

104. (ALL) Please state how the Services ensure the implementation of Directive-Type Memorandum 11-063: Expedited Transfer of Military Service Members Who File Unrestricted Reports of Sexual Assault.

DoD	<p>DoDI 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures, published March 28, 2013, establishes expedited transfer policy and procedures for victims of sexual assault (in accordance with paragraph 4.r. above the signature of this Instruction and Enclosure 5 of this Instruction). Additional guidance may be spelled out in Service specific regulations.</p> <p>Directive-Type Memorandum 11-063: Expedited Transfer of Military Service Members Who File Unrestricted Reports of Sexual Assault requires the following:</p> <ul style="list-style-type: none"> <li>• Expedited transfer data requirements have been incorporated into DSAID.</li> <li>• The Military Services will report the following data pertaining to expedited transfers in their FY13 Annual Report to Congress. (See Data Call for the Fiscal Year 2013 Department of Defense Annual Report on Sexual Assault in the Military, dated September 25, 2013). Data call questions include the following: <ul style="list-style-type: none"> <li>o Describe and provide documentation of your Service or Component’s expedited victim transfer request policy, including measures taken to ensure victims are informed in a timely manner of their right to request an expedited transfer. Documentation should be included as an appendix.</li> <li>o With regards to temporary and/or permanent local expedited transfers (a different location within their assigned command or installation), provide the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> The number requested</li> <li><input type="checkbox"/> The number approved as the victim requested</li> <li><input type="checkbox"/> The number approved different than the victim requested</li> <li><input type="checkbox"/> The number denied and a summary of why</li> <li><input type="checkbox"/> The number moved within 30 days of approval</li> <li><input type="checkbox"/> The number moved after 30 days of approval</li> </ul> </li> <li>o With regards to permanent requested expedited transfers (from their assigned command or installation), provide the following information: <ul style="list-style-type: none"> <li>o The number requested</li> <li>o The number approved as the victim requested</li> <li>o The number approved different than the victim requested</li> <li>o The number denied and a summary of why</li> <li>o The number moved within 30 days of approval</li> <li>o The number moved after 30 days of approval</li> </ul> </li> </ul> </li> </ul>
USA	<p>On 3 October 2011, the Secretary of the Army issued Army Directive 2011-19 (Expedited Transfer or Reassignment Procedures for Victims of Sexual Assault). Its provisions are being incorporated into the next revision of AR 600-20, and implementation instructions are to be added to AR 614-30 (Overseas Service); AR 614-100 (Officer Assignments, Policies, Details, and Transfers; and AR 614-200 Enlisted Assignments and Utilization Management). In accordance with this Army Directive, commanders must start with a presumption in favor of granting a victim’s</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>request for transfer and take reasonable steps to prevent a transfer or reassignment from negatively impacting a victim's career. Commanders must also ensure the victim is fully informed regarding reasonably foreseen impacts to his/her career, potential impact of the transfer on investigation and potential prosecution of the case. Only a general officer can disapprove a request. Under the Army policy, one of the factors for the commander to consider is a transfer of the accused Soldier if the victim wishes to remain with the unit.</p> <p>The Army also issued an ALARACT message announcing the policy and two MILPER messages with procedural guidance for personnel offices to process the transfers. The SHARP Program Office and the Army Human Resources Command (HRC) have established oversight procedures to quickly resolve any Soldier transfer processing issues.</p>
USAF	<p>Please see attached, "AFPCM 13002 Expedited Transfer Program" that was distributed AF-wide on 3 Dec 13. Also, the Air Force is revising AFI 36-6001 which will include directives on the Expedited Transfer Program. (Atch 12). Implementation Guidance is included in the AFI and Policy Clarification for Expedited Transfer was also sent out to the field elaborating on the Intent; Summary of the Policy; The Role of the SARC and Sexual Assault Victim Advocates; The Role of the Commander; Considerations for granting an Expedited Transfer; and Checklist.</p>
USN	<p>In direct response to DTM 11-063, Navy issued NAVADMIN 132/12 (enclosed) on 20 April 2012, immediately executing DOD and SECNAV guidance for implementation of expedited transfer procedures.</p> <p>Navy Personnel Command (NPC) formally updated the Military Personnel Manual guidance (MPM Article 1300-1200) for safety moves and expedited transfers on 8 June 2012. Navy is currently revising its policy to separate the safety move and expedited transfer guidance. One article (MPM 1300-1200) will provide detailed guidance on expedited transfer and another (MPM 1300-1250) will address safety moves.</p>
USMC	<p>The Marine Corps released a Letter of Instruction to the Fleet Marine Force on 28 February 2012. In addition, a MARADMIN notifying all Marines of the process was released on 19 April 2012. The policy has also been implemented through MCO 1752.5B. During annual training, Marines receive information on the Expedited Transfer process and Victim Advocates are required to inform a victim who makes a report of sexual assault of their right to request a transfer. Documentation that the victim was informed of this option is included in the SAPR 8-Day Brief.</p>
USCG	<p>Upon first report by either the unit or someone within the unit's chain of command, the Personnel Service Center ensures that the unit is aware of their responsibilities to the victim and offers any assistance in setting up either temporary or a permanent change of station assignment for the victim and/or accused until the situation is resolved. Upon notification that the victim has requested a permanent change of station transfer, Assignment Officers work expeditiously with the member's command to find a suitable location that provides a support network, medical care, and takes the member's input into consideration.</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.**



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS, UNITED STATES AIR FORCE  
WASHINGTON, DC

AFPCM 13-002  
27 November 2013

MEMORANDUM FOR DISTRIBUTION C  
MAJCOMs/FOAs/DRUs

FROM: AF/CVS  
1400 Air Force Pentagon  
Washington, DC 20330

SUBJECT: Air Force Policy Clarification Memorandum for the Sexual Assault Prevention and Response (SAPR) *Expedited Transfer (ET) Program*

1. By Order of the Secretary of the Air Force, this policy clarification memorandum implements DoD guidance establishing Air Force policies and procedures for the Expedited Transfer Program. Compliance with this publication is mandatory. To the extent its direction is inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.
2. See the attachment for policy clarification.
3. Ensure all records created as a result of processes prescribed in this document are maintained in accordance with the Air Force Manual 33-363, *Management of Records*; and disposed of in accordance with the Air Force Records Information Management System Records Disposition Schedule located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.
4. This policy clarification memorandum becomes void after one-year has elapsed from the date of this document, or upon publication of an Interim Change or rewrite when superseded by AFI 36-6001, *Sexual Assault Prevention and Response*, whichever is earlier.

  
MARGARET H. WOODWARD  
Major General, USAF  
Director, Sexual Assault Prevention and Response

Attachments:  
Air Force Policy Clarification Memorandum on Expedited Transfer Program

302078

AIR FORCE POLICY CLARIFICATION MEMORANDUM ON  
EXPEDITED TRANSFER PROGRAM

References: DoDI 6495.02, *Sexual Assault Prevention and Response (SAPR) Program*, 28 March 2013.

1. Purpose: Clarify the policy and procedure for the Sexual Assault Prevention and Response Expedited Transfer (ET) Program within the Air Force.

2. This guidance applies to:

2.1. Active, guard, and reserve component Airmen who file an unrestricted report of sexual assault.

2.2. ET requests only apply to military victims of sexual assault. This memorandum does not pertain to victims covered under the Family Advocacy Program.

3. Intent:

3.1 Provide sexual assault victims, who file an unrestricted report of sexual assault, the option of a permanent change of station (PCS) or a temporary or permanent change of assignment (PCA) to a location that will assist with the immediate and future welfare of the victim, while also allowing them to move to a location that will offer additional support to assist with the healing, recovery, and rehabilitation process.

3.1.1. Any threat to life or safety of a military member shall be immediately reported to command and DOD law enforcement authorities (includes all DOD law enforcement units, security forces, and military criminal investigative organizations). A request to transfer the victim under these circumstances, as opposed to expedited transfer, will be handled in accordance with established Air Force regulations AFI 36-2110, *Assignments*, Attachment 12, *Threatened Person Assignments*.

4. Policy:

4.1 Military victim's shall be informed by the Sexual Assault Response Coordinator (SARC), Sexual Assault Victim Advocate (SAVA), the Victim's Advocate (VA) or the victim's commander, at the time of the initial report of sexual assault, or as soon as practicable, on the ET program.

4.2. Victims may request a temporary or Permanent Change of Assignment (PCA) or a Permanent Change of Station (PCS).

4.3. If a victim files a restricted report and subsequently requests an ET, the military member must affirmatively change his or her reporting option to unrestricted reporting on the DD Form 2910, in order to be eligible for an ET.

302079

4.4. ET requests will be submitted by the victim through the Air Force Personnel Center (AFPC) using Virtual Military Personnel Flight's (vMPF) humanitarian process.

4.5. Once a victim has completed the application in vMPF, the request is sent to the victim's commander for review and decision.

4.6. ET requests are then forwarded to the installation or host vice commander for endorsement. This step is not completed in vMPF. See attached Commander's Memorandum.

4.7. Reserve and Guard victim's will work with their supporting personnel organizational component to process ET requests.

4.8. If the alleged perpetrator is the commander or otherwise in the victim's chain of command, the SARC or the SAVA will inform the victim of the opportunity to go outside the chain of command to report the offense. The victim can choose to make this report to the next commander in the victim's chain of command, the OSI, or the Inspector General.

4.9. Victims will also be informed that they may seek assistance from a legal assistance attorney, Special Victim's Counsel (SVC) or the DoD Safe Helpline.

#### 5. SARCs and/or SAVAs will:

5.1. Assist victims with submitting a vMPF request to ease the process and avoid re-victimization. (Optional SARC and SAVA Checklist for ET, attachment 2).

5.2. Provide a private workspace with a computer to complete the vMPF request.

5.3. Immediately notify the victim's commander of the pending ET request and inform the commander on the process, required documentation and timelines.

5.4. Inform the victim's commander of the ability to convene a CMG or subgroup of a CMG to discuss the ET request.

5.4.1. At the commander's request, a CMG or subgroup of a CMG will be convened within 48 hours, to ensure the 72 hour deadline is not missed.

5.5. Inform the victim's commander that the completed letter will be returned to the SARC and the SARC will provide the signed letter to the installation/host vice commander for endorsement.

5.6. The 72 hour deadline starts with the victim submitting the request in vMPF and will end when the signed letter is returned to the victim to attach to the vMPF request.

5.7. Inform the victim of the opportunity to request a review by the first general officer (or equivalent) in victim's chain of command, if the victim's ET request is disapproved by the host or installation Vice Wing Commander.

5.7.1. In the event the victim requests to appeal the decision, of the host or installation Vice Wing Commander, the 72 hour timeline will restart.

5.7.2. The second request to approve or disapprove the transfer must be made within another 72 hours of receipt of the appeal request. The installation SARC will notify the MAJCOM SARC who will notify AF/CVS Operations of the initial disapproval.

5.7.3. If the first general officer reviewer approves the expedited transfer request, the request will immediately be forwarded to HQ AFPC/DPAPH via vMPF.

5.7.4. AF/CVS is the final appeal authority for disapproved ET.

5.8 Explain to the victim that if approved by the host or installation Vice Wing Commander, the request will be handled in a confidential manner by HQAFPC/DPAPH. All ET requests will be coded as humanitarian PCS assignments to ensure the victims privacy at the gaining organization.

5.9. Update Major Command (MAJCOM) SARCs on all expedited transfer requests within two days of installation CV's decision. MAJCOM SARCs will provide weekly updates to to AF/CVS SAPR Operations. (Attachment 2)

6. The victim's commander will:

6.1. Make every reasonable effort to minimize disruption to the normal career progression of a military member who reports that he or she is a victim of a sexual assault.

6.2. Receive notification, by the SARC/SAVA, of the pending ET request and receive information on the process, required documentation and timelines.

6.3. Consider potential transfer of the alleged offender instead of the victim. At a minimum, the alleged offender's access to the victim who made the unrestricted report should be controlled, as appropriate.

6.4. Directly counsel the victim to ensure that they are fully informed regarding:

6.4.1. Reasonably foreseeable career impacts.

6.4.2. The effect on bonus recoupment (if, for example they are unable to work in their Air Force Specialty).

302081

- 6.4.3. Other possible consequences of granting the request.
- 6.5. Ascertain the support environment available to the victim at the requested location.
- 6.6. Document the date and time the ET request is received from the victim on the Commander's Memorandum, Attachment 1.
- 6.7. Determine if the report is credible. To make this determination the commander may consider inputs from the Case Management Group (CMG) or a sub group of the CMG.
- 6.7.1. CMG or a subgroup of a CMG may be convened with selected members, to discuss the ET request. This will be convened within 48 hours to accommodate the overall 72 hour timeline.
- 6.8. Require that the commander(s) make a determination and provide his or her reasons and justification on the transfer of the victim that is based on a credible report of sexual assault.
- 6.8.1. A credible report is defined as information that is sufficiently believable in that the facts support a sexual assault.
- 6.9. Commanders will consider:
- 6.9.1. Source of the information.
- 6.9.2. Nature of the information.
- 6.9.3. Totality of the circumstances.
- 6.9.4. The military member's preference and reasons for making the request.
- 6.9.5. Nature and circumstances of the offense.
- 6.9.6. Whether a temporary transfer would meet the victim's needs and the operational needs of the unit.
- 6.9.7. Training status of the military member requesting the transfer; retraining/reclassification of the member can be authorized.
- 6.9.8. Availability of positions within other units on the installation.
- 6.9.9. Review and remove any Assignment Availability Codes (AAC) or Medical Limitation Codes (MLC) of the victim.

302082

6.9.9.1. The victim's Commander, in conjunction with any agency (as applicable) that generated the code placement on the Airman, will ensure these AAC/MLC are addressed prior to the recommendation being made to the host or installation WG/CV.

6.9.9.2. AAC/MLC that preclude an Airman's eligibility to PCS are listed in AFI 36-2110, Table 2.1 and at Attachment 3.

6.9.10. Location of the alleged offender.

6.9.11. Alleged offender's status (i.e. military member or civilian).

6.9.12. Potential transfer of the alleged offender instead of the military member requesting the transfer.

6.9.13. Other pertinent circumstances or facts.

6.9. If the expedited transfer request is based on a courts-martial acquittal, the standard for recommending approval of an expedited transfer request is still determined on whether a credible report was filed. The commander shall consider all the facts and circumstances surrounding the case and the basis for the transfer request.

6.10. Commanders of Reserve Component and Air National Guard members will facilitate the elements of the ET program for which they have existing resources and authorities.

6.10.1. If requested by the victim, the commander should allow for separate training on different weekends or times from the alleged offender. The commander will also consider a different unit in the home drilling location to ensure undue burden is not placed on the victim and their family by the transfer.

6.11. In cases of approved ET's, the losing commander will contact the gaining commander to inform them of an inbound expedited transfer. The losing commander should limit the information given to known facts and care given.

6.12. To provide continuity of care for the victim:

6.12.1. If there is a final case disposition on the incident and the victim no longer requests support services at gaining installation, the case transfer to gaining SARC and gaining commander will be for informational purposes only. The case will not transfer in the Defense Sexual Assault Incident Database (DSAID).

6.12.2. If the incident has not reached final case disposition, the losing SARC and victim's commander will transfer the case to the gaining SARC and commander. This will allow the gaining commander to attend CMG meetings and provide

monthly updates to the victim on case status. This case will be transferred in DSAIDs.

6.12.3. The CMG Co-Chair will also provide an update to the gaining commander on the case status or disposition.

7. The approval authority for ET is the installation or host Vice Wing Commander. If they are unavailable, the approval authority will be the installation or host Wing Commander. The approval authority will:

7.1. Consider all of the same criteria as the victim's Commander when approving or disapproving the victim's request, as outlined in 6.9.

7.2. Approve or disapprove the victim's ET request within 72 hours. The MAJCOM SARC will notify AF/CVS Ops if the 72 hour deadline is not met.

8. After approval, the victim will relocate within thirty days of approval. Expedited transfer timelines will be tracked by the AF/CVS Operations Branch in conjunction with HQ AFPC/DPAPH.

8.1. The transfer orders shall also include the member's dependents and/or military spouse (as applicable).

9. All questions in reference to this policy clarification memorandum should be directed to AF/CVS Operations Branch.

**Attachments:**

1. Commander's Approval Template
2. Optional SARC and SAVA Checklist for ET
3. Assignment Availability Codes (AAC) and Medical Limitation Codes (MLC)
4. MAJCOM SARC ET Weekly Update Template

COMMANDER'S APPROVAL TEMPLATE (attachment 1)

MEMORANDUM FOR XX WG/CV

DATE

FROM: XX SQ/CC

SUBJECT: Expedited Transfer of Military Service Member

1. Name:
2. Grade:
3. SSAN:
4. AFSC:
5. Assignment Waivers from AAC or Medical Codes (if applicable):
6. Assignment Action Pending:
7. Time and Date of Request:
8. Military Spouse Name and SSAN:
9. Any factors that could disqualify or restrict Airman from performance of duties:

10. I have considered the needs of the Air Force, the Airman's career, and the Airman's healing, and endorse the following CONUS Assignment Preferences:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

11. I have considered the circumstances regarding the incident and current circumstances driving the request and how the reassignment provides the support that the victim is seeking. I recommend approval/disapproval of this request.

12. If you have questions please contact me at (Commander's contact information)

Squadron Commander Signature Block

1st Ind, XX WG/CV

MEMORANDUM FOR HQ AFPC/DPAPH

I approve/disapprove the reassignment for VICTIM NAME.

Vice Wing Commander Signature Block

302085

Optional SARC and SAVA Checklist for ET  
(attachment 2)

SARC/SAVA Checklist:	Date Completed:
Military member requests ET with SARC/SAVA/Commander:	
SARC documents location reasoning: near parent(s), sibling(s), loco parentis, etc	
SARC/SAVA informs member's commander	
If needed, CMG set up within 48 hours for decision recommendation	12/20/11
Commander will review any AAC or MLC coding concerns (attachment 4) with results addressed in item 5 of CC memo.	
If requested, CMG convenes with SARC, SAVA, and CC to make decision based on coding, location, and member needs > 72 hour	
WG/CV decision NLT 72 hours	
If denied and member appeals decision, 72 hours start over with first GO in the victim's chain of command. SARC will notify MAJCOM SARC. MAJCOM SARC notifies AF/CVS Operations Branch.	
If 72 hour suspense is not met, notification will be made by SARC to MAJCOM SARC, then MAJCOM SARC will notify AF/CVS Operations Branch. See attachment 3.	
Final appeal decisions are with the Director, AF/CVS	
<u>If, ET is Approved:</u>	
If there is a final case disposition, then losing SARC and CC will provide an update for informational purposes only to gaining SARC and CC. Case will not transfer in DSAIDs.	
If there has not been a final disposition, the losing SARC and CC will provide notification to gaining SARC and CC. Gaining SARC and CC will staff in CMG and case will transfer in DSAIDs.	
CMG Co-Chair will also notify gaining CC on case status or disposition.	

Assignment Availability Codes (AAC) and Medical Limitation Codes (MLC), per AFI 36-2110, Table 2.1. (attachment 3)

AAC 10 – Enlisted Airmen who are not selected for re-enlistment. (Commander/AFPC)

AAC 12 – Airmen who are serving Article 15, UCMJ punishment. (Commander)

AAC 13 – Airmen placed on international hold. (SJA)

AAC 14 – Airmen serving as material witness. (SJA)

AAC 15 – Airmen pending charges or trial by court-martial or civilian criminal court. (SJA)

AAC 16 – Airmen undergoing an observation period on the control roster IAW AFI 36-2901. (Commander)

AAC 17 – Airmen undergoing AFOSI or Security Forces investigation IAW 31-501. (OSI/SJA/SF)

AAC 19 – Airmen whose most recent performance report (EPR/OPR) or final PCS performance report will be a referral report as defined in AFI36-2406. (Commander/AFPC)

AAC 21 – Commander directed hold IAW AFI 36-3208,-3206,-2503 and -2911 (Article 32 UCMJ investigations). (Commander)

AAC 31 and 37 – Airmen who are undergoing a Medical Evaluation Board (MEB) IAW AFI 36-3212, *Physical Evaluation for Retention, Retirement and Separations*, and AFPD 41-1, an Airman pending an Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB) may not be reassigned PCS or TDY (or granted leave outside the local area, separated, or retired) until the MTF determines the medical disposition. (Medical)

Assignment Limitation Code (ALC) Q – Refers to an Airman who has a family member with a special need. This is not grounds to disapprove an expedited transfer action. However, it does require additional medical paperwork from the Airman and added coordination steps for AFPC in order for AFPC to coordinate with the respective medical agencies to determine if the required care is available at the Airman's desired location. (AFPC/Medical)

Medical limitation codes:

C1- Airman can move to any continental United States and most overseas assignments without waiver as long as they have a fixed Medical Treatment Facility (MTF). Waiver is required for those with limited care.

C2- Airman can go anywhere in continental United States without a waiver but assignments to Eielson and overseas require waiver approved by gaining commander or command Surgeon General.

C3- Airman go to any continental United States without a waiver, all other requests require waiver. A line General Officer, Wing Commander or civilian equivalent must endorse the request.

302087

**MILPERSMAN 1300-1200****SAFETY AND EXPEDITED TRANSFERS**

<b>Responsible Office</b>	NAVPERSCOM (PERS-833)	Phone:	DSN	882-4412
			COM	(901) 874-4412
			FAX	882-4438
	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4185
			COM	(901) 874-4185
			FAX	882-2693
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

<b>References</b>	(a) SECNAVINST 5800.11B (b) OPNAVINST 1752.2B (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (d) BUPERSINST 7040.6B (e) Directive-Type Memorandum (DTM) 11-063 "Expedited Transfer of Military Service Members Who File Unrestricted Reports of Sexual Assault" of 16 Dec 2011 (f) DoDD 6495.01 of 23 Jan 2012 (g) OPNAVINST 1752.1B
-------------------	---

**1. Program Background**

a. When concerns for the safety and well-being of Service members and or their dependents dictate a permanent change of station (PCS) transfer prior to normal projected rotation date, a safety move (see paragraph 2) or expedited transfer (applicable to Service members who file an unrestricted report of sexual assault, see paragraph 3) may be authorized. This includes, but is not limited to temporary or permanent movement to a unit within the same command, a unit on the same installation, or a unit with a different geographic location. For reservists, a transfer or reassignment includes provisions to perform inactive duty training on different weekends or times than the alleged offender, or with a different unit in the home drilling location to ensure undue burden is not placed on the Service member and their family by a transfer.

b. These programs originated with the transfer of drug informants and have expanded to include Navy personnel, their military spouses, and or their dependents whose lives may be threatened, or those Service members who have made an unrestricted report of sexual assault.

## 2. Safety Transfer Request

a. Situations in which individuals should be considered for a safety transfer include, but are not limited to:

(1) Victims or witnesses of offenses covered under reference (a);

(2) Family Advocacy Program cases covered under reference (b);

(3) Victims of violent crimes; and

(4) Instances in which threats have been made against a Service member, his or her military spouse, or dependents.

b. Safety transfer requests are reviewed and adjudicated by Navy Personnel Command (NAVPERSCOM), Post Selection Board Matters Branch (PERS-833) on their individual merits. Disapproval authority resides with Commander, Navy Personnel Command. Commands may request a safety transfer by contacting NAVPERSCOM (PERS-833) at COM 882-4412 OR (901)874-4412.

c. **Safety Transfer for Dependents Only.** Travel and transportation of dependents are authorized under certain circumstances outlined in reference (c), Articles U5205, U5240, U5370, and U5920. If the member's dependents meet the criteria outlined in the articles above, and they must be moved for personal safety reasons, the personnel office or supporting Personnel Support Detachment of the member's command will issue an authorization letter for travel and transportation on command letterhead, using the basic format in Exhibit 1 (adjust accordingly for exact circumstances). Reference (d), Chapter II, Section IV, Accounting Guide - Officer and Enlisted - Operational (Miscellaneous Travel) and Rotational (Miscellaneous Travel), must be used to build the line of accounting.

3. Expedited Transfer Request. Per references (e) and (f), Service members filing an unrestricted report of sexual assault,

as defined in reference (g), must be informed of the option to request transfer from the command to which they are assigned. An expedited transfer of a Service member shall also include his or her dependents and or military spouse, as applicable. Every reasonable effort and consideration should be made to minimize disruption to the Service member's normal career progression. At a minimum, the alleged offender's access to the member who made the report shall be restricted, as appropriate.

a. **Procedure.** The request must be initiated by the Service member in writing, and shall include the member's reason(s) for the request. If a Service member files a restricted report and desires an expedited transfer, he or she must affirmatively change the restricted report to an unrestricted report via DD 2910 Victim Reporting Preference Statement located at <http://dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

b. Upon receipt of a written expedited transfer request, the Commanding Officer (CO) shall:

(1) Document the date and time the transfer request is received. The CO must make a transfer decision within 72 hours of receiving the request.

(2) Determine if the report is credible (i.e., reasonable grounds to believe an offense constituting sexual assault occurred) based on all available evidence and the advice of the supporting legal advisor or counsel. A presumption shall be established in favor of transferring a Service member once a determination has been made that the report is credible.

(3) Consider the following factors in making the decision to approve the transfer:

(a) Service member's reason for request to transfer;

(b) Nature of the offense;

(c) Operational necessity, including situational unique requirements in deployed areas;

(d) Location and possible transfer of the alleged offender instead of the member making the request;

(e) Potential disposition of collateral misconduct;

(f) Status of the investigation and the potential impact on the investigation and future disposition of the offense after consulting with the Naval Criminal Investigative Service and the supporting judge advocate or other legal advisor or counsel concerned;

(g) Requesting Service member's input; and

(h) Other pertinent circumstances outlined in reference (f).

(4) Ensure the member is fully informed regarding reasonably foreseeable impact the transfer or reassignment may have on his or her career, the investigation, and case disposition, initiation of other adverse action against the alleged offender, other possible consequences of granting the request, and that the member may have to return for prosecution of the case.

c. **Approval.** Once the CO makes the decision to approve the transfer, the request, along with the CO's recommendation as to where the member should be transferred, should be forwarded to NAVPERSCOM (PERS-833) where it will be processed and retained on file for a period of 3 years.

d. **Disapproval.** The CO must immediately forward any recommendation for disapproval of an expedited transfer request and the reason(s) for the recommendation, in writing, to the first flag officer in the requesting Service member's chain of command, or Senior Executive Service (SES) equivalent, as applicable.

(1) The Flag officer or SES must decide to approve or disapprove the request within 72 hours of receipt of the command-level disapproval recommendation. If approved, the request shall be immediately forwarded to NAVPERSCOM (PERS-833) where it will be processed and retained on file for a period of 3 years.

(2) Flag officer or SES level disapproved expedited transfer requests shall be forwarded to NAVPERSCOM (PERS-833) where they will be kept on file for a period of 3 years.

e. If at any time the requesting Service member elects not to proceed with an expedited transfer request, he or she shall formally withdraw the request in writing to the CO.

f. References (c) and (d) contain information concerning entitlements and financial guidance.

**EXHIBIT 1**  
**AUTHORIZATION LETTER**  
(Use proper letter format.)

From: Officer in Charge, Personnel Support Detachment \_\_\_\_\_  
(or member's commanding officer)  
To: (Rate/warfare designator, first name/middle initial/last name,  
Branch, SSN (last four digits))  
Subj: AUTHORIZATION FOR TRAVEL AND TRANSPORTATION OF DEPENDENTS INCIDENT  
TO UNUSUAL OR EMERGENCY CIRCUMSTANCES  
Ref: (a) Member's commanding officer's letter of authorization  
(b) Joint Federal Travel Regulations, Volume 1,  
Articles U5205, U5240, U5370, and U5920

1. As authorized by reference (a) and per provisions of reference (b), you are authorized travel and transportation at Government expense for the following (command sponsored if overseas) dependents:

(List full names)

From \_\_\_\_\_ To \_\_\_\_\_  
Dependents must complete travel prior to receipt of permanent change of station (PCS) orders relieving you from your present duty station (PDS).

2. As approved by reference (a), and per reference (b), shipment of your household goods is authorized upon request. Shipment requested under these orders must be made in a timely manner consistent with emergency or unusual circumstances requiring movement of dependents. For additional information, contact the Personal Property Officer, \_\_\_\_\_ at ext. \_\_\_\_\_.

3. Accounting Data:

4. Your attention is directed to the provisions of reference (b) concerning reentry of your dependents to (overseas area) and future entitlement to their transportation at Government expense.

5. Reimbursement for dependents' travel expenses incurred prior to the date of these orders is not authorized.

J. W. SMITH

Copy to:  
NAVPERSCOM (PERS-833/PERS-524)  
Member's Command