.</p> <p>* AHAF is airmen helping airmen forum - 18 to 29 year olds who are helping to set the tone of Respect via skits, videos, etc.</p>

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
ALTUS	0	
COLUMBUS	0	
GOODFELLOW	yes	
PRESIDIO of MONTEREY	yes	
LACKLAND	Yes	
RANDOLPH	Yes	Track whether the incident was prior to service
KEESLER		Have not had prior to service case, but capable of tracking
LAUGHLIN	Yes	yes, a small number of victims choose to report incident to civilian authorities
LUKE	yes	
MAXWELL	0	question is asked with all victims
SHEPPARD	No; victims are informed when filling a case via SARC or OSI of reporting the case to civilian authorities	
VANCE	No information available	
JB Ft Sam Houston	Yes	Track whether the incident was prior to service

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

COLUMBUS: If prior service information is being provided to another agency (i.e., mental health, legal, chapel) I don't think there is any tracking system in place to ensure that information is forwarded to the SARC. In addition, I think because of this obstacle reporting information also remain unknown.

LUKE: Progress is being made in "awareness" however -- the media, i.e. Hollywood; music videos; television programming; video games, all-----need to be examined and confronted for the pollution they are responsible for. Ignoring the impact of media, in my opinion, is due to it being part of the military; industrial complex (including entertainment industry) that is not being adequately confronted in all efforts of prevention. We are being manipulated by powerful interests to keep society polarized and unaware of the real resistance -- resulting in control; dis-education; and economic gains for some.

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ROBINS	BIT; Annual Trg; Wingman Day; Walk-Abouts; "IT" Campaign	ABW = 8 classes 461 ACW = 4 classes Total = 12 classes	Video Clips provided with Stand-Down Materials plus local video clip of ABW/CC	Handouts; Facebook; Twitter; Face-to-Face; Health "type" fairs; Base Newspaper; Briefings; etc.	Yes--In FTAC, members must "teach" the class without using PowerPoint or a boring briefing info on a sexual assault. We've had skits, poems, RAP songs, that were excellent. We've had a few victims make a report of SA and when asked how did they know to come to the SARC office, they always reply they remember it from FTAC.	Not formally-- Informally, we know alcohol is a factor in both the victim and offender the vast majority of the time a SA occurs.
TINKER						
WRIGHT-PATTERSON	We are planning a reoccurring self-defense class, we support Junior Support Council in their awareness efforts such as their mystery dinner that featured sexual assault, we supported Stand Strong Be Strong which brought community agencies together to hear speakers related to domestic violence and sexual assault and to network towers collaboration, we give out informational toys such as cards, stress balls	1	Video, As required by guidance	Banners are up across base and at all the gates listing the most important program information, New Employee Orientation, Med Group newcomer orientation briefing, First Term Airman Center briefing to new airmen, looking into briefing for all new CGOs, base website lists info, we set up booths at every possible event, participate in Wing working groups, attend Wg staff meeting weekly and brief trends to Commanders.	Banners are up across base and at all the gates listing the most important program information, New Employee Orientation, Med Group newcomer orientation briefing, First Term Airman Center briefing to new airmen, looking into briefing for all new CGOs, base website lists info, we set up booths at every possible event, and we brief CCs as requested	
What type of trends are you tracking and why:	<p>WPAB: Required by the Commander 88 ABW: Total Cases Restricted/Unrestricted, Assault Location, Case Status, Victim Status, Victim Age, Assaults Reported Within/More than 30 Days from assault, Alcohol Involvement, Correlation of reporting activity to Quarter/month, Alleged Assailant Status, Acquaintance vs. Stranger, rape vs. Non-rape, Assault Setting.</p> <p>EDWARDS: We track the commonalities of the assaults that are reported. Who reports, was alcohol involved, was the alleged offender a stranger/non-stranger location of the assault.</p> <p>TINKER: Over the years we have noted that a number of our victims have been at a friends home for a party and have gone to a room to sleep. This is when an offender moves in and takes advantage of a sleeping and intoxicated victim. I bring this up in training because this situation illustrates the power of bystanders to intervene and protect the potential victim.</p> <p>HANSCOM: From all cases reported - Age group of victim and alleged perpetrator, military status and alcohol involvement for the purpose of determining how to best work with the identified population. Understanding trends help to better collaborate more effectively with the Alcohol and Drug Program Manager in our training and awareness efforts.</p> <p>HILL: we are tracking the percentages of on vs. off base incidents, those that involve alcohol, and the units that have the highest incident rates. By tracking these items, we can target our training to address the ever-changing needs of our installation.</p>					
What training materials and methods do you deem most successful and why:	<p>EDWARDS: Interactive face-to-face training works best. PowerPoint slides do not hold the attention of many of the personnel required to be trained.</p> <p>TINKER: Group discussions broken down by gender with same sex facilitator. I thought I was really good at facilitating male BIT until I stood outside and heard the group open up to the male who was facilitating.</p> <p>HANSCOM: Group discussion has allowed participants to be engaged in conversation with each other and to share ideas more effectively. Exercises where audience is performing a task was also well received.</p> <p>HILL: the more interactive the better...small groups with a relaxed and open atmosphere, and encourage discussion--DON'T shut anyone down! Be respectful and address their concerns, and talk about it offline later if the discussion starts getting completely derailed.</p>					
How do you determine what is least effective and most effective; Has least effective been replaced:	<p>AFMC ALL: Direct feedback from participants AND facilitators/trainers. Yes.</p> <p>TINKER: "political correctness" I had a Ron Paul quote about "honest rape" that caused more than one participant to turn off to the whole message.</p> <p>HANSCOM: Determination of effectiveness is made by the level of audience participation, by probing leadership and first sergeants regarding the responses and participants feedback. Least effective was identified as a power point presentation and although not completely replaced, it is now minimally utilized in any given training.</p> <p>HILL: the more interactive the better...small groups with a relaxed and open atmosphere, and encourage discussion--DON'T shut anyone down! Be respectful and address their concerns, and talk about it offline later if the discussion starts getting completely derailed.</p>					
What specific training is conducted to reach male victims:	<p>TINKER: Use male facilitators to reach men. We are conducting gender specific Dorm Forums for our dorm residents to discuss assault, harassment and bullying in the dorms. We use same sex victim advocates to facilitate.</p> <p>HANSCOM: We use evidence based research regarding male victimization, social norming, and news articles concerning the rise of reports and incorporate these findings in our training.</p> <p>HILL: bystander intervention training; specifically talking about how media portrays stereotypical victims/perpetrators and how they actually look and behave; addressing the issue as a problem for all of us to solve instead of "man bashing".</p>					
What method is used to ensure all service members receive training:	<p>AFMC ALL: This is a problem -- AF mandates SA training; however it is NOT coordinated with people whose job it is to track the training. It is so hard to get a listing of training managers. We rely upon training managers to ensure their people are trained; however, we know not everyone is trained. There is no one system to track the training that each MAJCOM recognizes, so it is difficult to pull data when there are multiple MAJCOMs on one installation. Training is a SARC responsibility; tracking it should not be.</p> <p>TINKER: We require all our facilitators to furnish us with paper rosters. All trainings are advertised through the training mgrs on base. Unfortunately we don't know how many completions ever get entered into ADLS.</p> <p>HANSCOM: The SAPR office has the base alpha roster and coordinates training and scheduling with the unit training managers. Attendance verification is accomplished by signing a roster at each scheduled training. The original sign in sheet is maintained by the SAPR office. The SAPR office places a copy of each roster by date on the SARC share point site for training managers to access and update ADLS records.</p> <p>HILL: we have CC's and Chiefs push the training, work with the MPS and UTM's to make sure that everyone is accounted for and has completed (or is signed up for) training.</p>					
COMMENTS (Any other info you care to share about expedited transfers, including recommendations):	<p>AFMC ALL: WRT ETs and other transfers, we desperately need clear guidance on what information is shared between losing and gaining commanders (and others), especially when the victim elects NOT to continue with SAPR services at the new location. Victims report feeling intruded upon by too many in their new chain of command that thus feel the reason for the ET is sometimes negated.</p>					

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
ARNOLD	N/A	
BROOKS	N/A	
EDWARDS	No	
EGLIN	No	ARNOLD IS A GSU FROM EGLIN -- EGLIN RESPONSE INCLUDES ARNOLD DATA BASE CLOSED IN 2011
HANSCOM	No	
HILL	No	
KIRTLAND	No	
ROBINS	No	
TINKER	Yes	
WRIGHT-PATTERSON	No	SARC asks this question during initial visit, if applicable.

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COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):																																		
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RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER

BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS
Dobbins							
Grissom							
Homestead							
March							
Minn-St Paul							
Ft Worth							
Niagara Falls							
Pittsburgh							
Pope							
Youngstown							
Westover							

2. PREVENTION & TRAINING

BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
Dobbins							
Grissom							
Homestead							
March							
Minn-St Paul							
Ft Worth							
Niagara Falls							
Pittsburgh							
Pope							
Youngstown							
Westover							

What type of trends are you tracking and why:
 What training materials and methods do you deem most successful and why:
 How do you determine what is least effective and most effective; Has least effective been replaced:
 What specific training is conducted to reach male victims:
 What method is used to ensure all service members receive training:
 COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
Dobbins		
Grissom		
Homestead		
March		
Minn-St Paul		

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Ft Worth	
Niagara Falls	
Pittsburgh	
Pope	
Youngstown	
Westover	

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

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RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)									
BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS		
BARKSDALE	1	0	0	0	0	0			
FE WARREN	0	0	0	0	0	0	Transfer took longer due to Sequestration and then AFGSC location numbers		
MALMSTROM	2	0	0	2	0	0	Victim's allegation did not meet the threshold of threat to his life. Victim was PCA'd		
MINOT	3	1	0	3	0	0	The approval didn't flow and got stuck in commanders virtual MPF approval inbox		
WHITEMAN	8/2 Spouses	0	0	6	1	0			

2. PREVENTION & TRAINING

BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
BARKSDALE		25					provided on word document
FE WARREN							provided on word document
MALMSTROM		1					provided on word document
MINOT	Resiliency days, Wingman Days, SAAM and collaboration with other awareness months, articles, attend enlisted airman council, dorm management meetings, etc.	105	Materials provided from HAF, AFGSC	Live briefs, news, flyers, info fairs, email	Live briefs, commander calls, info fairs, media	Yes	
WHITEMAN							provided on word document

What type of trends are you tracking and why:
 Tracking client contacts where an official report is not made. AFI and DoDI do not require victims to sign a DD Form 2910, therefore the known alleged sexual assault is not reported. Other contact documented includes family members/friends of victims who are looking for resources and assistance in helping with coping mechanisms and 18 and younger dependents/parents who need resources.

What training materials and methods do you deem most successful and why:
 Interactive training with an activity and/or group participation. Assists in retaining the information better and makes the learning environment enjoyable.

How do you determine what is least effective and most effective; Has least effective been replaced:
 Feedback from units/leadership/VAs.

What specific training is conducted to reach male victims:
 There is no current training just for that topic. We incorporate information about male victims at all briefings/trainings.

What method is used to ensure all service members receive training:
 SAPR office provides training and gets rosters to UTM's. We work with UTM's and leadership to address mandatory training.

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
BARKSDALE		
FE WARREN		

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MALMSTROM MINOT WHITEMAN		

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):



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RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)

BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS
Hurlburt	0	0	0				
Cannon	1	1	1	2	0	0	

2. PREVENTION & TRAINING

BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
Hurlburt	Training as many VAs as possible to help spread the word about culture change from within the units	1	those provided on the AF Portal	CC Calls, Newcomer's Briefings, First Term Airmen Briefings, ALS briefings, NCO/SNCO Briefings, 1st Sgt Briefings, SharePoint, Facebook	CC Calls, Newcomer's Briefings, First Term Airmen Briefings, ALS briefings, NCO/SNCO Briefings, 1st Sgt Briefings, SharePoint, Facebook	Y	another Stand-down is planned for April 2014
Cannon	briefings, getting buy in from leadership, visit units around base, bring in experts to talk to base	1	slides, scenarios, group discussion	share point, emails, victim advocates	briefings, posters, business cards, commanders calls,	n/a	

What type of trends are you tracking and why: Increased reporting - awareness campaigns/materials are working

What training materials and methods do you deem most successful and why: The take a stands and class participation works the best. Small group discussion - gives members a chance to share thoughts, feelings, biases, myths

How do you determine what is least effective and most effective; Has least effective been replaced: class feedback. Least effective - outdated videos (no longer used)

What specific training is conducted to reach male victims: We use the same "gender-sensitive" training for everyone

What method is used to ensure all service members receive training: We track the training in ADLS.

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
Hurlburt	Yes - any prior-service victims are asked if they reported their assault to civilian authorities.	
Cannon		n/a

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

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RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)

BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS
Joint Base Andrews	7	0	0	7	0	0	
Pentagon	0	0	0	0	0	0	
JBAB (totals)	0	0	0	7	0	0	

2. PREVENTION & TRAINING

BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
AFDW	Annual SAPR Training, Leadership Response Training, Risk Reduction- Safe Talks	346	CSAF SAPR Video, Invisible War, AFDW CONOPS,	Face to Face training, SharePoint, SAPR website, brochures, building marquee	Face to Face training, SharePoint, SAPR website, brochures, building marquee	yes	

What type of trends are you tracking and why:	Number of incidents that occur on/off the installation
What training materials and methods do you deem most successful and why:	Researched material from Dr. David Lisak, Dr. Dean Kilpatrick, National Violence Center,
How do you determine what is least effective and most effective; Has least effective been replaced:	By offering focus groups, Pre and Post Evaluations of Educational material.
What specific training is conducted to reach male victims:	All training and education awareness briefings are designed to encourage all male and female victims to come and seek help.
What method is used to ensure all service members receive training:	Training is offered in several venues.
COMMENTS (Any other info you care to share about expedited transfers, including recommendations):	N/a

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
JBAB	n/a	

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

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RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)									
BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS		
CHARLESTON	1	0	0	0	1	0			
DOVER	1	0	0	0	1	0			
FAIRCHILD	3	0	0	3	0	0			
GRAND FORKS	0	0	0	0	0	0			
MCCHORD	1	0	0	0	1	0	Member not eligible for PCS under Humanitarian Transfer Rules		
MCCONNELL	0	1	0	YES	0	0	no ET requests at JB MDL		
MCGUIRE	0	0	0	0	0	0	None		
LITTLE ROCK	3	0	0	3	0	0			
MACDILL	1	0	0	1	0	0			
SCOTT	0	0	NA	NA	NA	NA	NA		
TRAVIS	2	0	0	2	0	0			

2. PREVENTION & TRAINING									
BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS		
CHARLESTON	Self Defense Class/Education/ Info Fairs	1	Standard AF CONOPS	Displays/Newsletter/CC	Annual Training/CC Briefings	Yes			

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DOVER	<ul style="list-style-type: none"> • Presentations and Briefings (group and individual) • Leadership in the System Wing Campaign Plan • Outreach to base and community agencies • Mandated Trainings • Commanders' Calls • Sexual Assault Awareness Month • Wingman Day • Command Orientations • Wing Warrior Runs • Children's Mobility Line • Volunteer Victim Advocate Recruitment, Training and Monthly Meetings • Leadership Pathways 	<ul style="list-style-type: none"> • 2013 - 1 "All Call" SA Stand Down Day • 2007 - 2013 - 1 each April (SAAM) • 2007 - 2013 - 2 Wingman Days per year <p>Total events: 22</p>	<ul style="list-style-type: none"> • Audio Visual Materials: Power Points and DVD from SAPR DVD Library • Promotional Items (Providing contact information and access to services) • Educational Brochures • Lesson Plans (Guided small group discussions) • Role Play Scenarios 	<ul style="list-style-type: none"> • Outreach - Visits to units on installation offering promotional items and brochures • Electronically (to include office, 24/7 hotline, DOD Safe Helpline telephone #'s) • Mandatory postings (to include office, 24/7 hotline, DOD Safe Helpline telephone #'s) • Base Newspaper articles (The Airlifter) • AW/CC Newsletter (The Eagle Express) • Briefings • Mandatory Trainings • Volunteer Victim Advocates • Wing Stand Up • Dover AFB home page 	<ul style="list-style-type: none"> • Outreach information disseminated with contact numbers and brochures regarding Dover AFB specific resources and who to contact when individual wants to make a report • Mandatory Trainings • Leadership in the System risk reduction activities approved and monitored by Wing/CC, Col Moore • Articles in Base Newspaper • Posters required in sections with 24/7 contact phone number • Briefings • Dover AFB home page 	Yes	
FAIRCHILD	Events/Speakers	1	Training materials provided	Promotional Items	Training (Fliers/Trifolds)	Noted	
GRAND FORKS	Community and team building; interactive programming	1	AF-issued training materials were used due to the short lead-time before the event; added in EO prevention as requested by units.	Shared Drive	First Term Airman's Course, Wingman Days, NCOPME, SNCOPME, Newcomers Orientation, Spouses groups, Key spouse mentoring	Y	There was not enough planning time to adequately train facilitators for the SA Stand-Down. The facilitation in a wing-sized event is key when you are not using subject matter experts to guide discussions.
MCCHORD	Bystander Inter Trng	2	Small group discuss, activities	Website, at the gate, etc.	Fliers in the units & trainings	Y	Please see additional comments below.

MCCONNELL	Dorm Events - saturate dorms with Prevention/ Education Materials, Reporting Option Poster throughout base common areas, Grass roots prevention through Recruiting Dorm Residents for VA program, VA Program goal is one VA per squadron; Wing Fun Run events; Dangers of Social Networking created for Wingman University	FY2013: 2 - 22 ARW; 1 - 931 ARG; 1 - 10 ASOS; 1 - Local Recruiters; FY2012: BIT Marathon Day	CSAF Video Message; Wing/Group Commander Message; Question/Answer Session with Panel Members from OSI, SARC, JA, local LE, local SA support center; small group discussions with facilitators; misc. videos addressing bystander intervention and changing the culture regarding SA. BIT materials also utilized.	Through Dorm Rush Events; FTAC; Right Start; Heartlink; Spouse Groups; First Sergeants; all IDS events; Prevention Material Displays located at the HAWC, Lodging, MPS, Finance, Med Group, Airman and Family Readiness Ctr, and DFAC.	In all the ways mentioned in Column E.	Yes	
MCGUIRE	Team Teal Theatre group, Teal Rope Program (no accoutrement), partnering with local community resources to get speakers and additional training free of charge		Interactive Scenarios and small group role play; video message from CSAF and CMSgt AF; briefings; promotional items	social media, briefings, promotional items	formal PME, CC calls, social media, professional club meetings	Y	The development of a Sexual Assault Theatre Group and a Joint Service Teal Rope Program has received enthusiastic interest from individuals who are getting involved to spread Sexual Assault Prevention information as well as reporting information.
LITTLE ROCK	Briefings, training, focus groups, printed materials	June 2013 all Wing in Team Little Rock, multiple sessions-6K	All materials and facilitator guides provided by HAF including videos	Share Point, emails, in person	Written materials, briefings, posters, training, CC Calls, roll call, focus groups	Yes	None
MACDILL	Trainings, briefings, videos, guest trainers (i.e. Sex Signals, Can I Kiss You, etc.); small group discussions; posters/pamphlets/web sites; Bystander Intervention Training	One in 2013 as directed by SECDEF for Wing and 36 tenant units	For those tenant units that are joint, utilized materials prepared by Army for Army personnel, by Navy for Navy personnel, and by Marine Corps for Marines. For Air Force personnel, used the materials provided by SAPR HAF as a starting point to build Commander's Call presentation and small group discussion guidance. Three videos (Unidentified Offender and two "what would you do" videos) utilized to jump start small group discussions.	Posters, pamphlets, websites, Commanders' Calls, briefings, trainings, walk arounds within the units, victim advocates within units	Posters, pamphlets, websites, Commanders' Calls, briefings, trainings, walk arounds within the units, victim advocates within units	Yes	Training should be consistent across installations and developed early enough to spread it out throughout the FY.

SCOTT	Annual training to include opportunities to watch recorded DVD of trng to enable 100% capture, guest speakers covering current relevant issues in Mil SA (NDAA 2012 Legal changes), Small groups discussion, Dorm focused initiatives (Potlucks, FTAC, Skits) Brochures, Cmdrs Calls, etc.	Stand-Down accomplished on five different days in June to accommodate 375 AMW and Tenant Units. 115 Facilitators trained for small group discussions.	Facilitators guide developed and distributed to installation facilitators as well as other AMC bases. Video recording made available for individuals who were not present on the day of training. 115 Facilitators trained for small group discussion. Training pamphlets given to participants describing services available through SAPR program and Legal assistance.	Scott SAPR Facebook page has resource information and current SAPR activities. Pamphlets with SAPR pertinent info are available and distributed throughout the installation. Scott Base Bulletin is sent via email to "Scott All" advertising events and available resources.	Scott SAPR Facebook page, weekly Newcomers Orientation, bi-weekly FTAC class, brochures and pamphlets, small SAPR cards distributed through A&FRC with contact information and reporting procedures, commanders calls.	Yes	A formula or process needs should be developed/research that would include criteria that defines a healthy SAPR program. How do we measure success? Amt of reports are not an indicator. Scott has collaborated with other agencies (FAP, ADAPT) to try to identify trends that would help direct efforts that would positively impact climate. Additionally, HAF development and distribution of annual training prior to FY would provide consistency and enable SAPR offices to start annual training prior to CY.
TRAVIS	FTAC, CC Calls, ROTC, stand-down, annual training, reintegration, & newcomer's briefings, Leadership Pathways classes		Icebreakers, statistics, Wingman training videos, role playing, Take a Stand! exercise, DoD & AF policy, scenarios w/ questions, guided brainstorming sessions	Briefings, handouts, marketing tri-folds, bulletin boards, and verbally via phone or in-person	Briefings, handouts, marketing tri-folds, bulletin boards, and verbally via phone or in-person	Y	

Charleston:

What type of trends are you tracking and why:	Tracking male vs. female reporting, restricted vs. unrestricted, at risk age groups, collateral misconduct
What training materials and methods do you deem most successful and why:	Out and abouts, meeting face to face provides a level of trust and knowing their SAPR Staff
How do you determine what is least effective and most effective; Has least effective been replaced:	Meeting with the individual/group population will tell you what needs work or what they would like to be put in place
What specific training is conducted to reach male	None at present
What method is used to ensure all service members receive training:	Conduct as many training sessions as needed and as requested per Commanders/First Sergeant
COMMENTS (Any other info you care to share about expedited transfers, including recommendations):	

Dover:

What type of trends are you tracking and why:

What training materials and methods do you deem most successful and why:

How do you determine what is least effective and most effective; Has least effective been replaced:

What specific training is conducted to reach male victims:

What method is used to ensure all service members receive training:

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

Fairchild:

What type of trends are you tracking and why:

What training materials and methods do you deem most successful and why:

How do you determine what is least effective and most effective; Has least effective been replaced:

What specific training is conducted to reach male victims:

What method is used to ensure all service members receive training:

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

Grand Forks

What type of trends are you tracking and why:

What training materials and methods do you deem most successful and why:

How do you determine what is least effective and most effective; Has least effective been replaced:

What specific training is conducted to reach male victims:

What method is used to ensure all service members receive training:

SA Incidents and Alcohol Use in order to educate about the positive relationship between these two and to increase understanding of alcohol use and vulnerabilities as part of risk reduction.

The method I deem most successful is what the 436 AW/CC has established with his Leadership in the System Campaign. This is a leadership program and the best method is leadership involvement and support. The best materials are ones that engage members, are authentic and realistic.

Use of Critiques, self-reports, verbal feedback and request from Members, Victim Advocates and Command. Goal is to replace least effective when more effective training materials and methods are identified

Leadership in the System risk reduction activities include small group discussion for males living in the dorms. Power Point presentation targeting males; OPR for this is the 436 AW/CCX. This campaign plan, elements and activities are approved and monitored by Wing/CC, Col Moore.

Annual Training (Unit Training Manager and ADLS tracking)
Predeployment Training (Unit Training Manager, ADLS, and certificate tracking)
Bystander Intervention Training 2011 (Sign-in rosters and Unit Training Manager tracking)

Trend noted: victims alleged perpetrator has been an acquaintance, friend, or ex-relationship.

Small groups where people can discuss/challenge others perceptions about sexual assault.

Less interaction in large groups utilizing power point. Smaller classes of 30 people without PowerPoint appear to engage more (BIT).

I clarify all genders are victims of this crime & our office has worked with male victims.

Working with UTM's, Squadron Leadership, and displaying monthly completion rates at Wing Stand Up.

We have not had been able to deduce any visible trend in our sexual assaults.

Small group discussions, interactive programming. These methods foster more participant involvement than traditional PowerPoint presentations

Based on participant feedback as well as participation levels during classes, the least effective are dated videos and PowerPoint briefings laden with statistics and studies. These have been replaced with more small group discussions and interactive programming. Statistics are still woven in to the training or discussion but not the focal point necessarily.

Each training and discussion talks about those survivors of sexual assault and the barriers they face for reporting or seeking assistance; there is no need for specific training when you talk of victims being anyone. We make it a strong point that victims can be either gender!

Annual training requirements are coordinated through unit training managers and has been since BIT; the processes have not changed.

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

If we want to be taken seriously by the community members we need to be less reactive as a program and more thoughtful in prevention materials. The video we were required to show as part of the annual training for FY13 had out of date uniforms--that shows we are not in tune with the active duty members we are providing service and support for.

Annual training requirements are taking far too long to get to the installation level. We should be loaded and ready to go with the start of a new fiscal year. There are units that are deployed 6 months and home for 6 months--if we are not getting annual training requirements until 1 quarter into that fiscal year, we are not set up to succeed.

SAAM is in April every year; information from DOD/HAF on theme and activities would suit bases better if we had more lead time rather than the info coming out mid-March. We have used the civilian theme because our planning starts in the fall for booking guest speakers and organizing the wing calendar to support our events. What eventually comes from DOD and HAF is too late to effect change in our theme.

Little Rock

What type of trends are you tracking and why: types of incidents, victim groups, where incidents occur

What training materials and methods do you deem most successful and why: No real method available to judge or measure.

How do you determine what is least effective and most effective; Has least effective been replaced: We have tried a range of materials and methods in eight years and try to change out and try new things when they become available.

What specific training is conducted to reach male victims: Nothing geared to male victims only, but a part of all training.

What method is used to ensure all service members receive training: ADLS is all that is available.

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

None, but very pleased they are available and working.

MacDill

What type of trends are you tracking and why: Alcohol/drug involvement as risk factor, where assaults are occurring (to look for risky locations), age of offender and victim (to target prevention efforts); track all trends that are put into DSAIDS

What training materials and methods do you deem most successful and why:

How do you determine what is least effective and most effective; Has least effective been replaced: Training evaluations and discussions with personnel; it is difficult to know what has truly been effective when we are trying to prove a negative (what didn't happen). Least effective has always been "death by PowerPoint" -- while PowerPoint may be used during a training or briefing it is used as a backdrop to guide discussions.

What specific training is conducted to reach male victims:

What method is used to ensure all service members receive training:

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

While the transfers are approved quickly, the actual moves tend to take too much time. There needs to be a faster system in place to identify locations and make the move happen. A systematic process should be in place to notify gaining SARC and Commander that an expedited transfer is coming -- occasionally that is not known until the individual arrives.

The capabilities of the gaining base (i.e. mental health resources and SARC case load) should be taken into account when approving moves. Our installation seems to receive a large number of incoming expedited transfers. Depending what is happening on the installation at the time, it can be difficult to take on additional cases midstream.

McChord

What type of trends are you tracking and why:	Required USAF/AMC reports. Ensure our prevention efforts are tailored to any increase in reports.
What training materials and methods do you deem most successful and why:	Focus groups, realistic videos downloaded from YOUTUBE and small group discussions. Audience is able to connect with material and it's a discussion verses lecture.
How do you determine what is least effective and most effective:	Power Point Presentations/Large Group Lectures
What specific training is conducted to reach male victims:	Annual SAPR training
What method is used to ensure all service members receive training:	ADLS tracks all annual SAPR training
COMMENTS (Any other info you care to share about expedited transfers, including recommendations):	Guidance is needed on expedited transfers coming inbound to the gaining installation. To date, the 62AW has received 4 inbound Expedited Transfers. Also, McChord Field does a lot on community outreach: Wingman Day (Skit, Survivor Presentation, etc.), Sex Signals Performances, Stand Down Plenary Session and it (small) discussions, R.A.D. Self Defense Program (this can be argued as risk reduction vs.
McConnell	
What type of trends are you tracking and why:	AF directed to review sexual assaults occurring in dormitories and alcohol involvement (in line with national statistics related to alcohol and victimization).
What training materials and methods do you deem most successful and why:	Bystander Intervention Training conducted in 2010-2012. Small group discussions held on Stand-down days and the expert panels to answer audience questions.
How do you determine what is least effective and most effective; Has least effective been replaced:	Based on feedback from base populous. PowerPoint training deemed least effective. Interactive discussions most effective in small groups.
What specific training is conducted to reach male victims:	All training conducted by McConnell SAPR includes reaching both male and female victims.
What method is used to ensure all service members receive training:	SAPR conducts training and unit UTMs update in ADLS. SAPR does not have access to ADLS.
COMMENTS (Any other info you care to share about expedited transfers, including recommendations):	None.
McGuire	
What type of trends are you tracking and why:	Location; alcohol use; and rank of victims tracked to reveal areas for targeted training
What training materials and methods do you deem most successful and why:	Scenario based interactive training holds attention
How do you determine what is least effective and most effective; Has least effective been replaced:	PowerPoint heavily supplemented with scenarios
What specific training is conducted to reach male victims:	Theatre group scenarios
What method is used to ensure all service members receive training:	Tracking in ADLS
COMMENTS:	The Teal Rope Program at JB MDL is a group which uses creative ways to get information on Sexual Assault Prevention out to the community. In just the first month, we have had 17 military members join the group. Events already scheduled include a sidewalk chalk drawing contest, and a theatre presentation for SAAM.
Scott:	
What type of trends are you tracking and why:	Sexual Harassment behaviors associated with assaults, alcohol involvement.
What training materials and methods do you deem most successful and why:	Small group discussions because it enables the facilitator to identify and address misconceptions, myths and cultural attitudes about victims and rape culture.
How do you determine what is least effective and most effective; Has least effective been replaced:	Trainings evaluations, audience participation and feedback forms.

301712

What specific training is conducted to reach male victims:	FTAC and all training include male statistics to include videos depicting male victims.
What method is used to ensure all service members receive training:	Scanning CAC cards and capturing unit specific demographic info. This is then forwarded to unit training managers who are responsible for reporting completion rates to the SAPR ofc.
COMMENTS (Any other info you care to share about expedited transfers, including recommendations):	A systematic process should be in place to notify gaining SARC and Commander that an expedited transfer is coming -- occasionally that is not known until the individual arrives.

Travis

What type of trends are you tracking and why:	Location of sexual assault, whether alcohol was involved, age, gender, and rank of victim, and subject demographics.
What training materials and methods do you deem most successful and why:	The in-person briefings and Leadership Pathways courses as the face-to-face interaction leads to discussion on the topic which provides a more personal response to the topic.
How do you determine what is least effective and most effective; Has least effective been replaced:	We receive both verbal and written feedback on all events and trainings that we execute. We have found that through feedback we can tailor our briefings to meet the needs of various demographic populations and the general population as a whole. Our training is living, and therefore the least effective methods are constantly revised.
What specific training is conducted to reach male victims:	None to reach only the male population. Instead, we include information on both male and female cases and demographics during every event/training.
What method is used to ensure all service members receive training:	Briefings are utilized to complete the annual training requirements. We have every member sign-in, and with the sign-in sheets UTMs update ADLS.
COMMENTS (Any other info you care to share about expedited transfers, including recommendations):	A "cheat sheet" on expedited transfers for both the victims and their commanders should be standardized. We have our own version but believe a standardized form would be helpful so that both the losing and gaining SARCs are on the same page. We are concerned with inconsistencies in notification and lack of guidance to ensure gaining commander is notified and aware of expedited transfer.

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
CHARLESTON	None	
DOVER	None	
FAIRCHILD	Yes we have one case where the victim was assaulted prior to joining. She notified civilian law enforcement after it occurred, but nothing happened. Recently AFOSI has contacted the civilian law enforcement agency about proceeding forward with her complaint.	
GRAND FORKS	None	
MCCHORD	None	
MCCONNELL	Yes. Victims are asked whether they reported the crime to law enforcement/civilian authorities.	
MCGUIRE	None	
LITTLE ROCK	None	
MACDILL	None	
SCOTT	None	
TRAVIS	None	

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

301713

RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)							
BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS
BUCKLEY	1	0	0	1	0	0	ET approved as a PCS
CAVALIER							
CHEYENNE							
LOS ANGELES	N/A	N/A	N/A	N/A	N/A	N/A	LA had no ET requests in FY13 to present to date, 1 ET transferred to Patrick from Holloman and 1 ET transferred from Patrick to LA AFB in FY13/FY14
PATRICK	1	0	0	1	0	0	
PETERSON	3	0		3			
SCHRIEVER	2	0	0	2	0	0	
THULE							
VANDENBERG	1	0	0	0		1	0 ET complicated due to AD victim married to another AD - ET granted

2. PREVENTION & TRAINING							
BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
BUCKLEY	1) - Women's Empowerment Socials started Jan 2013 - Wing/Group female leadership coordinate/facilitate monthly themed events giving focus to education and empowerment - events have been conducted monthly except during government shut down- events have included personal self defense classes, book discussion, professional women's panel, hike, making blankets for local women/children's shelter; 2) Peer-to-peer SAPR training for FTAC; younger	1 WG session facilitated by WG/CC, SARC, and JA; 14 make-up sessions facilitated by SARC/VA and unit CC	1) slide presentation developed by WG/CC and SARC; 2) presentation by Ms. Anne Munch, national SME on SA; 3) videos supplied by HAF; 4) small group breakdown at squadron and unit levels, facilitated by sq. commanders and SARC/VAs	1) base and community helping agencies information materials displayed at all briefings/training sessions; 2) marketing/info items distributed at briefings (pens, shopping totes, magnet clips, etc.); 3) VA conduct "walk-through" their individual units, minimum of bi-monthly; 4) SARC/VAs participate in information/medical fairs across installation;	1) All training presentations include information on reporting options, how to report and an individual's responsibility upon learning of a SA; 2) SARC/SAPR Program info poster posted in work centers; 3) participation in base/unit events and walk-about done by SARC/Alt SARC/VAs; 4) SARC/Alt SARC/VAs brief at FTAC, Newcomer's Orientation, New Hire Orientation for NAF personnel, Heartlink, CC calls, First Sergeants and Chief's meetings, WG Standup, CAIB; 5) SARC and SAPR Program introduced to all base tenant organization leadership; 6) group specific training for leaders (e.g. commanders, supervisors, senior enlisted); 7) distribution of information materials (SAPR 24/7 Helpline number, DoD Safe Helpline, Continuum of Harm tri-fold, SAPR info Deployment Card)	Yes	

CAVALIER	Wing/Group female leadership coordinate/facilitate monthly themed events giving focus to education and empowerment - events have been conducted monthly except during government shut down- events have included personal self defense classes, book discussions						
CHEYENNE							
LOS ANGELES	Annual SAPR Training, First Responder Training, On-Boarding Briefing, Reintegration, SAAM, Heartlink, Outreach booths, VA Training, Commander's training, Wingman Day	1 (Occurred in July 13)	Screening of Invisible War, First Responder Panel Discussion, Small Group Discussion, Video Clips,	Outreach Booths, Training, Display cases located throughout the base, Staff Bulletin,	Outreach Booths, Training, Display cases located throughout the base, Staff Bulletin,	Y	
PATRICK	Please see comments	1	Please see comments	Please see comments below	Please see comments below	yes	
PETERSON	Partner with Fitness Center for various events: Runs (i.e. Race to eliminate Sexual Violence), Dodgeball Tournament (Violence is never the Answer), Triathlon (Take a Bite out of Sexual Assault). Provide outreach tables in front of the main dining facility on base; provide outreach tables at all major base events. Brief at Newcomers, FTAC, and Key Spouse trainings and at Administrative Assistant Day. Work with PA on articles for base paper.	1- AD Wing and 16 sessions for Reserve Wing. Also provided GSUs with materials needed to conduct down day.	For AD Wing- brought Sex Signals: "Hook-up" and used AF/AFSPC videos. Also partnered with EO for Sexual Harassment briefing at CC Call; For Reserve Wing-used Annual Training and AF/AFSPC Videos	Conduct walk abouts (at times with EO/G) to ensure units are of resources. At all outreach events pamphlets are available with information. All SARC give always have hotline and/or SAFE line information. All unit bulletin boards have CC SAPR guidance letter and SAPR flyer with base hotline and SAFE line. At all trainings and briefings this information is reiterated.	At all annual trainings and briefings RR and UR are discussed as well as who members can report to and keep it restricted. SAPR information is located on base home page and base Facebook.	Yes	Please see enclosed word doc for comments We track alcohol/drug involvement, on base vs. off base occurrences and status of victim and perpetrator. Training materials that are the most effective are ones that engage the audience, videos that use humor appropriately and that are current and relevant. We determine effectiveness by both formal and informal surveys. Least effective training materials have been replaced as allowed by AF guidance. During all trainings/briefings it is specified victims can be either female or male and discuss why it might be difficult for men to report. ADLS tracks our annual training.
SCHRIEVER							

301715

THULE							
VANDENBERG	SAPR walk/talk	1	Info tables, promo items, etc.	websites, SharePoint, etc.	In person, on webpages, etc.	No	R.E.A.L. walk/talk = Respect, Equality, Accountability, Leadership

What type of trends are you tracking and why:

Patrick--SAs both restricted and unrestricted so we know if victims are coming forward and if the problem appears to be getting worse or better

Buckley--1) Trend being tracked: number of times OSI is mandated to conduct investigation, even though it is expressly against the survivors wish. Concern is that this will inadvertently deter victims from making an Unrestricted report for fear that her/his wishes will not be honored in cases where they do not want the incident investigated (e.g. incident occurred years before the report/alleged offender may/may not still be in military) but do wish to make leadership aware of a situation, wants leadership support and/or may want more time to consider having an investigation. There is additional concern that a forced investigation does not encourage victims to participate in the investigation or cooperate with the investigative agency.

LA--Reports of SA

What training materials and methods do you deem most successful and why:

Patrick--BIT was well received and most personnel seemed to buy in to it. Scenario videos with group discussion are also effective.

Vandenberg--websites, SharePoint, etc.

Buckley--2) Most successful training materials and methods: (a) FTAC briefing was developed and is delivered by younger VAs. This education/training has proved to be received much better by FTAC attendees because the message is delivered in their language by a member of their peer group. Delivery of the message concentrates on discussion about the definition of SA, reporting options, how to report, being a Wingman and what consent looks like, including a short comedic video about consent. Feedback has been positive, with attendees stating that they like the delivery system that encourages discussion rather than an overload of PP slides. Plans are in motion to change the delivery to co-facilitation of the briefing by a male and female VA. (b) Cross training for area SARC: Installation SARC and Alt SARC have been trained in Army SHARP Program while Joint Force HQ SARC for Colorado National Guard (CONG) received training on AF SAPR Program as well as delivery of AF Annual Training. This cross training allows SARC to provide better response to military members of other services, assist one another in conducting service specific SAPR training, and provide joint services initial and refresher VA training. In FY 13, Buckley SAPR Program collaborated with CONG SAPR Program, co-facilitating four - 40 Hr VA Certification courses for Guard and Active Duty personnel of all military branches.

LA--small group, interactive/scenario based training. Individuals feel more comfortable sharing their opinions in a small setting compared to a large group.

How do you determine what is least effective and most effective; Has least effective been replaced:

Patrick--Least effective is using basically the same PP slides annually. Unfortunately the USAF requires that we cover basically the same info annually.

Vandenberg--Handouts not appreciated by younger Airmen. Replaced with web info for young Airmen.

Buckley--3) Determining what is least/most effective: Feedback forms are designed by SARC for specific educational venues such as VA training courses, Wingman Day SAPR briefings, and cross service training/briefings. SARC utilizes feedback received from other agency briefings such as Newcomer's Orientation, FTAC, Heartlink and CC calls. Ineffective and/or least effective methods are changed/deleted as necessary and new efforts/materials re-evaluated.

LA--The feedback that is received after a training. Large group and PowerPoint presentation has been replaced

What specific training is conducted to reach male victims:

Patrick--Unit visits talking one on one with all members, no specific training just for males except for BIT

Vandenberg--Discussed at FTAC and male VAs provided to male victims.

Buckley--4) Specific training to reach male victims: (a) As many SAPR briefings as possible are conducted or co-facilitated by male VAs. (b) male VA conducts FTAC briefing. (c) video(s) addressing male victimization were included in SAPR Stand Down and annual training.

What method is used to ensure all service members receive training:

Patrick-- The SARC developed a spreadsheet from ADLS with all members names/units and uses it to track training. He sends sign in sheets to UETMs and Commanders showing who attended and who needs to attend.

He developed spreadsheets to track both numbers and names and also works with UETMS to ensure all members complete training before suspense.

Vandenberg--Training is tracked by Base UTM via ADLS.

Buckley--5) Methods used to ensure all service members receive training: SAPR Office works with Unit Training Managers (UTM) to identify personnel requiring training; training is conducted for individual units or on a schedule established by SARC for all WG/base personnel; completion of training is tracked and annotated in ADLS by UTM for all personnel; regular updates of trained/untrained personnel are sent to SARC and reported to WG leadership.

LA--Annual Training will include a discussion on male victims.

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

Patrick-- Only had 1 member transfer out and 1 transfer in. It seems to be a good policy that helps survivors.

Buckley--ITEM 2 "Types of efforts/initiatives aimed at prevention:" (continued) - Wing/Group female leadership coordinate/facilitate monthly themed events giving focus to education and empowerment - events have been conducted monthly except during government shut down- events have included personal self defense classes, book discussion, professional women's panel, hike, making blankets for local women/children's shelter; 2) Peer-to-peer SAPR training for FTAC: younger Victim Advocates have developed and conduct briefings at FTAC classes

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
BUCKLEY	No FY 13 cases had prior service victims	
CAVALIER		
CHEYENNE		
LOS ANGELES	No	

301716

PATRICK	negative- in FY13-to date not aware of any.
PETERSON	Yes-see comments below
SCHRIEVER	This question is always asked during the initial meeting with the victim.
THULE	
VANDENBERG	Yes. The VAFB SAC attends monthly Case Management Meetings with the local Santa Barbara County Sexual Assault Response Team

It is helpful to work with the local helping agencies.

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):
 Peterson--3 of our cases in FY 13 reported to civilian authorities. One case the assault occurred prior to AD service by a civilian offender. The 2 other cases the offender was civilian. AFOSI is sharing jurisdiction on those 2 cases. AFOSI is doing most of the investigating with the agreement of the civil authorities.

PATRICK AFB

#2B:

Installed CAC reader locks on all dorm rooms and common areas; produced SAPR prevention video "What would you do"? In which local airmen answered questions about SAPR such as What would you do if someone was trying to hook up with your intoxicated friend? How can we eliminate SA from the military? Is it OK for 2 drunk people to have sex? ...; Developed and distributed wallet tri-folds with SAPR resources, contacts and info; Conducted 6 hrs. of SAPR training for leaders; developed and disseminated SAPR Talking Points for Commanders to use during safety briefings; conducting Heart Math training for Shirts, Commanders, VAs, and others; visiting all units to meet one on one with all members to assess SAPR effectiveness and discuss reporting options and SAPR issues; Conducted annual SAPR training for 100% of base and AOR population; conducting SAPR training on Wingman Days, CC Calls, for Newcomers, First Term Airmen, and other groups on and off base

#2 D:

SAPR Stand Down Day 21 June 13, agenda: CC Call, Guest Speaker Jeff Bucholtz "Culture of Respect and Media Literacy", Annual SAPR Training from base SARC, breakout sessions: Leaders met with Mr. Bucholtz, squadrons/units watched 2 videos: "Got Consent" (SA) and "Amateur Night (sexual harassment)" followed by group discussion led by commanders and shirts

#2 E:

Info is disseminated to members via numerous channels: Wallet tri-folds with QR codes, brochures, posters, newspaper articles, SARC Share Point Page, Patrick AFB Webpage; handouts, briefings, training, SAAMI info/awareness tables, flyers, word of mouth

#2 F:

Please see 2 E answer above

AFISRA

M. Q 74
80
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RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)

BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS
Ft Meade	0	0	0	0	0	0	

2. PREVENTION & TRAINING

BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
Ft Meade	Specified training developed for each audience; collaboration with SART members; All levels of leadership consistent messaging	1 in last year	SARC developed: large group intro with SART presentation and then small group break-out sessions lead by leaders and Vas	brief in trainings, commander's calls, Q&A from all SART programs	Through briefs, VA's publicize their availability, Leadership and SART reinforcement in different venues	Yes	

What type of trends are you tracking and why: We have tracked offender status as most of our cases do not involve our wing's service members

What training materials and methods do you deem most successful and why: Interactive, discussion based training is most effective as it allows individuals to personalize meaning.

How do you determine what is least effective and most effective; Has least effective been replaced: Feedback forms and discussions after training sessions

What specific training is conducted to reach male victims: Nothing specific and separate but all trainings address male victims and males as critical components of this issue

What method is used to ensure all service members receive training: UTM's work with SAPR to record training in ADLS

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
Ft Meade		

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

PACAF

RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)									
BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS		
ANDERSEN	2	0	0	2	2	0	Additional 2 returns to home stations (1 deployed & 1 TDY)		
DIEGO GARCIA	N/A	0	0	0	0	0			
EIELSON	0	0	0	0	0	0			
ELMENDORF	1	0	0	1	1	0			
HICKAM	1	0	0	1	1	0			
KADENA	6	1, then later approved	1 (I believe)	6	6	0	1 ET was initially denied by AFPC, reviewed by MG Woodward, then approved		
KUNSAN	0	0	0	0	0	0	Member withdrew ET after approval		
MISAWA	1	0	0	1	1	0			
OSAN	3	0	0	3	3	0			
YOKOTA	0	0	0	0	0	0			

2. PREVENTION & TRAINING									
BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS		
ANDERSEN	SAPR Annual Trng-fulfilled reqmts for USMC/USA deployed to AAFB; SAAM-Awareness Walk, Denim Day, & Self-Defense Class; SAPR Down Day-Wing Awareness Run, WG/CC & SQ/CC Calls, & Small Group Instruction; Base In-Processing/FTAC Ed; Inter-Svc Reception Processing Line; Collaborative Event w/ End Domestic Violence Month; Spouse Day Outreach; Deployed/Single Amn BBQ Outreach; Edutainment Event-Sex Signals; Expert Spkr-Ms Munch	2 AF AD Sexual Assault Stand Down; 1 AF Reserve Stand Down; 1 AF National Guard Stand Down	PACAF SAPR Annual Trng Guide; PACAF Small Group Discussion Facilitating Guides; and Health Masculinity Action Project Exercises	Outreach Materials-magnets, pens, etc.; Annual Trng Trifold & Activity where audience lists helping agencies; & DOD Safe Helpline Number & Smart Phone Application	Listen to them (how you respond is critical, do not victim blame); believe them (rarely do people falsely report this crime); attend to immediate needs (safety, medical, etc.); & call the SARC to coordinate care and/or to start the investigative process (unrestricted). If the person is in your chain-of-command, you are a mandatory reporter (immediately unrestricted). The first 72-hour window is critical in collecting evidence, ensure that the person does not eat/drink/use the restroom, & get them to the Naval Base ER, the only military facility that collects SAFE kits on island.	Yes			
DIEGO GARCIA	N/A	N/A	N/A	N/A	N/A	N/A			

EIELSON	SAPR Down Day-Wing/CC briefing, Squadron/CC calls, & small group discussions in units; Multiple community outreach- tables and SAPR promotional items set-up at the BX; COMPACAF/CC VTCs-participated in VTCs & discussed various SAPR trends & prevention efforts; VA certification-acquired 12 NOVA certifications; & SAPR Dodgeball Tournament-theme "Don't Dodge the Issue."	1 SA Down Day	Began with a Wing run in which sexual assault stats were displayed for people to read & discuss. Thereafter, Commanders briefed each unit with info from the SAPR Down Day website. Showed the CSAF and COMPACAF videos, & held small group discussions on bystander intervention using the Steubenville Rape, TED Talks: A Call to Men, and The Bystander Effect and No One Helped videos.	SAPR Info & svcs are disseminated at ALS, IDS, Weekly Wing Staff Roll Call, Right Start Briefings, FTAC, and CGOC. Flyers & SAPR brochures/literature are spread throughout high-traffic areas on base.	All personnel are informed of ways to make & response to sexual assault through Right Start, FTAC, ALS, SAPR Down Days, & IDS. Flyers and hotline numbers are posted throughout the base. The SARC is available 24/7 to respond to care.	Yes	
ELMENDORF	Rape Aggression Defense Program-started at JBER and will be carried out in full force in FY 14; Monthly promotional/informational campaign-tables set-up in different agencies in high traffic areas; SAPR Down Day; Other briefings-FTAC, newcomers, etc.	1 SAPR Down Day		Through promotional/informational tables; during annual trng & SAPR Stand Down sessions; flyers posted all over the installation; base paper; base webpage; through other agencies; & additional briefings at FTAC, newcomers, etc.	Through briefings	Yes	
HICKAM	Bystander Intervention Education Prgm; Unit/Commander's Call Briefings; Health & Welfare Inspection; Unit Climate Assessments; One Centralized Alcohol Sales Location; & SAPR Dorm Outreach Event	4 SAPR Down Days		SharePoint; Facebook Webpage; Flyers; Handouts; Newcomers Orientation; FTAC; Commanders Calls; Public Affairs; & Annual Trng	SharePoint; Facebook Webpage; Flyers; Handouts; Newcomers Orientation; FTAC; Commanders Calls; Public Affairs; & Annual Trng	Yes	

KADENA	Bystander Intervention Prgm; Healthy Relationships; Wing Commander & Command Chief Dorm Residence Forum for E-4 & Below; etc.	1 SAPR Down Day + 2012 Winter Holiday Safety Briefings with a SAPR focus; Wing Commander & Command Chief SAPR Spring Forums for Men & Women; & Commanders Calls which often involved the SAPR Team attending.	Role Play/Scenarios; Videos- Invisible War, TED Talks, Dr Davis Usak "Frank", etc.; Small group discussion questions; AF & PACAF Leaders SAPR Zero Tolerance videos	Weekly newcomers briefings; weekly pre/post deployment briefings; bi-monthly FTAC classes; monthly ALS & NCOA classes; victim advocate unit outreach; articles/broadcasts through PA & AFN; Commander's access channel; posters; Commander's Immersion briefings; gate giveaways; booths around the base with VAs answering questions; SAPR team at CC Calls; Annual First Responder Trng (Legal, SFS, Fire, Chaplain, Medical, etc.); UCA outbriefs; key spouse orientation briefings; briefings at spouses meetings; Flight Commanders trng; & phone consults	Weekly newcomers briefings; weekly pre/post deployment briefings; bi-monthly FTAC classes; monthly ALS & NCOA classes; victim advocate unit outreach; articles/broadcasts through PA & AFN; Commander's access channel; posters; Commander's Immersion briefings; gate giveaways; booths around the base with VAs answering questions; SAPR team at CC Calls; Annual First Responder Trng (Legal, SFS, Fire, Chaplain, Medical, etc.); UCA outbriefs; key spouse orientation briefings; briefings at spouses meetings; Flight Commanders trng; & phone consults	Yes	
KUNSAN	SAPR Down Day-6 events; 2 Community Outreach-SARC set-up promo items @ BX, & contacted 1K+ folks; SA Theater Gp- Kunsan's trademark prgm. SATG performed 25+ skits at FTAC, SNCO/NCO PME, Newcomer Orientation, Focus Gps, & CC Calls; AF/CVS Focus Prgm-hosted 6 focus gps. 150+ folks discussed SAPR prevention efforts; USFK/CC Monthly/Quarterly VTCs-discussed SAPR trends & prevention efforts specific to the Korea; & SARC visited Sq lounges/ E-Club/etc. on weekends/holidays.	1 SA Down Day-6 events over 9 hours of SA education & prevention. Another SA Stand Down Day is scheduled for 6 Dec.	Showed the "The Invisible War" film to instill empathy/ sympathy for victims. There were separate breakout sessions for males/females along with a joint session. In addition, PowerPoint slides were used to show DoD, AF, & Kunsan SA stats & specific demographics that were more at risk. Executed a "Silent Walk" where stanchions with a helmet and hypothetical scenario card were used to represent the 87 SA cases in the past 9+ years. This unique event allowed everyone to visually see the number of reported SA cases over a 1/4 mile long track. Personnel were allowed to read the SA scenario cards at each stanchion, write comments/ reactions, & place them on a whiteboard. The comments showed that the majority were moved by the event.	Community Outreach Prgms, IDS, Weekly Wing Staff Meetings, Newcomer Orientation, FTAC briefings, SNCO/NCO PME sessions, flyers, & SAPR brochures/literature spread throughout high-traffic areas on base, & AFN television & radio.	Newcomers Orientation, FTAC, SNCO/NCO PME courses, SAPR Down Days, Outreach, IDS, flyers, hotline numbers posted throughout the base, & AFN television & radio. The SARC is also available 24/7 to respond to a case or consultation.	Yes	

MISAWA	SAF & CSAF Health & Welfare inspections conducted this yr., initiated inspections of govt wk areas & removal of materials deemed sexually suggestive or derogatory that would create a hostile/offensive environment. This reinforced the commitment of zero tolerance pertaining to sexual harassment & SA, & highlighted the continuum of harm; Shifted our approach to organizational prevention-based practices by having a top-down approach with active leadership engagement. Created "Find Your Voice" videos on SAs & DUJs that are shown on TV here. The take-away msg is that if you seem something going on that needs to be fixed, "find your voice" & correct it; Established SAPR QoL Dorm Council with 35 FW/CCC, First Sergeant Council, Dorm Council, & Community Svc Coordinator to implement initiatives towards reducing/preventing SA in the dorms.	1 SAPR Stand Down-had 4 guest instructors that conducted 13 trng sessions in 3 different locations.	Videos from General Walsh & Chief Cody, General Carlisle, & Colonel Williams; trng slides; scenario handouts for Commanders; & discussion handouts.	Publicizes the prgm, reporting options, support svcs & the hotline number through fliers, promo items, briefings, & AFN commercials.	Briefings/trng initiatives; publicizing the prgm through fliers in every facility; maintaining the highest level of confidentiality regarding the victim cases; & being available 24/7 to respond regardless.	Yes	
OSAN	SAPR Down Day-7 CC Calls during 9-hr duty day; 2 Community Outreach-SARC office set-up promo items @ BX & contacted 2K+ folks regarding SAPR svcs; AF/CVS Focus Gp-hosted 6 breakout sessions. 150+ personnel discussed SAPR prevention efforts; Monthly/Quarterly USFK/CC VTCs -VTCs discussed various SAPR trends & prevention efforts specific to the Korean Peninsula; & VA Certification Courses-completed 1 VA course to spread the VA pool on base & promote victim care.	1 SA Down Day-conducted 7 CC Calls over 8 hrs. of SA education & prevention	SA videos & reading materials; PowerPoint presentations & videos such as "The Invisible War" to generate discussion	Community Outreach Prgms, IDS, Weekly Wing Staff Meetings, Newcomers Orientation, FTAC, SNCO/NCO PME sessions; fliers & SAPR brochures/literature spread through high-traffic areas on base; and AFN television & Radio.	Newcomers Orientation, FTAC, SNCO/NCO PME courses; SAPR Down Day; Outreach; IDS, fliers, hotline numbers posted throughout the base; & AFN television & radio. The SARC is available 24/7 to respond to a case.	Yes	
YOKOTA	Squadron CC Calls/ Unit Climate Assessment	1 SA Down Day		Briefings-Right Start, FTAC, Squadron CC Calls, & Heardink	Trng	Yes	

301722

What type of trends are you tracking and why:

Andersen: Alcohol-related sexual assaults-all but one case in FY 13 involved alcohol; examining policies for alcohol sales & perhaps dry contingency dorms; & Deployed/TDY personnel sexual assaults-examine/ensure outreach to large contingency of rotating personnel at this base.

Eielson: Alcohol usage on behalf of the victim and/or perpetrator.

JBER: Younger enlisted personnel & alcohol related offenses.

JBPHH: Alcohol involvement; date rapes; high risk populations; & holidays/summer numbers.

Kadena: Tracking all info that is collected on the PACAF intake sheet to see if there are any overarching similarities between cases in determining what areas may need more or better prevention & education of sexual assault.

Kunsan: We are not seeing any particular trends. Our cases continue to vary with no particular alarming trends.

Misawa: Number of cases per FY, number of restricted turned unrestricted, rank of victims, age of victims, alcohol consumption either by victim and/or perpetrator; did the victim & perpetrator know each other; did incident occur on- or off-base; & what type of support svcs are being utilized.

Osan: We are not seeing any particular trends.

Yokota: We are not seeing any particular trends.

What training materials and methods do you deem most successful and why:

Andersen: Guide discussions, where you make the attendees think about victim blaming, continuum of harm, & real bystander intervention; diversified attendees (mixed squadrons, genders, & ranks) opened-up different perspectives; & video & guidance questions provided during Stand Down Day.

Eielson: SAPR briefings & newcomer orientation.

JBER: Interactive presentations that include visual aids, scenarios, & exercises that encourage active participation. Participants seem to respond best when they are encouraged to be part of the learning process. The exchange rather than delivery of educational material through lectures provides a better learning atmosphere.

JBPHH: Bystander materials & face-to-face contact.

Kadena: Scenario based trng gives members a picture of events leading up to the incident as well as predatory behavior of perpetrators. This helps quell the negative myths or stereotypes members have of what is the "typical" sexual assault incident. Small groups give members the chance to express their opinions, frustrations, confusion, etc. with SA & the SAPR prgm in the military. Additionally, small groups are more successful in changing the opinions of the outliers in the group. It is more common in small peer prgms for one person to "correct" or communicate how another's negative thoughts or disbelief of victims are part of the problem & help them to understand the severity of the crime. Facts/Stats/End Results-Members want to see numbers & materials that relate to them.

Kunsan: The SA Theater Gp remains one of the most successful prgms that educates & trains personnel about SA prevention & education. The "Show and Awe" effect gained during these scenarios are valuable. Additionally, skit players remain in character during Q&A sessions & sympathy/empathy is gained for victims. Kunsan is also successful using the SAPR briefings & all newcomers orientation. This ensures all Amn get off on the right foot as soon as they arrive. The Silent Walk utilized during the SA Down Day was another successful trng method because it helped all Amn to "see" the magnitude of the SA problem & the number of cases.

Misawa: Passionate, knowledgeable, interactive, engagement-focused trng has proven to be the most successful. SA in general is a very hard topic to discuss, let alone brief, so to create a more comfortable environment we always open with a disclaimer and then ask true-false, terminology, & follow-up based questions. Participants are rewarded with promo items.

Osan: Incorporate open discussions in regards to misconceptions in SA. Through this open forum, it allowed Amn to speak their mind & engage in honest discussions. Osan is also successful using the SAPR briefing & all newcomers orientations. This ensures all Amn get off on the right foot as soon as they arrive.

How do you determine what is least effective and most effective; Has least effective been replaced:

Andersen: Most effective-when a victim directly contacts me. This ensures that the victim is open to the types of reporting options available & is the best case scenario besides having a friend come with them vs. leadership directing a victim to me. In addition, quizzing the audience at refresher briefs validates the audience's knowledge. Least effective-reading the definitions. Though it is a necessary part of the trng, I've kept it as it is per the Annual Trng.

Eielson: Amn most frequently complain about the volume of trng rather than the content.

JBER: Trng is most effective when you have active participation. Participants seem to want to continue the discussion even after the time is up. They also approach the facilitator after class to elaborate.

JBPHH: Feedback.

Kadena: Stnd PowerPoint briefings & CBTs. CBTs are AF mandated & have good info, but members do not take the time to learn & are more concerned with just finishing the trng. The military overuses PowerPoint & usually will turn off an audience, however, have the visual info on the screen & talking about it does help individuals retain the info. We are looking into other avenues that can accomplish this, however stnd briefings such as newcomers is probably the best option. Every aspect of trng is impt to cover.

Kunsan: We find that PowerPoint presentations may be the least effective. As a result, we've replaced most PowerPoint methods with SA Theatre Gp presentation, Silent Walk, & breakout sessions where open SA cross-talk occurs.

Misawa: Feedback via critiques/input from participants; & tailored briefings/trainings.

Osan: Rotating presenters have been most effective. They bring a different presentation style & outlook which greatly enhances engagement from audience.

Yokota: Feedback.

301723

What specific training is conducted to reach male victims:

Andersen: During the annual trng, the "What does the typical victim/perpetrator look like?" exercise illustrates that there is no typical victim. Additionally, we will have small group male & female discussion forums next year, addressing healthy masculinity, bystander intervention, & male survivor trng aids. We also train everyone on what to do if someone confides in you about being sexually assaulted which teaches men how to react to women & men victims.

Eielson: Male issues are addressed in all trng. It is particularly helpful to show people the stats (number of male victims/yr.) so they realize it is a man's issue too.

JBER: We address male victimization in all briefings. We also tailor presentations to the specific audience we are addressing.

JBPBH: Every briefing has a portion targeting male victims. Kadena: The Wing Commander & Command Chief held a male forum & the Navy SARC on Okinawa opened up their male symposium to the AF male population.

Kunsan: The SA Theatre Gp skits are tailored for both male & female. Most males also commented on the "Silent Walk" which was utilized during the SA Down Day. The "visualization" helped most males process the magnitude of the problem. We've found that males have also done very well & receptive to male only breakout sessions & open cross-talk about SA.

Misawa: All SAPR trng highlights both males & females victims of SA. Additionally, we have increased the number of male VAs.

Osan: No specific trng was tailored to only a male audience. However, our annual trng highlights that males can become victims.

Yokota: In FTAC briefings, discuss gender roles & barriers for male victims to come forward.

What method is used to ensure all service members receive training:

Andersen: Annual trng is tracked by squadron UTM's & all members must have their trng signed off by the SARC before a contingency TDY. We also have great support from Wing leadership to make edutainment & expert speaker events mandatory for different demographics across the Wing.

Eielson: Newcomer's orientation & annual trng. The SARC works with unit trng mgrs to ensure all trng is documented.

JBER: We coordinate with base Unit Trng Mgrs in order to track our population & update as necessary.

JBPBH: ADLS, SharePoint; & Newcomers Orientation.

Kadena: We are holding Commanders, supervisors, UTM's, & each member of the military or civilians supervising military accountable. After each trng session, a roster of those who attended is uploaded to our SharePoint where the UTM gathers that info to input into ADLS. We then request a report that was pulled from ADLS to identify members that are missing trng. The FY 13 SAPR trng was advertised through KTSM, e-mailed to all leadership & UTM's, PA FB page, & an additional requirement for everyone that was deploying.

Kunsan: We've ensured all members receive trng at Newcomers Orientation & annual trng classes. The SARC works with unit trng mgrs to ensure all trng is documented in ADLS and/or unit trng methods.

Misawa: Annual trng is tracked via ADLS; & Right Start & FTAC are tracked via sign-in sheets.

Osan: All trng is tracked & documented under ADLS. SAPR office ensures all members receive trng via sign-up through our SARC website & also conducted annual trng through FTAC classes.

Yokota: ADLS tracked by unit trng monitors.

COMMENTS (Any other info you care to share about expedited transfers, including recommendations): JBPBH and Yokota-SARCs are currently on deployment. To the best of their knowledge, new/alternate SARCs completed this report.

Misawa: We have revised our SAPR trngs/briefings to standardize the material that was being delivered in an effort to comply with DoD. Even though DoD SAPR core competencies exist, there are a lot of disparities regarding the delivery of this information & it would be extremely beneficial for SARCs & volunteer instructors to have some type of "Train the Trainer" trng.

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
ANDERSEN	No	
DIEGO GARCIA	N/A	
EIELSON	No	
ELMENDORF	No	
HICKAM	No	
KADENA	No	
KUNSAN	No	
MISAWA	No	
OSAN	No	
YOKOTA	No	

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

301724

RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)

BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS
AL DHAFRA	0	0	0	0	0	0	Since this is a deployed environment, the AF does not utilize the ET systems.
AL UDEID	0	0	0	0	0	0	Commanders have the option of sending the victims home early without needing ET.
ALI AL SALEM	0	0	0	0	0	0	
BAGRAM	0	0	0	0	0	0	
KANDAHAR	0	0	0	0	0	0	
MANAS	0	0	0	0	0	0	

2. PREVENTION & TRAINING

BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
AL DHAFRA	Newcomers' briefings, Commander's calls, Briefings for 5/6 group and First Sergeants council, Out and abouts - SARC and EO in uniform at the pavilion late on weekend nights, Monthly Newsletter,	1	CFACC Mutual Respect Video	Monthly Newsletters, Flyers posted at many common areas and units all over base, info booth at newcomer's inprocessing, Wing's Public Website	Wing's Public Website, Monthly Newsletter, Commander's Calls, Flyers around base, various briefings	Y	
AL UDEID	Right Start briefings, Out and Abouts to units w/EO, CC Calls, SAPR Down Day Discussions, SARC Website, Monthly Newsletter, Monthly events such as 12 days of kindness, 5ks etc.	2 official sessions, but 11K personnel watched the recordings due to limited space at events.	CFACC "Commitment to Mutual Respect" video/CC Call/What would you do-ABC News	Monthly Newsletters, Flyers, Right Start, unit briefings, out and abouts with units, Base SAPR Website	Monthly Newsletters, Flyers, Right Start, unit briefings, out and abouts with units, Base SAPR Website, Victim Advocate's within their units talking about SAPR	Yes	
ALI AL SALEM	Self Defense Classes/risk reduction training for all personnel	9 sessions	AFCENT Mutual Respect Video FY12 SAPR report	Right Start briefs/Share Point/unit visits/CC's Calls	Right Start briefs/Share Point/unit visits/CC's Calls	Y	
BAGRAM	Newcomer's Orientation; Unit Visits; CC Calls; SAPR Down Day Discussions; 5K events/Ruck March; teaming with local MWR to ensure SARC has table at events; teaming with EO to conduct "Out/Abouts" (Sexual Harassment/Assault Prev/Awareness), *SARC SharePoint, *SARC Homepage; *Collaborating w/sister services for victim support/response services in AoR; *Focus Groups to identify top concerns from deployed Airmen (*recent/new)	1	Mutual Respect Video/ Small Group Discussions based on key issues	In person during visits; newcomers orientation; MWT events; 5K events; Ruck March	Newcomers Orientation; unit visits; SARC SharePoint/Homepage	Yes	Focus Group initiative: "Be Part of the Solution" will begin Dec 2013; SARC will hit areas with high concentration of Airmen. Goal is to get honest feedback from deployed Airmen on Culture/Environment, Intervention, Prevention of Sexual Harassment and Assault in AoR and Improving Support in the AoR; turn feedback into actionable items to address Airmen's concerns.
KANDAHAR	Orientation briefings, unit visits, SA Review Board (case/info sharing w/in AoR), Wg Stand-up Announcements, self defense classes, video & mall group discussions.	5	CFACC "Commitment to Mutual Respect" video	Briefings/Chain of Command	Inprocessing briefings	Yes	KAF SAPRO preparing to close as part of 451 AEW deactivation
MANAS	Explaining Consent	1	small group discussion, slides, CC Call	SARC office, MAAB portal site, CC calls, Sq Meet and Greets	reporting options posters, bulletin boards	Y	Trends: Local Nationals making lewd comments to military members. Issue was addressed through Escort leadership.

What type of trends are you tracking and why:
 What training materials and methods do you deem most successful and why:
 How do you determine what is least effective and most effective; Has least effective been replaced:
 What specific training is conducted to reach male victims:
 What method is used to ensure all service members receive training:
 COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

3. CASE MANAGEMENT

	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
BASES	No prior service victim reports received.	
AL DHAFRA	Not aware of any such cases.	
AL UDEID	No prior service cases during FY13	
ALI AL SALEM	No	
BAGRAM	Not aware of any such cases for KAF.	
KANDAHAR	None reported their cases to civilian authorities.	
MANAS		

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

301726

RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)							
1. EXPEDITED TRANSFER (ET)							
BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon In 72 Hrs	*Not Acted Upon In 72 Hrs	# Perpetrator ET	* COMMENTS
501 CSW	1	0	0	1	0	0	
AVIANO	1	0	0	1	0	0	
INCIRLIK	1	0	0	1	0	0	
LAJES FIELD	N/A	N/A	N/A	N/A	N/A	N/A	Lajes Field did not have ET requests
LAKENHEATH	6	1	0	7	0	0	
MILDENHALL	1	0	0	1	0	0	
RAMSTEIN	2	0	0	2	0	0	
SPANGDAHLEM	0	0	0	0	0	0	Not sure what "# perpetrator ET" is or refers to as currently only victims of SA are authorized to request an expedited transfer There were no ET in FY13

2. PREVENTION & TRAINING							
BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
501 CSW	Annual training/small discussion groups	1	Power Point Presentation/ Videos	Briefings/Brochures/Cards/Annual Training/Pustes	Briefings/Brochures/Cards/Annual Training/Posters	N	We are not currently tracking trends but did so for 6 months as we conducted annual training
	small group discussions to be started soon	1	SA videos utilized in small group discussion forums	SARC office information posted on unit safety boards, promotional items handed out at FTAC/Commanders Calls/In-Processing briefings/more, quarterly appearances on AFN radio	SARC office information posted on unit safety boards, promotional items handed out at FTAC/Commanders Calls/In-Processing briefings/more, quarterly appearances on AFN radio	Y	
AVIANO	1. During FTAC, the SARC provides 1 hour of training. Then, the students participate in a mock trial ran by JA in the courtroom. 2. Annual SAPR training focuses on prevention. 3. USAFE has recently launched Advanced Bystander Intervention that allows discussion of intervening and preventing sexual assaults from occurring. We are currently trying to collect bystander intervention stories. 4. They provide briefings at Newcomers Orientation, weekly wing staff meetings, and commanders calls.	1 SA stand down has occurred (summer 2013).	1. Wing Run and Wing Commanders Call. 2. Discussion topics for Squadron Commander engagement. 3. Videos and presentations were used. 4. Discussion panel consisting of subject matter experts.	Information is disseminated during presentations via video, PowerPoint, flyers, and trifolds. Information is also disseminated through the wing's monthly magazine. Emails and bulletin posts are also used.	Members are informed during presentations via video, PowerPoint, flyers, and trifolds.	N	
INCIRLIK	Guest speakers (The Green Dot, Bernie McGrenahan, See Signals), Airman Initiatives (poetry, self-defense) during SAAM/annual training	1, with 2 sessions (2013) Prior to 2013 was BIT and annual training	Briefing, videos, facilitator cards small group discussions	Right start, FTAC, Lajes PA website, CC CaS, IDS/CAIS, Wing Standup, AFN Commercials, Commanders Access Channel	Right start, FTAC, annual training Walk-throughs, CC in-briefs, base flyers, AF websites	N	
LAJES FIELD							

LAKENHEATH	5	4	Video/discussion/subject matter experts	Small/base webpage/helping agencies advertisement in basehousms/ At Ease/ Official Visual Aid	All new personnel are briefed by the SAPR office as a part of their in processing. Every briefing covers reporting options, how to report, who to report to, and helping agencies available.	N
MILDERHALL	1	1	Weekly Briefing/CC Call/Adv by commander/ CQ for Dorms	Every briefing given by the SAPR office or SAPR VAs includes contact numbers and eligibility information. Further, fliers, pamphlets and posters are distributed across the installation with contact information and eligibility information. Briefings include Annual Training, Commander's Calls, base newcomers and other venues as requested by the base leadership and population. Further information dissemination venues are through the base paper, AFN and other outreach activities (info booths, providing SAPR information and representation at other helping agency venues and Sexual Assault Awareness Month events).	<p>https://www.ramstein.af.mil/sapr.asp</p> <p>The leadership at Ramstein AB in addition to the SAPR office consistently briefs and briefs that sexual assault is not tolerated, condoned and will not be ignored. Further, the relationship within the 86 AW has created a pledge to the Airmen within the 86 AW on the relationship with the program in combating sexual assault within our Air Force. Ramstein consistently briefs, fliers, pamphlets and posters are distributed across the installation with contact information and eligibility information. Briefings include Annual Training, Commander's Calls, base newcomers and other venues as requested by the base leadership and population. Further information dissemination venues are through the base paper, AFN and other outreach activities (info booths, providing SAPR information and representation at other helping agency venues and Sexual Assault Awareness Month events).</p>	Y
RAMSTEIN	1	1	SAPR Annual Trng, 'Get Consent', Reintegration, FTAC, Wing Stand Up	Supervisor and Leadership Trng & currently working on a response to SA talking paper for all leaders to have on hand		
SPANGDALE	1	1				

What type of trends are you tracking and why:

1-Alcohol Related, because most of the time, alcohol is a factor. In Italy for example, members can drink at 18 yrs old and tracking alcohol will also help us know the popular locations where alcohol consumption and parties take place; 2-Victim status, age, DAS, to understand what group is more vulnerable and being targeted more often and to know who to target for training; 3-Numbers of days between assault and report of assault, to get an understanding on how victims trust the SAPR Office to report sooner rather than later; 4-Number of males vs female victims, types of report (restricted or unrestricted), an increase in males coming forward and reporting which may be attributed to a better climate in which men are more comfortable in reporting.

What training materials and methods do you deem most successful and why:

1-Discussion based briefings, because it is the talking to the audience, as opposed to talking at them. It allows individual to express opinions and provide solutions and they enjoy that. Airmen do not respond as well with PowerPoint presentations; 2-Stories from supervisors, because they relate well with the audience. It helps them see and hear directly from someone who was a victim; 3-Videos with actors from our own community, because the scenarios occurred in familiar locations where the supervisors were familiar faces. It made the experience more realistic than other training in the past. Also, the Videos incorporated in the PowerPoint presentations; 4-The Wing Commander and Command Chief highlight the importance of this program at Newcomers Orientation and re-emphasize the importance of building a culture of trust and respect and eliminating sexual assault and harassment from our Air Force; 5-In briefs w/leadership, especially 1st Sgts has also been successful because they are the key to setting the tone and are able to observe their Airmen. If every Airman is expected to be a supervisor, it also means we rely heavily on leadership to be able to keep a pulse on the unit; 6-Collaborative efforts with other awareness activities have been successful and receive positive feedback in increasing the visibility within the community besides main efforts during SAAM; 7-Having alcohol awareness because most cases involve the use of alcohol by the victim or the perpetrator.

How do you determine what is least effective and most effective; Has least effective been replaced:

1-We have noticed a change in UCA, more people are stepping in. They are answering the SAPR related questions correctly and favorably; 2-Feedback forms are usually filled out to assess the reaction of the participants; we then use the feedback forms to gather suggestions for improvement for future training sessions. When a method or activity is deemed ineffective, it is simply eliminated or only used with those groups who agree that they want to include it in their session; 3-Classroom participation is a big factor in determining effectiveness; 4-Part of determining effectiveness is to determine if the initiative is sustainable. Sustainable methods reinforce the program importance because it is done consistently versus just for a short period of time. Initiatives that are done for a short period of time but then abandoned are counterproductive in promoting an environment in which individuals believe the program is important. Instead, short lived initiatives come across as not well thought and haphazard. Although PowerPoint briefings are not always well received, it still is an effective method to train an individual; 5-In order to balance between over-saturation and effective/concise training, the installation determines how often to conduct "additional" initiatives such as core groups discussions and Stand Down Days; 6-We have determined that what we deemed as not sustainable or ineffective have been altered or stopped; 6-Information sharing among SABC channels/JHO2; best practices by former SARGs/more experienced SARGs. As SARGs we face similar challenges/concerns, plus we cater to the same audience (AF Airmen), therefore, information-sharing on what's been proven effective or not is useful in deciding what methods to use at your base.

What specific training is conducted to reach male victims:

The training and statistics tend to relate more to women being the victims and males being the perpetrators. It's important to remind the audience that males can also be victims and females can also be perpetrators. However, most of the bases are not conducting specific training to reach male victims. One exception is at Ramstein, where small group discussions are often split between genders in order to foster open discussions within the group. In addition, the installation has a program that is independent from the SAPR office but specifically targets both men and women separately and its primary focus is on professional and personal development. Their initiatives indirectly impact our program and have been extremely well received.

The methods used to track training are Alpha Briefers and ADS via UTM. SAs office works with the base training office to help disseminate instructions on how to update ADS as well as collaborate in providing training reports and number of training completed to the attention of Commanders and ensure training is available to the installations (including their GSO). Also, SAPR offices brief Commanders at the Community Action Information Board as well as Wing Standup regarding percentage trained across the installation.

Clearer guidance must be provided regarding how Commanders are to handle expedited transfers once a victim has been approved. Many victims specifically request an expedited transfer in order to start over at a new location where no one knows about the sexual assault, however, Commanders may call ahead to the gaining unit to provide a "heads up". As a losing SAC, we are not authorized to transfer a case to the gaining SAC without the victim's permission; however, no guidance exists for Commanders on how to handle an expedited transfer. A balance must be found between protecting a victim's privacy and confidentiality while also allowing Commanders to ensure good order and discipline is maintained.

What method is used to ensure all service members receive training:

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

3. CASE MANAGEMENT		COMMENTS
BASES		
801 CSW	None of our current cases have incidents that occurred prior to military service or victims who reported the incident to civilian authorities	
AVIAVO	No knowledge of any victims with reports to civilian authorities	
INGIRLIK	No. All files do not show any indication that a victim reported their case to civilian authorities.	
LAJES FIELD	No	
LAKENHEATH	No	
MILDENHALL	No	
RAMSTEIN	1, not reported	
SPANGDAHLEM	Unk	

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

If a victim is reporting a sexual assault that occurred prior to military service, we will ask if it was reported to civilian authorities.

USAF
 177
 20
 82
 103

RESPONSE SYSTEM PANEL - DATA CALL (Expedited Transfer & Prevention and Training)

1. EXPEDITED TRANSFER (ET)

BASES	# ET Approved	# ET Disapproved	Requested Review by G/FO	Acted Upon in 72 Hrs	*Not Acted Upon in 72 Hrs	# Perpetrator ET	* COMMENTS
USAF	2	0	0	0	1	1	USAF's first Expedited Transfer (ET) request was made in the beginning of March 2013 based on records provided by the SVC (exact date is not known). This ET was not acted upon in 72 hours due to lack of AF SAPRO or DoD guidance on how to proceed with expedited transfer requests. Despite lack of clear guidance from HRC, and in attempt to respond as expeditiously as possible, the USAFA SARC VA, and the SVC appointed to represent the victim contacted other SARC's and AFPC to obtain a format to make the request. The SVC was able to obtain a template that was drafted and being used by the Peterson AFB SARC. To clarify, the ET process was established late 2012. Limited guidance on ET process was included when the DoDI 6495.02 was revised in March 2013; however, specific guidance on how the ET should be formally requested was not included in this revision. Installation SARC's were informed that further guidance regarding the ET process would follow. In Jul 2013, SARC's received the template for ET requests and in August 2013, Installation SARC's received a separate letter containing instructions and guidance related to the template.

2. PREVENTION & TRAINING

BASES	Types of efforts/initiatives aimed at prevention	# SA Stand Downs conducted	Training materials used at SA Stand Down	How is info disseminated to members re available resources	How are service members informed of ways make and response to sexual assault	Are you currently tracking trends Y/N	COMMENTS
USAF	Annual training/in-service trainings	1	See attached	Training/posters/website	Training/posters/website	Y	

What type of trends are you tracking and why:
 Alcohol use by subject and victim; involvement in intercollegiate teams by subject and victim; prior enlistment; previous attendance at USAFA/Other preparatory school. Alcohol trends are tracked AF-wide - it is included in the AFI as one of the areas that we are allowed to disclose in both restricted and unrestricted reports to commanders, etc. It is also included in the template for OP REPs. We began tracking involvement by intercollegiate teams, prior enlistment, and previous attendance at preparatory schools per a request from the Superintendent (Gould) during APY11 and APY12 at which time there was a large investigation by OSI into spice use which involved a number of cadets that had all completed a year at the USAFA Preparatory School which has a large number of recruited athletes and prior enlisted cadet-candidates.

What training materials and methods do you deem most successful and why:
 Training is most effective in small groups (under 30) with interactive, facilitated discussion. Airman/cadets prefer trainings without PowerPoint and that allow them to have a conversation about the issue of sexual assault.

How do you determine what is least effective and most effective; Has least effective been replaced:
 The least effective training occurs in large groups/mass briefings with PowerPoint. USAFA is working to implement a Cadet Bystander Intervention Training (CBIT) that leverages the use of small groups. The CBIT program was beta tested in Fall AY13/14 and is pending a final implementation plan in AY 14/15. We are waiting for guidance from AF SAPRO regarding annual training for FY14.

What specific training is conducted to reach male victims:
 Our training intentionally discusses the statistics regarding male victims and uses scenarios that involve male victims.

What method is used to ensure all service members receive training:
 Our office tracks annual training for Airman through the Base Training Manager. We also ensure that we have specific training for each cadet class year.

COMMENTS (Any other info you care to share about expedited transfers, including recommendations):

3. CASE MANAGEMENT

BASES	Do you have information on whether prior service victims (mil or civ) reported their case to civilian authorities?	COMMENTS
USAF		Our prior service victims for FY13 did not report their cases to civilian authorities.

201730

COMMENTS (use this space to provide any additional info you care to share on either of the 3 items above):

301731

VICTIM REPORTING PREFERENCE STATEMENT

(Please read Privacy Act Statement before completing this form.)

1. REPORTING PROCESS AND OPTIONS DISCUSSED WITH THE VA OR SARC

a. I, (Full name) _____, had the opportunity to talk with a Victim Advocate O/A) _____ or a Sexual Assault Response Coordinator (SARC) before selecting a reporting option.

b. UNRESTRICTED REPORTING- REPORTING A CRIME WHICH IS INVESTIGATED.

INITIALS	I understand that law enforcement and my command will be notified that I am a victim of sexual assault and an investigation will be started. I understand I can receive medical treatment, advocacy services, and counseling, and an optional sexual assault forensic examination to collect evidence if indicated. The full range of victim protection actions may be available to me, such as being separated from the offender(s) or receiving a military protective order against the offender. Any misconduct on my part may be punished, but at the discretion of the commander may be delayed until after the sexual assault charge(s) is resolved.
-----------------	--

c. RESTRICTED REPORTING -CONFIDENTIALLY REPORTING A CRIME WHICH IS NOT INVESTIGATED.

- | | |
|--|---|
| | (1) I understand that I can confidentially receive medical treatment, advocacy services, and counseling, and an optional sexual assault forensic exam to collect evidence if needed, but law enforcement and my command will NOT be notified. My report will NOT trigger an investigation; therefore, no action will be taken against the offender(s) as the result of my report. |
| | (2) I understand that there are exceptions to "Restricted Reporting" (see back). If an exception applies, limited details of my assault may be revealed to satisfy the exception. |
| | (3) I understand that if I have not made an "Unrestricted Report" within 1 year of any evidence collected, it will be destroyed and no longer available for any future investigation or prosecution efforts. |
| | (4) I understand that all state laws, local laws or international agreements that may limit some or all of DoD's restricted reporting protections have been explained to me. In _____, medical authorities must report the sexual assault to _____ |
| | (5) I understand that the SARC will provide information that does not reveal my identity, nor that of my offender, to the responsible senior commander within 24 hours of my "Restricted Report" or within 48 hours if at a deployed location and extenuating circumstances apply. This information is required for the purposes of public safety and command responsibility. |
| | (6) I understand that by choosing "Restricted Reporting," the full range of victim protection actions may not be available, such as being separated from the offender(s) or receiving a military protective order against the offender(s). |
| | (7) I understand that if I talk about my sexual assault to anyone other than those under the "Restricted Reporting" option (SARC, sexual assault victim advocate, or healthcare providers), and chaplains, it may be reported to my command and law enforcement which could lead to an investigation. |
| | (8) I understand that I may change my mind and report this offense at a later time as an "Unrestricted Report," and law enforcement and my command will be notified. Delayed reporting may limit the ability to prosecute the offender(s). If the case goes to court, my victim advocate and others providing care may be called to testify about any information I shared with them. |
| | (9) I understand that if I do not choose a reporting option at this time, my commander and investigators will be notified. |

PRIVACY ACT STATEMENT

AUTHORITY: Section 301 of Title 5, United States Code. and Chapter 55 of Title 10, United States Code.

PRINCIPAL PURPOSE(S): Information on this form will be used to document elements of the sexual assault response and/or reporting process and comply with the procedures set up to effectively manage the sexual assault prevention and response program.

ROUTINE USE(S): None.

DISCLOSURE: Completion of this form is voluntary; however, failure to complete this form with the information requested impedes the effective management of care and support required by the procedures of the sexual assault prevention and response program.

2. CHOOSE A REPORTING OPTION (Initial)

- | | |
|--|---|
| | a. Unrestricted Report. I elect Unrestricted Reporting and have decided to report that I am a victim of sexual assault to my command, law enforcement, or other military authorities for investigation of this crime. |
| | b. Restricted Report. I elect Restricted Reporting and have decided to confidentially report that I am a victim of sexual assault. My command will NOT be provided with information about my identity. Law enforcement or other military authorities will NOT be notified unless one of the exceptions applies. I understand the information I provide will NOT start an investigation or be used to punish an offender. |

3. RESTRICTED REPORT CASE NUMBER (If applicable)

4.a. SARC UKc Ut- Vic; IIM

b. UATC (YYYYMMDD)

5.a. SIGNATURE OF SARCNICTIM ADVOCATE

b. DATE (YYYYMMDD)

6. I have reconsidered my previous selection of "Restricted Reporting," and I would like to make an "Unrestricted Report" of my sexual assault to authorities for a possible investigation.

a. SIGNATURE OF SARCNICTIM ADVOCATE

b. DATE (YYYYMMDD)

c. SIGNATURE OF SARCNICTIM ADVOCATE

a. UATC (YYYYMMDD)

EXCEPTIONS TO "RESTRICTED REPORTING"

In cases in which members elect restricted reporting, disclosure of covered communications is authorized to the following persons or organizations when disclosure would be for the following reasons:

1. Command officials or law enforcement when authorized by the victim in writing.
2. Command officials or law enforcement to prevent or lessen a serious and imminent threat to the health or safety of the victim or another person.
3. Disability Retirement Boards and officials when required for fitness for duty for disability retirement determinations. Disclosure is limited to only that information necessary to process the disability retirement determination.
4. SARC, victim advocates or healthcare provider when required for the direct supervision of victim services.
5. Military or civilian courts when ordered, or if disclosure is required by Federal or state statute.

SARCs, victim advocates and healthcare providers will first consult with the servicing legal office to determine whether the criteria of any of the above exceptions apply, and whether they have a duty to comply by disclosing the information.

NOTICE: DOCUMENTATION FOR RECORD KEEPING PURPOSES. Victims are advised to maintain a signed and dated copy of this form for their records. This form may be used by the victim in other matters before other agencies (e.g., Department of Veterans Affairs) or for any other lawful purpose.

USMC Q 82

Yesenia O. Rodriguez-Hower
 Gunnery Sergeant, U.S. Marine Corps
 Staff Noncommissioned Officer in Charge
 Uniformed Victim Advocate
 Marine Corps Base Quantico, Virginia

SAPRO (B 19)
 2034 Barnett Avenue
 Little Hall, Suite 17
 Quantico, VA 22134-5013

Office: (703) 432-1419
 Fax: (703) 784-3260
 Yesenia.rodriguez-ho@usmc.mil

MCA Quantico 24/7 Sexual Assault Help Line: (703) 432-9999
www.quantico.marines.mil

Click www.SafeHelpline.org
 Call 877-995-5247
 Text 55-247

DoD Safe Helpline
 Sexual Assault Support for the DoD Community

Click, Call, Text
www.SafeHelpline.org

DoD Sexual Assault Prevention and Response Office



DoD Safe Helpline

SEXUAL ASSAULT SUPPORT FOR THE DoD COMMUNITY FREE. CONFIDENTIAL. 24/7

SEXUAL ASSAULT PREVENTION & RESPONSE SAPR

Live 1-on-1 Help Confidential Worldwide 24/7

Download a QR reader app, then scan to go directly to www.SafeHelpline.org

Download a QR reader app for your smartphone, then scan to go directly to www.SafeHelpline.org

or someone you know is a survivor of sexual assault, contact DoD Safe Helpline, a sexual assault crisis support and resources service for Service members of the DoD community.

Safe Helpline staff is trained on the unique needs of those living and working in the DoD community. Help is available 24/7, worldwide.

Safe Helpline staff will not ask for any personal information that could identify you, such as your name or address.

Safe Helpline is administered by the Department of Defense via a contract with the non-profit Rape, Abuse & Incest National Network, the nation's largest anti-sexual violence organization.

Visit www.SafeHelpline.org for more information.



For more information regarding the DoD and Marine Corps Sexual Assault Prevention and Response Programs:
www.usmc-mccs.org/sapro
www.sapr.mil

SafeHelpline.org

SEXUAL ASSAULT PREVENTION & RESPONSE PROGRAM MARINE CORPS AIR STATION NEW RIVER

24/7 Sexual Assault Hotline
910-238-6384
 SAPRP Office Located in AS-90 :: 449-5243



Sexual Assault Awareness Month (SAAM)

In special recognition of SAAM, we invite you to show support for preventing sexual assault and protecting the safety, dignity, and well-being of all victims.

This teal ribbon symbolizes SAAM and signals a spirit of hope and purpose to all those affected by sexual assault.

Live 1-on-1 Help Confidential Worldwide 24/7
 Help is just a Click, Call or Text away!

DoD Safe Helpline
 Sexual Assault Support for the DoD Community

Click www.SafeHelpline.org
 Call 877-995-5247
 Text* 55-247 (U.S.)
 202-470-5546 (International)
 *Text your location for the nearest SARC

Sexual Assault Prevention and Response (SAPR)
www.usmc-mccs.org/SAPRO

Ms Amy H. Chen
 Sexual Assault Victim Advocate
 Marine Corps Base Quantico, Virginia

SAPRO (B 19)
 2034 Barnett Avenue
 Little Hall, Suite 17
 Quantico, VA 22134-5013

Office: (703) 784-3776
 Fax: (703) 784-3260
 chenah@usmc-mccs.org

MCA Quantico 24/7 Sexual Assault Help Line: (703) 432-9999
www.quantico.marines.mil

PREVENTING SEXUAL ASSAULT IS EVERYONE'S DUTY

402313

Click www.SafeHelpline.org
 Call 877-995-5247
 Text 55-247

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Commander Marine Corps Base, Quantico Policy Statement on Sexual Assault



Sexual assault is a crime that violates our ethos and tarnishes the prestige of the Corps. It is incompatible with our core values of Honor, Courage and Commitment. Eliminating sexual assault requires a dedicated community effort. I challenge each leader and individual to accept this responsibility. Our Marines, Sailors, Civilians, and family members deserve nothing less.

Our greatest weapon in the battle against sexual assault has been and will continue to be decisive and engaged leadership. I expect every Marine and Civilian Marine to actively change the conditions and attitudes that allow this crime to happen among our ranks and aboard our Installation. Leaders at every level are responsible to create an environment and command climate in which every Marine is treated with dignity and respect. Marines must be able to trust their command to listen respectfully, respond confidentially, investigate immediately, and to act appropriately.

The Department of Defense defines sexual assault as intentional sexual contact characterized by use of force, threats, intimidation, and abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy (oral or anal sex), and other unwanted sexual contact that is aggravated, abusive, or wrongful (including unwanted and inappropriate sexual contact), or attempts to commit these acts. It does not discriminate by gender, race, or age. Irresponsible consumption of alcohol places Marines at increased risk. **Marines, I need you to take care of each other and not to allow a fellow Marine to be victimized due to intoxication.**

Those who are sexually assaulted are physically, mentally, and emotionally traumatized. Victims who choose to make a restricted report will have that choice honored to the fullest extent. Victims must feel confident their personal safety will be protected and that they will not be re-victimized by a failure in our handling of the situation. We will take care to ensure that the identity of each victim is released only to those who have a need-to-know. We will treat all victims of sexual assault with sensitivity, decency and respect, and ensure that they receive the appropriate medical, psychological, legal, pastoral, and emotional care throughout their healing process.

Leaders at all levels shall be familiar with the contents of MCO 1752.5A. Commanders shall ensure that all members of their command are briefed on the contents of the MCO and receive the mandated annual refresher training. Leaders will be guided by the "Commander's Protocol for Responding to Allegations of Sexual Assaults" located in Appendix D of the MCO in responding to any allegation of sexual assault.

The Installation Sexual Assault Response Coordinator (SARC), Uniformed Victim Advocates (UVA), Command Chaplains, Healthcare Personnel, and Marine & Family Program Personnel stand ready to provide an array of support services to victims of sexual assault and to assist each commander in fulfilling Sexual Assault Prevention and Response (SAPR) responsibilities.

If you or someone you know are a victim of sexual assault, please notify your UVA or the Installation SARC. They are your front line to guide you to the appropriate support and care.

David W. Maxwell
Colonel, U.S. Marine Corps
Commander, Marine Corps Base Quantico

Reporting Options (DoDD 6495.01, dtd 23 Jan 12)

Restricted Reporting

Reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., Sexual Assault Response Coordinator (SARC), Sexual Assault Prevention & Response Victim Advocate (SAPR VA) hereafter referred to as Uniformed Victim Advocates (UVA) and Civilian Victim Advocates (VA), or healthcare personnel), and receive medical treatment, including emergency care, counseling, and assignment of a SARC, UVA, or VA, without triggering an official investigation. The victim's report provided to healthcare personnel, SARCs, UVAs, or VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents or an established EXCEPTION applies in accordance with DoDI 6492.02. The Restricted Reporting Program applies to Service members and their military dependents 18 years of age and older. Only a SARC, UVA, VA, or healthcare personnel may receive a Restricted Report, previously referred to as Confidential Reporting.

Unrestricted Reporting

A process that an individual covered by DoDD 6495.01 uses to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim's report provided to healthcare personnel, the SARC, UVA, VA, command authorities, or other persons is reported to law enforcement and may be used to initiate the official investigative process.

Exceptions to Restricted Reporting

Exceptions to Restricted Reporting where a disclosure is authorized:

- Authorized by the victim in writing.
- Necessary to prevent or mitigate a serious and imminent threat to the health or safety of the victim or another person.
- Required for fitness for duty or disability determinations. This disclosure is limited to only the information necessary to process duty or disability determinations for Service members.
- Required for the supervision of coordination of direct victim treatment or services. The SARC, UVA, VA, or healthcare personnel can disclose specifically requested information.
- Ordered by a military official, Federal or State judge, as required by a Federal or State statute or applicable U.S. international agreement.

The SARC will consult with the Office of the Staff Judge Advocate to determine if the exception criteria apply and whether a duty to disclose the otherwise protected information is present. Until those determinations are made, only non-Personally Identifiable Information shall be disclosed.

Contact Information & Victim Support Resources

MCBQ Sexual Assault Prevention & Response Office
Call: (703) 784-3557, (703) 432-1419, or (703) 784-3532
during office hours

MCBQ Sexual Assault 24/7 Helpline (Duty UVA)
Call: (703) 432-9999, 24-Hours a day, 7-Days a week

DoD Safe Helpline
(Confidential, Worldwide, Crisis Support Service) Call: (877) 995-5247
24-Hours a day, 7-Days a week

Click: www.SafeHelpline.org, for live, confidential help via secure instant-messaging

Text: 55-247 (in the U.S.) or 202-470-5546 (International) for referral information



Ms C. A. Hester
Installation SARC
SAPR Program Manager



<http://www.quantico.usmc.mil/activities/?Section=SAPR>



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