UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

FEB 28 2012

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR DIVERSITY AND LEADERSHIP
DIRECTOR, DEPARTMENT OF THE NAVY SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE
PRINCIPAL DEPUTY, ASSISTANT SECRETARY OF THE AIR FORCE FOR MANPOWER AND RESERVE AFFAIRS

SUBJECT: Department of Defense (DoD) Assessment of Pre-Command Sexual Assault Prevention and Response (SAPR) Training

On January 18, 2012, the Secretary of Defense directed an assessment of SAPR training provided to commanders and senior enlisted leaders to be conducted within 120 days. The primary focus is SAPR training for O-4 through O-7 officers that is delivered prior to assumption of command. For senior enlisted leaders, the Department must review training provided to Command Sergeant Majors, Command Master Chief Petty Officers, and Command Chief Master Sergeants (or equivalent E-9 positions) prior to their assumption of the role of senior enlisted advisor (or equivalent), starting at the battalion and squadron level through brigade, installation, and wing (or equivalent) level.

The DoD Sexual Assault Prevention and Response Office (SAPRO) has tentatively identified a list of courses for each Military Department as the initial point of entry for this training assessment and sent an email requesting that your Military Department validate the schools and courses identified by DoD SAPRO, correct any errors, add additional courses as needed, and provide additional data about the courses no later than February 22, 2012. If you have not already provided this information, request that your Military Department do so using the enclosed template. Also request that your Military Department provide lesson plans, briefing decks, and other materials for these courses, using the enclosed template no later than March 2, 2012.

DoD SAPRO will identify best practices and areas for improvement in the ways each Military Department prepares its leaders to champion the SAPR program. To this end, request that each Military Department make available training expert(s) and Military Service SAPR subject matter expert(s) to provide short-term assistance to DoD SAPRO as it carries out this assessment. As the scope and requirements of the assessment are more clearly defined, DoD SAPRO staff will contact you directly to discuss the time and level of effort required and may make additional requests for support from specific Military Service experts.

My point of contact for this effort is Ed Rushin, SAPRO Deputy Director, who may be reached at edward.rushin@wso.whs.mil or 703-696-9429. Please complete and submit the templates, along with the names of at least one training expert and one SAPR program expert to represent your Military Department, via email to Mr. Rushin in accordance with the suspense dates outlined above. The Department of the Navy should provide the required information separately for the Navy and Marine Corps. Your cooperation in this matter is sincerely appreciated.

Jo Ann Rooney
Acting

Attachments:
As stated

**2012 Department of Defense (DoD) Assessment of**
**Pre-Command Sexual Assault Prevention and Response (SAPR) Training**
**<Insert Military Service> Input Template**

## SECTION 1: VALIDATION OF OFFICER AND SENIOR ENLISTED COURSES

*Instructions:* As an initial entry point for this training assessment, the DoD Sexual Assault Prevention and Response Office (SAPRO) has identified a list of courses administered by your Military Department where commanders and senior enlisted leaders receive SAPR training prior to assuming leadership roles. For each course listed in the table below verify the course title, location(s), date(s) the course is administered, and at least one point of contact. If there are courses that were not identified but should be included in the assessment, please list them and provide the same information.

A) OFFICER TRAINING COURSES

| Course Title | Location(s) | Date(s) Administered in 2012 | Course Point(s) of Contact |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

B) ADDITIONAL OFFICER TRAINING COURSES (if any)

| Course Title | Location(s) | Date(s) Administered in 2012 | Course Point(s) of Contact |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

C) Senior Enlisted TRAINING COURSES

| Course Title | Location(s) | Date(s) Administered in 2012 | Course Point(s) of Contact |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

D) Additional Senior Enlisted TRAINING COURSES (if any)

| Course Title | Location(s) | Date(s) Administered in 2012 | Course Point(s) of Contact |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

2012 Department of Defense (DoD) Assessment of
Pre-Command Sexual Assault Prevention and Response (SAPR) Training
<Insert Military Service> Input Template

## SECTION 2: LOGISTICAL COURSE DATA

*Instructions:* For each course listed in Section 1, complete the table below.

| **Course title (as listed in Section 1):** |
|---|
| |
| **2012 and 2013 class schedule:** |
| |
| **Typical frequency with which the course is delivered:** |
| |
| **Number of seats:** |
| |
| **Target audience:** |
| |
| **Amount of time dedicated to SAPR training (in hours or minutes, if any):** |
| |

**2012 Department of Defense (DoD) Assessment of**
**Pre-Command Sexual Assault Prevention and Response (SAPR) Training**
**<Insert Military Service> Input Template**

## SECTION 3: SUBSTANTIVE COURSE DATA AND MATERIALS

*Instructions:* For each of the courses identified in Section 1, please provide materials or documentation covering the following *for the SAPR portion of the course*:

1. Lesson plans, goals, and learning objectives
2. Slide decks, presentations, and other videos or visual aids delivered to course attendees
3. Train-the-trainer materials for the pre-command SAPR portions of these courses
4. Metrics and/or test questions that assess attendee knowledge, skills and attitudes, either before or after SAPR training delivery
5. Speaker ratings, comments or other metrics completed by course attendees on the SAPR portion of the pre-command course
6. Qualifications, background, training requirements for course speakers, presenters, or leaders