

81. (ALL) For recent, standardized training across DoD and within the Services, please provide:

81a. (DoD) Any DoD Memorandum or other instructions to the Services directing the sexual assault “Stand-Downs” across the Services by July 2013.

DoD	<p>The Secretary of Defense Memo on the Sexual Assault Prevention and Response Stand-down from 17 May 2013 is provided at Q#81 using the following link: https://pmev2.bah.com/sites/DSAID/Document_Transfer/Forms/AllItems.aspx</p> <ul style="list-style-type: none"> • On May 17, 2013, the Secretary of Defense (Sec Def) issued a memo to the Chairman of the Joint Chiefs of Staff directing collaboration between the Military Services, Combatant Commanders and National Guard to develop a concept for a Sexual Assault Prevention and Response (SAPR) stand-down affecting all organizations no later than 1 July 2013, which was completed on time. • Each respective plan defined a time period for the stand-down, including the following key tasks: <ul style="list-style-type: none"> o Active review of credentials and qualifications of current-serving recruiters, SARCs and SAPR VAs; o Refresher training on ethics and standards for recruiters, Sexual Assault Response Coordinators (SARCs), and SAPR Victim Advocates (VAs); and o Purposeful and direct commander and leader engagement with Service members and civilian employees on SAPR principles and command climate. • The end state of this stand-down was that leaders, recruiters, SARCs, and every member of the Armed Forces clearly understand that they are accountable for fostering a climate where sexist behaviors, sexual harassment, and sexual assault are not tolerated, condoned, or ignored; where dignity, trust, and respect are core values we live by and define how we treat one another; where victims’ reports are treated with the utmost seriousness, their privacy is protected, and they are treated with sensitivity; where bystanders are motivated to intervene because offensive or criminal conduct is neither tolerated or condoned; and where offenders know they will be held appropriately accountable.
USMC	<p>The Secretary of Defense (SecDef) Memorandum of 17 May 2013.</p> <p>Additionally, the Commandant of the Marine Corps required mandatory training in his June 2012 Campaign Plan. Phase I of the Campaign Plan called for a considerable increase and intensification of SAPR training across the Marine Corps. This commenced with the SAPR General Officer Symposium (GOS), held 10–11 July 2012 at Marine Corps Base Quantico. The GOS was convened by the Commandant specifically to address the prevention of sexual assault. This two-day training event included subject matter experts who spoke on topics relevant to prevention, including the effects of alcohol, inadvertent victim blaming, dispelling myths, and other related subjects. Training on sexual assault prevention was also made a centerpiece topic of the 2012 Sergeants Major Symposium, held 1 August.</p> <p>Both symposia upheld the Marine Corps top-down training strategy – a</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>strategy completely predicated on genuine leadership buy-in – and initiated the FY12 reconstruction of the entire continuum of SAPR training. Principal components of the stand-down included the following:</p> <ul style="list-style-type: none"> • <u>Command Team Training (CTT)</u>: Given to all Commanding Officers and Sergeants Major, CTT was designed to bring forth a desired end state in which all leaders (staff non-commissioned officers and officers) through the platoon level are engaged and mindful of the problem of sexual assault within the Corps. CTT consisted of one day of training presented in the form of guided discussion, case studies, video-based Ethical Decision Games (EDGs), and SAPR Engaged Leadership Training. SAPR Engaged Leadership Training, specifically, provided Command Teams in-depth practical knowledge of their responsibilities, the importance of establishing a positive command climate, the process of Victim Advocate (VA) selection, and the necessity to equip all Marines with the tools of prevention. CTT was completed by 31 August 2012. • <u>“Take A Stand” bystander intervention training</u>: “Take A Stand” is taught by UVAs who have been certified by a master training team led by an Installation SARC. “Take A Stand” was mandated for all NCOs and was completed by 31 August 2012. The three-hour course is comprised of mini- lectures, guided group discussions, activities, and video recordings of the Commandant, the Sergeant Major of the Marine Corps, senior leaders, subject matter experts, NCOs, victims, and junior Marines. “Take A Stand” teaches the principles of bystander intervention, an evidence-based best practice in sexual assault prevention, and asserts that prevention is impossible without all Marines fully understanding their inherent duty to protect each other from this crime. • <u>All Hands training</u>: Mandatory for every Marine, the training ties prevention not only to the core values of honor, courage, and commitment, but also to unit cohesion, readiness, and morale. Conducted by Commanders and Sergeants Major, All Hands training includes direct messages from the Commandant, as well as extensive instruction on SAPR services, resources, procedures, and reporting options. The principles of bystander intervention are embedded in All Hands training through video-based EDGs, which contain scenarios related to sexual assault. Designed to promote candid, healthy discussions by challenging pre-existing beliefs, the EDGs define clearly what constitutes sexual assault while demonstrating how the crime impacts the Corps. Presenting situations in which victimization can be prevented, the EDGs show what happens when the chance for bystanders to intervene passes.
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81b. (Services) All Service-level training and any other materials from the mandated “Stand-Downs” conducted by each Service in July of 2013, as well as any other Service-level directed sexual assault training from August 2013 to December 18, 2013.

USA	Guidance regarding the execution of the Stand-down is found in the following documents:
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	<ul style="list-style-type: none"> • Army Sexual Harassment/ Assault response and Prevention (SHARP) Stand-down Plan, 24 May 2013 • HQDA EXORD 161-13 SHARP Army Stand-down • ALARACT message 147/2013, SHARP Program Stand-down, 10 June 2013 • SHARP Stand-down reference material is found at the following link: http://www.preventsexualassault.army.mil/ProgMgr_Tng_Stand-down.cfm • The link to Army SHARP annual training is found at the following link: http://www.preventsexualassault.army.mil/ProgMgr_Tng_Annual-Unit-Ref-Tng.cfm • Additional training packages: http://www.preventsexualassault.army.mil/ProgMgr_Tng_Knowledge-center.cfm
USAF	Please see the attached Memo from CSAF (Atch 9), SAPR Stand Down Day CONOPs (Atch 10), and the Acting Secretary of the Air Force's SAPR Stand Down Day Report to the Secretary of Defense (Atch 11).
USN	<p>All Service-level training and any other materials from the mandated "Stand-Downs" conducted by each Service in July of 2013, as well as any other Service-level directed sexual assault training from August 2013 to December 18, 2013.</p> <p>"One Team, One Fight" is a 1-hour training session developed by DON-SAPRO that was mandatory for all DON Civilians to complete prior to October 01, 2013. Over 162,000 DON civilians have completed the training as of October 15, 2013. The course consists of a 30-minute video and 30 minutes of facilitated group discussion and activities. The course video is available in standard, open-caption (for hearing impaired), and audio description (for vision impaired) formats. The participant handout is available in standard, large-print, and braille formats. Provided on CD is the standard version of the video, the participant handout, PowerPoint file, and facilitator's guide; and a Braille handout is provided separately.</p> <p>Supporting documents delivered as hard copy: One Team One Fight Training Video Disc One Team One Fight Handout (Braille)</p> <p>Enclosed are the following materials associated with the 2013 SECDEF-mandated SAPR Stand- down:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NAVADMIN 156-13, Sexual Assault Prevention and Response Stand-Down <input type="checkbox"/> NAVADMIN 158-13, Guidance for Sexual Assault Prevention and Response Stand- Down <input type="checkbox"/> USN SAPR Stand-Down Facilitation Guide, FY13 <input type="checkbox"/> Memorandum from Secretary of the Navy, DON SAPR Training Course <i>Sexual Assault</i> <i>Prevention: One Team, One Fight</i> <p>Civilian employees completed the Department of the Navy (DON) Sexual Assault</p>

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	<p>Prevention and Response Office (DON SAPRO) developed course, <i>Sexual Assault Prevention: One Team, One Fight</i>, as prescribed by the Secretary of the Navy in his memo dated 1 July 2013. This effort provided new training to ensure that every member of the Department (military and civilian) understood that sexist behaviors, sexual harassment, and sexual assault are not tolerated, condoned or ignored; every member of DON is to be treated with dignity and respect; all allegations of inappropriate behavior are treated with utmost seriousness; victim privacy is protected, and they are treated with sensitivity; bystanders are motivated to intervene; and offenders will be held appropriately accountable.</p>
USMC	<p>Stand-Down materials are appended to this submission. Additionally, the All Hands training and “Take A Stand” training directed by the Commandant at the beginning of FY13 can be provided upon request.</p>
USCG	<p>The Coast Guard was not included in the mandated DoD “Stand Down” in July of 2013, but held a similar event during the Sexual Assault Awareness Month (SAAM) in April of 2013. The materials for that event can be found at www.uscg.mil/sapr, under “Command Toolkit,” then “SAAM.”</p>

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SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

MAY 17 2013

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
CHIEFS OF THE MILITARY SERVICES
CHIEF OF THE NATIONAL GUARD BUREAU

SUBJECT: Sexual Assault Prevention and Response Stand-down

I know you share my absolute commitment to eliminating sexual assault from our Armed Forces. While we have implemented a number of important initiatives that address this crime in our ranks, recent events, assessments, and reports continue to demonstrate that we have much more work to do. I am concerned that this Department may be nearing a stage where the frequency of this crime – and the perception that there is tolerance of it – could very well undermine our ability to effectively carry out the mission, and to recruit and retain good people.

As such, I would like you to collaborate to develop a concept for a sexual assault prevention and response stand-down affecting your respective organizations as well as the Combatant Commands. Your plan will define a standard time period for the stand-down, to be completed no later than July 1, 2013, and will address the following mandatory, Sexual Assault Prevention and Response (SAPR)-related activities:

- Active review of credentials and qualifications of current-serving recruiters, Sexual Assault Response Coordinators, and Victim Advocates to ensure they meet applicable selection criteria and standards of conduct;
- Refresher training for recruiters, Sexual Assault Response Coordinators (SARC) and Victim Advocates on professional ethics, their critical responsibilities and standards, and the impact on mission readiness for violations of standards; and
- Purposeful and direct commander and leader engagements with their Service members and civilian employees on SAPR principles and the climate of dignity and respect necessary in every work place across the DoD.

The end state of this stand-down will be that leaders, recruiters, SARCs, and every member of the Armed Forces clearly understand they are accountable for fostering a climate where sexist behaviors, sexual harassment, and sexual assault are not tolerated, condoned, or ignored; where dignity, trust, and respect are core values we live by and define how we treat one another; where victims' reports are treated with the utmost seriousness, their privacy is protected, and they are treated with sensitivity; where bystanders are motivated to intervene because offensive or criminal conduct is neither tolerated or condoned; and where offenders know they will be held appropriately accountable by an effective system of justice.

Please provide me your proposed plan by May 24, 2013.

Thank you.

cc:
Acting USD (P&R)





DEPARTMENT OF THE AIR FORCE
OFFICE OF THE CHIEF OF STAFF
UNITED STATES AIR FORCE
WASHINGTON DC 20330

JUN 03 2013

MEMORANDUM FOR ALMAJCOM-FOA-DRU-INSTALLATION/CC

FROM: HQ USAF/CC
1670 Air Force Pentagon
Washington, DC 20330-1670

SUBJECT: USAF SAPR Stand-down Day

I know you're heavily engaged in working toward eliminating sexual harassment and sexual assault from our ranks. I can't thank you enough for that. But every day we have a sexual assault is a day we take a step backwards. Our efforts must be continuous, consistent and focused. And I know you'll continue to lead that effort!

Combating sexist behaviors, harassment and assault starts with firmly establishing a climate of respect. The Secretary of Defense ordered a stand-down to give us a chance to really engage with our Airmen about what that means. We've provided the attached CONOPs to give you some ideas on how to make this day productive. Your job is to take this plan and build on it...I need your personal involvement so your Airmen view this heinous behavior as their problem and recognize they can, and must, stop it.

I know we're all committed to a climate which ensures dignity, inclusion, trust and respect for all Airmen and to driving sexual assault from our ranks. Use this down-day to remind all Airmen that this is everyone's problem to solve and that we are all part of the solution. We must win this fight!

MARK A. WELSH III
General, USAF
Chief of Staff

Attachment:
SAPR Stand-down Day CONOPs

CONOPS: Sexual Assault Prevention and Response Stand-down Day

Background: On 17 May 13, the Secretary of Defense directed all services to conduct a Sexual Assault Prevention and Response Stand-down day for military and civilian populations to be completed no later than July 1, 2013 as well as other specific SAPR-related activities. Per SecAF direction, the Sexual Assault Prevention and Response (SAPR) Stand-down Day (for purposeful and direct engagement by commanders) will be conducted between 10 June – 30 June 2013; each Installation may select the date to conduct their stand down. The Secretary has mandated the stand down day and two other activities:

- The Air Force Audit Agency will conduct a 100% review of credentials and qualifications of currently serving recruiters, SARCs, and Victim Advocates (VAs) to ensure they meet applicable selection criteria and standards. *Guidance on this re-certification has been provided to MAJCOMs and installations.*
- SARCs and VAs will receive refresher training: professional responsibilities and ethics brief, review their critical responsibilities and standards and the impact on mission readiness for violations of our standards. *MAJCOMs will be engaging with Wing CC/CV/SARCs to conduct refresher training.*
- Commanders will provide purposeful and direct engagement with their members and civilian employees on SAPR principles and the climate of dignity and respect necessary in every work place. *This CONOP will assist with this engagement. Each installation must provide a report to MAJCOMs of the training conducted and an AF report will be provided to the Secretary.*

Objective: The purpose of this CONOPS is to provide guidance for SAPR Stand-down day activities. MAJCOMs, installations, and units are welcome to tailor the guidance to meet local needs; **however, a commander's call with all military and civilians employees is required.** Topics for SAPR Stand-down day should be a collaborative effort between the Installation Commander and SARC. On Installations with multiple wings, a lead SARC will be designated to lead the effort.

Central Message: SAPR Stand-down day activities must emphasize awareness, accountability and interactive discussion--not one-sided lectures. This opportunity will give our installations a chance to pause in the day-to-day mission to reiterate ZERO tolerance of sexual assault and focus on fostering a climate of dignity and respect. SAPR Stand-down day marks the beginning of culture change.

General Format/Schedule: Below you will find a proposed Sequence of Events. **Installation Commander's Calls are required.** Installation commanders and SARCs will develop specific guidance for your wings. Shift worker schedules shall be accommodated, and leadership presence at all sessions is mandatory.

SAPR Stand-down Day Kick-off Options

Fun Run/Unit Run

Pancake Breakfast

“Walk a mile in your Shoes (with signs posted along the route (e.g., “Did you know...”) listing sexual assault and rape statistics)”

Installation Commander’s Call - Morning

Open with: CSAF & CMSAF Sexual Assault Prevention Message

<http://www.afpc.af.mil/library/sapr/index.asp>

Possible topics include, but are not limited to:

Ethics Training

Bystander Intervention

Zero Tolerance Policy

Creating a Climate of Respect

What is Sexual Assault?

Sexual Harassment

Male Victims of Sexual Assault

Rape Myths

“That Guy”

Consent

Risk Reduction

Victim Blaming

Squadron Commander Engagement Training Tools (Morning)

Sexual Harassment Awareness Education

Ethics for SAPR Professionals

AF Summit Presentation - Lisak

The Quandry of Consent - Munch

USAF Command Climate - Berkowitz

Actionable Indicators for Environments Tolerant of Sexual Harassment

Small Group Discussion (Scenario Training) Afternoon

Sexual Assault Icebreaker
Role Play Scenarios
Bystander Intervention Strategies

Video Training Options

The Air Force provides these videos for training purposes only at the discretion of the user, and in no way endorses any organization or person, public or private, or the views they express. The videos selected for viewing may include hyperlinks to information created and maintained by other public and/or private organizations or people which the Air Force does not endorse, control or guarantee the accuracy, relevance, timeliness or completeness of information.

Warning: These videos may contain images and information about sexual assault and/or violence which may be triggering to survivors.

Culture and Climate

Culture is the environment that surrounds you all of the time; whether it is at the organizational or national level. Values, beliefs, underlying assumptions, attitudes, and behaviors make up a group's culture. The Air Force recruits from a cross-section of society, therefore, our culture mirrors that of the United States. Unfortunately, within society an environment exists where rape is prevalent and sexual violence is normalized and excused in the media and popular culture. This "rape culture" is perpetuated through the use of misogynistic language, objectification, and the glamorization of alcohol and sexual violence, thereby creating a society that disregards safety and encourages criminal behavior. Here are several existing notions that propagate a rape culture:

- Blaming the victim ("She asked for it!")
- Trivializing sexual assault ("Boys will be boys!")
- Sexually explicit jokes
- Tolerance of sexual harassment
- Inflating false rape report statistics
- Publicly scrutinizing a victim's dress, mental state, motives, and history
- Gratuitous gendered violence in movies and television
- Defining "manhood" as dominant and sexually aggressive
- Defining "womanhood" as submissive and sexually passive
- Pressure on men to "score"
- Assuming only promiscuous women get raped
- Assuming that men don't get raped or that only "weak" men get raped
- Refusing to take rape accusations seriously
- Teaching women to avoid getting raped instead of teaching men not to rape

The following videos illustrate the rape culture that exist outside the "gate" in the United States, and are to be used for **training purposes only**, specifically, identifying negative cultural influences seen in every day media that normalize sexual violence.

The videos below contain content that might be offensive to some viewers, so please use discretion when selecting videos for your target audience.

Gender Role Reversal

[TED Talks: A Call To Men](#)

[TED Talks: Jackson Katz](#)

[Steubenville Rape](#)

[The Unnamed Conspirator](#)

Bystander Intervention

Bystander Intervention gives community members specific roles they can use in preventing sexual violence, including naming and stopping situations before they happen, stepping in during an incident, and speaking out against ideas and behaviors that support sexual violence. This approach develops skills to be an effective and supportive ally to survivors after an assault has taken place.

The Bystander Effect

[Date Rape Drugs: ABC News](#)

[Men Against Sexual Assault](#)

[No One Helped](#)

Victims and Trauma

Victims don't always know they are victims...and they don't want to admit it themselves. Victims often find it easier to find blame in their own actions in order to deal with the trauma that occurred. A stigma exists that many victims are lying when they report a sexual assault. It is estimated, however, that only 2-8% of reports are false reports. The stigma is promulgated further when investigators do not understand the trauma associated with a sexual assault, specifically, the way the mind and body cope with the reality of the occurrence. Men are victims too, and their trauma can be very difficult to understand, often due to societal roles of males in our culture.

[Dr. Rebecca Campbell #1](#)

[Dr. Rebecca Campbell #2](#)

[Dr. Rebecca Campbell #3](#)

[Men Surviving Sexual Abuse](#)

[Sexual Assault and Men](#)

[Rape and Sexual Assault Aftermath](#)

[The Other PTSD...Sexual Abuse](#)

[Zerlina Maxwell on Rape Prevention](#)

Offenders

When alcohol is involved, perpetrators who may have started the evening without a plan to commit an act of sexual violence may end up doing so anyway. However, intoxication is no excuse or defense for their crime. Many sexual assaults are planned, violent attacks, while others involve only as much force as necessary to complete the act. Some involve no force at all, especially when the victim is incapacitated and cannot consent. The majority of sexual assaults

are committed by someone the victim knows as opposed to a stranger in a dark alley. This crime is not just committed by men...women can commit sexual assault as well, though mostly seen in cases involving adolescent victims. In the videos below, identify the different methods perpetrators of sexual assault use to carry out a sexual assault.

[Frank the College Party Rapist](#)

[Your Friend, The Rapist](#)

[What Does She Expect After a Night Like That?](#)

[Did She Ask For It?](#)

[Four Women Accused of Sexually Assaulting Man](#)

[Date Rape](#)

[We All Trusted Him](#)

Annual Training Requirement

The Department of Defense Instruction mandates specific learning objectives. SAPR Stand-down Day training will meet the annual requirement. Unit commanders and their civilian equivalents are responsible for annotating training for all service members and civilians. Minimum DoD training standards are included in the word document below. In addition, the powerpoint training below covers the required learning objectives, however, it should only be used as a reference (training must be conducted in accordance with DoDI 6495.02 using scenario-based, real-life situations to demonstrate the entire cycle of prevention, reporting, response, and accountability procedures).

Annual Training Requirements
Annual Sexual Assault Training

301675



SECRETARY OF THE AIR FORCE
WASHINGTON

INFO MEMO

FOR: SECRETARY OF DEFENSE

FROM: Eric K. Fanning, Acting *EF* JUL 17 2013

SUBJECT: Sexual Assault Prevention and Response (SAPR) Stand-down

- The attached memo details Air Force actions to fulfill your directed SAPR stand-down:
 - Credentials and Qualifications Review: From June 3 to June 17, 2013, the Air Force Audit Agency conducted a comprehensive review of the qualifications and selection criteria of our Sexual Assault Response Coordinators (SARC), Victim Advocates (VA) and Recruiters. The audit validated the overall quality of personnel in these positions and their dedication to eliminate sexual assault. It also revealed inefficiencies in our administrative and documentation processes at the policy level. The Air Force SAPR Office will establish and document selection criteria and training documentation requirements to correct these inefficiencies no later than September 1, 2013.
 - Refresher Training: Senior leadership, which included Major Command 3-stars and O-6 wing commanders, provided annual ethics refresher training to our SARCs, VAs and Recruiters. Those trained were reminded of their critical role, responsibilities and impact on mission readiness.
 - Commander and Leader Engagement: Over 385,000 Airmen (uniformed and civilian) were trained during our SAPR Stand-down from June 11 to June 30, 2013. Senior leaders and installation SARCs developed training programs and presented material in a variety of forums including commander's calls, scenario based training, informative videos and small group exercises. The focus areas were cultural analysis, bystander intervention, perpetrator accountability, personal biases and victim care.
- The feedback and recommendations we received from our installations on the SAPR Stand-down Day were largely positive, and we shared them with our Major Commands (MAJCOMs). Common themes emerged: small groups were very well received, Airmen felt the SAPR Stand-down Day training was "long overdue" and the use of videos as a training tool greatly enhanced the small group sessions.
- On July 16, 2013, we launched a new SAPR initiative, "Every Airmen Counts", to obtain innovative ideas from our Military and Civilian Airmen to combat sexual assault. We now have a public social media blog where Airmen can post suggestions, ideas or concerns, and senior leaders and subject matter experts can join the dialogue. As of July 17, 2013, we have already received 250 comments. In addition, we will host senior leader web chats that will

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301676

be moderated forums for real-time information exchange between our Airmen and experts in this field.

- We will employ every resource, every program and every innovative idea to combat the crime of sexual assault. When sexual assaults occur, we aggressively pursue the perpetrators and care for our victims. We will continue to advance a culture of dignity and respect for our greatest asset, our people. Our after action report is contained at TAB A.

COORDINATION: NONE

Attachments:

As stated

cc:

DepSecDef

CJCS

OSD P&R

OSD LL

OSD PA

Objective #1

TASK: Sexual Assault Response Coordinators (SARCs)/ Victim Advocates (VAs)/Recruiter Validation

OBJECTIVE: Active review of credentials and qualifications of current-serving Sexual Assault Response Coordinators (SARC), Victim Advocates (VA) and Recruiters to ensure they meet applicable selection criteria and standards of conduct.

DATE COMPLETED: 3 – 17 June 2013

STANDARDS: Both SARCS and VAs are required to have DoD training certificates on file. All VA are required to have Statements of Understanding, Commander's and Supervisor's Approval on file with SARCS. All Recruiters are required to have specialized SAPR training conducted by Air Force Recruiting Service (AFRS) field commanders.

ANALYSIS: The Air Force Audit Agency (AFAA) conducted an Air Force wide Audit (Active, Reserve and Guard Units) on all HAF-identified documentation requirements. These include training documentation, commander's statement of understanding, victim advocate volunteer statement of understanding, volunteer victim advocate application, background investigation documentation, and DoD Sexual Assault Advocate Certification documentation for SARCS and VAs. AFRS field commanders provided training data on all personnel to the Plans and Resources Division at AFRS. AFRS consolidated training data and provided to AF SAPRO for inclusion in report.

POPULATION:

- Total: 361 SARCS/alternates
- Total: 2,233 VAs
- Total: 2,056 Recruiters

RESULTS:

- NOVA Credentialing (1 October 2013 deadline): 39% of SARCS and 46% of VAs credentialed to date
 - 18 percent of SARCS and 16 percent of VAs are pending credentialing through NOVA
 - 43 percent SARCS and 38 percent VAs have not applied for NOVA credentialing
- Background Investigation: 91.5% of SARCS and 93.2% of VAs compliant
 - 4 percent of SARCS and 2 percent of VAs had neither a security clearance or DCII check
 - No follow-up on DCII results with potential derogatory information for 3 percent of VAs

- 14 percent of SARCs and 20 percent of VAs DCII checks were completed after OSD Memo
- Initial Training (40 hour Course): 95% of SARCs and 95% of VAs compliant
- Refresher training (required every 2 years): 38% of SARCs and 62% of VAs compliant
- Statements of Understanding (VAs only)
 - 86% of Victim Advocates have completed the VA Statement of Understanding
 - 92% of Victim Advocates have the commander Statement of Understanding
- Overall SARC Documentation Compliance (based on having all 4 required documents)
 - 87% of SARCs did not meet documentation compliance due to missing 1 or more documents
 - Out of 361 SARCs, 70 had no record of documentation
 - 63% of VAs did not meet documentation compliance due to missing 1 or more documents
 - Out of 2,233 VAs, 148 had no record of documentation
- AFRS SAPR trained personnel: 87% Compliant (Military = 90%, Civilian=80%)
- Management Controls Observed
 - AF SAPRO has not provided document retention standards or requirements to the field
 - Lack of adequate oversight by MAJCOM SARCs

FOLLOW-UP/SUSTAINMENT PLAN:

- NOVA Credentialing: On 9 July 13, complete list of SARC/VAs forwarded to respective MAJCOMs to complete credentialing process. MAJCOM/SARCs will provide oversight
- Background Investigations: Coordinating with AFOSI to complete background Investigations by Sept 13
- Refresher Training: Will be completed by Oct 13. Previous training had been cancelled due to budget shortfall
- SARC/VA documentation will be updated by Sept 13. AF SAPRO will provide documentation controls and MAJCOM/SARCs will provide oversight
- Air Force Audit Agency will continue audit at all locations to:
 - Test key management internal controls
 - Identify systemic causes and develop Air Force-Level recommendations
 - Publish an Air Force-level Report of Audit
- Include Document Retention Chapter/Section in new AFI (currently under re-write) at the conclusion of the Audit:

- Incorporate AFAA recommendations
- Provide all SARC and VA documentation requirements

Objective #2:

TASK: Sexual Assault Response Coordinators (SARCs)/Victim Advocates (VAs) Annual Ethics Refresher Training

OBJECTIVE #2: Refresher training for Sexual Assault Response Coordinators and Victim Advocates on professional ethics, their critical responsibilities and standards, and the impact on mission readiness for violations of standards.

DATE COMPLETED: Training was completed between 12 – 28 June 2013.

STANDARDS: HAF-provided template slides for refresher training and many Major Command installations added “local” scenarios for interactive response by members.

ANALYSIS: Training conducted via VTC and led by VCSAF. CV, CCC, A1, JA, and MAJCOM SARC were in attendance. Both NAF commanders, wing commander and/or vice, command chiefs, their SARC and alternates, and available victim advocates were included.

POPULATION:

- Total 361 SARCs/alternates
 - 97% completed refresher training
 - 3% require training
- Total 2,233 VAs
 - 74% completed refresher training
 - 26% require training

BEST PRACTICES TO SHARE:

- Victim Advocate (VA) training was completed utilizing the AF provided brief “Ethics for SAPR” professionals.
 - Training also detailed expectations for professional victim advocates including victim care and relationships
 - Wing Commander focus areas were emphasized and discussed in the training
- Ethics training should be developed from the NOVA Code of Ethics and the “Ethics in Victim Services” training provided by the US DOJ

FOLLOW-UP/SUSTAINMENT PLAN:

- Refresher training classes for SARCs/VAs who were unable to attend the initial training have been scheduled for completion by end of July 2013
 - MAJCOM SARCs will conduct these either in person or by DCO until 100% complete

COMMANDER'S COMMENTS:

- Refresher training, conducted by SARCs, provided the proper visibility and program oversight; senior leader involvement set the tone to ensure we eradicate this crime from our force
- One focus is to identify the actions which do not contribute to a culture of respect with the goal of preventing unacceptable pre-assault behavior; we should also focus on basic communication and interpersonal skills to facilitate a culture which encourages reporting

Objective #3:

TASK: Leadership Engagement; SAPR Stand-down Day

OBJECTIVE #3: Purposeful and direct commander and leader engagement with their Service members and civilian employees on SAPR principles and the climate of dignity and respect necessary in every work place across the DoD.

DATE COMPLETED: 10 - 28 June 2013.

STANDARDS: Air Force Major Commands conducted SAPR Stand-down Days consisting of mandatory HQ/Installation Commander's Calls, large group discussions centered around the HQ Staff Director or installation squadron commander, and smaller discussion groups led by subordinate leaders within the organizations.

ANALYSIS: Units participated in a range of activities to ensure purposeful and direct command and leadership engagement. Commander's Calls were used to set a tone and definitively emphasize top-level adherence to standards and zero tolerance for sexual assault. Directors and squadron commanders reiterated this for their particular units. Finally, each unit formed smaller groups led by subordinate leaders who facilitated open discussions about sexual assault. Groups discussed a variety of topics including myths, which hamper the ability to fight the crime. The zero tolerance message was also reiterated throughout the day. Each unit will duplicate this training for personnel that were on leave, TDY, or were working mission essential areas during their installation's down day.

POPULATION:

- Active Component: 280,751 (85%) complete as of 12 July 2013
- Civilian: 111,456; (79%) complete as of 12 July 2013
- All remaining personnel to complete by 31 July 2013
- Guard and Reserve Component to complete by 1 September 2013

BEST PRACTICES TO SHARE:

- Small groups were very well received as they allowed for frank discussions
 - Our Airmen were more apt to open up to fellow Airmen with whom they work
 - Participants heard/and learned what others in their groups thought about sexual assault/harassment
- Use of YouTube videos as a training tool greatly enhanced the small group sessions, especially the male victim topic and the non-Air Force videos, by providing relatable situations and provoking honest discussion.
 - The use of non-Air Force videos provided more authenticity to the message than "standard" Air Force training aids

- Major Command Vice Commanders set the stage for their wings
 - By hosting a teleconference for all installations within their command to ensure real-time communication of a very powerful leadership message as the opening event
- Squadrons found gender sessions and “single” sessions encouraged more frank discussions
 - Squadrons reported livelier participation when civilian clothes were authorized
- Default material tended to focus on the young, unmarried demographic
 - Squadrons tailored material to their audience (ie., older, married, in leadership positions)
- Used DCO to broadcast the “All-Call” to the base populace
 - Helped mitigate overcrowding at the primary venue
 - Chat option allowed Airmen to anonymously ask questions they otherwise would not ask in a large forum
- MAJCOM SARCs provided “snapshots” of director/commander talking points where they discussed CONOPs videos to prompt Q&A and confront sexual assault myths
- Multiple commander’s calls were conducted to accommodate swing and night shifts
 - Sessions were limited to no more than 400 personnel to prompt Q&A and ensure everyone hears/understands CC intent
- Provided a texting number to let personnel ask SAPR questions prior to the “All-Call”;
 - Frequently cited as being less traumatic than bringing it up in the larger forum
- JA sessions focused on applicable state law, the UCMJ, potential punishment, loss of benefits, and the Special Victim Counsel program were well received
- Certified instructors provided Rape Aggression Defense (RAD) demonstrations to increase awareness of program availability

FEEDBACK FROM STAND-DOWN:

- Frequent comment: “this is long overdue!”
- Frequent comment: “Because leadership took this day seriously, subordinates did too.”
- SAPR Stand-down Day feedback across the Air Force were overwhelmingly positive, particularly among the more junior personnel
- We need more transparency and consistency in punishments for violators
- Perpetrators at all ranks should be held equally accountable
- Underlying consensus that renewed focus on sexual assault will help awareness and response to include:
 - Recognizing situations where intervention is appropriate
 - Promoting an atmosphere where crimes are reported
 - Understanding that some sexual predators have no intention of changing their behavior, we must create environments to expose them

- SAPR Stand-down Day made a positive impact on shifting the culture and re-enforced climate of “zero tolerance”
 - Set tone for creating an environment where all military and civilians feel comfortable discussing sexual assault
- Frequent comment: Additional lead time would be beneficial for future planning of training events at the unit level
- Frequent comment: Provide more training on men who are sexually assaulted
- Stand-down day clarified the proper reporting channels and procedures for a sexual assault

FOLLOW-UP/SUSTAINMENT PLAN:

- Commander/leader engagement at all levels is key!
 - Message must be heard by all our personnel, and constantly reinforced throughout the ENTIRE chain of command
 - Victims must hear support and understanding in an unbroken line from their MAJCOM/CC to their Wing commander to their Squadron commanders and at the flight chief and supervisor level
- SARCs will incorporate ethics training into the annual training for Recruiters
 - Ethics will be covered during at least one quarterly training session along with SAPR program updates
 - Victim Advocates will play a bigger role in planning and executing SAPR Stand-down Days and CAF days.
- Programs will be developed for peer education (SARC to SARC and VA to VA)
 - SAPR facilitators will attend a SAPR Stand-down Day training prior to another SAPR stand down
 - Stand-down day intent provided directly to trainers
 - Units will have a familiar “go to” point-of-contact if there are future questions that arise
 - Plants a cultural change agent within the unit to reinforce the concept of a work environment built on respect and dignity.
- Squadron Commanders will be required to report to base leadership on their training efforts
 - Promoting dignity and respect
 - Encouraging victims to feel safe/come forward/report
- Recommend SAPR Stand-down Day become an annual requirement and incorporate annual SAPR training into the event
 - Interaction is much more meaningful and effective than using a CBTs or PowerPoint slides

COMMANDER'S COMMENTS:

- Following the SAPR Stand-down Day activities/discussions/videos, we must continue to keep the momentum going
 - Will take active involvement from leaders at all levels, in the work centers and out in the work areas
 - We have broken the ice on the topic, and we will continue to talk about it and hold each other accountable for inappropriate jokes, comments and other inappropriate behavior
- Training helped erase the excuses and educate everyone for what to look for, how to identify and how to act to prevent sexual harassment and assault
- The SAPR program should be behind the scenes, taking care of victims, conducting bystander training, and increasing awareness of the problem, but the job of eliminating sexual assault within our ranks is a leadership responsibility
 - We must vigilantly pursue an environment of dignity and respect for all our people and promise swift justice to those that betray that trust.
 - Air Force traditional training methods and content will not yield the required results
- The more we talk about sexual assault, and the more we move the discussion into the mainstream, the better the environment will become and the more we eradicate the problem
- By simply discussing the problems openly, we've already seen an upward swing in the number of reports filed by people looking for help, particularly from male victims
- SAPR has had a great program for over a decade that took care of victims, but we outsourced our responsibilities as leaders to it; this fostered an attitude that made perpetrators feel they could act with impunity, while victims suffered in silence
- There was no shortage of questions asked during the All-Calls and training, primarily centered around exactly how bad is the problem and why we aren't holding perpetrators accountable—this is a good sign.
- Perhaps the most encouraging part of the day was when the Sexual Assault Response Coordinator told me, "for the first time it looked like people were really getting it."
 - People are seeing the devastating effects of sexual assault on the Air Force, the mission, and most importantly the individuals who are victims
- We should reach out to agencies known for their work in this field to help us tackle the problem because we need more development in content and delivery methods
- This topic cannot simply be addressed on an annual basis in order to be effective
 - continued interaction is key
 - our commanders and supervisors must address the multiple facets of this complicated issue at every opportunity

JOINT STAFF ACTION PROCESSING FORM

CLASSIFICATION UNCLASSIFIED

EXTERNAL SUSPENSE 15 Jul 13	INTERNAL SUSPENSE 15 Jul 13	ACTION NUMBER 13-02197/5
TO CJCS	THRU VCJCS	THRU DJS

SUBJECT Sexual Assault Prevention and Response Stand-down Report

EXECUTIVE SUMMARY

1. Purpose. To submit the CJCS SAPR Stand-down¹ report to the Secretary of Defense.
2. Issue. Recent events, assessments and reports continue to demonstrate that the efforts and initiatives put in place to address and eliminate the terrible crime of sexual assaults within DoD ranks has proven to not be enough and makes it evident that more work is required.
3. Bottom Line. Combatant Commands (CCMDs) will submit SAPR Stand-down reports to CJCS NLT 15 Jul. Reports require CCMD Command-level approval. Services will submit reports to the SecDef and provide a copy to the CJCS NLT 15 Jul. A sample format is provided at TAB A.
4. Background.
 - a. CCMD and Service comprehensive reports will address the following mandatory, SAPR activities²:
 - 1) Conduct an active review of credentials and qualifications of current-serving Recruiters, Sexual Assault Response Coordinators (SARC), and Victim Advocates (VA) to ensure they meet applicable selection criteria and standards of conduct.
 - 2) Conduct refresher training for recruiters, SARCs and VAs on professional ethics, their critical responsibilities and standards, and the impact on mission readiness for violations of standards.
 - 3) Perform purposeful and direct commander and leader engagements with their Service members and civilian employees on SAPR principles and the climate of dignity and respect necessary in every work place across the DoD (talking points).³
 - b. An advance copy of the required information was sent to CCEM CoS.⁴
 - c. Services coords are required at the Service Chief/Vice Chief/Commandant level.

COORDINATION

NAME	AGENCY	DATE	NAME	AGENCY	DATE
	OCJCS/LC			USA	
	USAF			USN	
	USMC			USNGB	
	USCENTCOM			USPACOM	
	USEUCOM			USTRANSCO	
	USAFRICOM			USSOCOM	
	USSOUTHCO			USNORTHCO	

AO;/DIV;/EXT Cynthia Bingham/J-1/PRD/DSN 671-9833	Date Prepared: 4 Jun 13
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CLASSIFICATION UNCLASSIFIED	CLASSIFICATION/DECLASSIFICATION INSTRUCTIONS
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ZNR UUUUU
R 051536Z JUN 13 PSN 925263K27
FM CNO WASHINGTON DC//N09//
TO NAVADMIN
INFO CNO WASHINGTON DC//N09//
BT
UNCLAS//N01500//
NAVADMIN 156/13

MSGID/GENADMIN/CNO/WASHINGTON DC/N09/JUN//

SUBJ/SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) STAND-DOWN//

REF/A/DOC/SECDEF/MEMO/17MAY13//
REF/B/DOC/SECNAV/MEMO/24MAY13//
REF/C/DOC/SECDEF/MEMO/28MAY13//

NARR/REF A IS SECDEF MEMORANDUM DIRECTING DOD-WIDE SAPR STAND-DOWN AND ASSOCIATED PLANNING. REF B IS SECNAV MEMO FOR SECDEF DETAILING DON, NAVY, AND MARINE CORPS SAPR STAND-DOWN PLANS. REF C IS SECDEF MEMORANDUM APPROVING SAPR STAND-DOWN SERVICE PLANS.//

POC/P. ROSEN/CAPT/OPNAV/N17/TEL: (703)604-5041/TEL: DSN 664-5041//
POC/MS. Y. PAULK/CIV/OPNAV/N17/TEL: (703)604-5044/TEL: DSN 664-5044//

RMKS/1. This NAVADMIN provides guidance for the conduct of the Navy Sexual Assault Prevention and Response (SAPR) stand-down. It is critical for commanders to ensure their commands focus the attention and efforts of their personnel on this training.

2. In ref A, the Secretary of Defense directed the military services conduct a SAPR stand-down for service members and civilian employees to be completed no later than 1 July 2013. Reserve component units will commence their stand-down activities commensurate with the active component and be complete by 22 July 2013.

3. During the stand-down, the command triad (Commanding Officer, Executive Officer, and Command Master Chief) will lead a two-hour session that includes focused facilitated engagement on SAPR principles and emphasizes the importance of fostering a climate of dignity and respect. This complies with SECNAV guidance in ref B as approved in ref C. Civilian employees are invited to participate in the leadership sessions alongside their military co-workers. Stakeholders such as the local Sexual Assault Resource Center (SARC), Sexual Assault Prevention Response-Victim Advocate (SAPR-VA), Judge Advocate General (JAG), and Chaplain are encouraged to participate to the maximum extent possible.

4. In addition to conducting the leader engagement described in paragraph 3, there are a series of specific requirements to be completed during this stand-down. Chief of Naval Personnel will provide details on mandated activities, resources available to facilitate the stand-down, and detailed reporting requirements via NAVADMIN by 0001Z Thursday 6 June 2013. Guidance will also be posted at Navy's SAPR website, <http://www.public.navy.mil/bupers-npc/support/sapr/Pages/default.aspx> by Friday 7 June 2013.

5. The intent of this stand-down is to ensure service members and civilian personnel clearly understand SAPR principles and resources available. Personnel should understand their accountability and role in eliminating sexual assault, fostering a command climate of dignity and respect, and upholding our core values of honor, courage, and commitment. This effort builds upon training completed under SAPR-Fleet and SAPR-Leadership training modules.

6. Vice Chief sends.//

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 ZNR UUUUU
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 TO NAVADMIN
 INFO CNO WASHINGTON DC//N1//
 BT
 UNCLAS//N01500//
 NAVADMIN 158/13
 MSGID/GENADMIN/CNO/WASHINGTON DC/N1/JUN//

SUBJ/GUIDANCE FOR SEXUAL ASSAULT PREVENTION AND RESPONSE STAND-DOWN//

REF/A/MSG/CNO WASHINGTON DC//N1//051536ZJUN13//

AMPN/REF A IS NAVADMIN 156/13, SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) STAND-DOWN.

RMKS/1. Per ref (a), this message provides details for the Sexual Assault Prevention Response (SAPR) Stand-down (SD), which includes Commander Engagement All Hands training; active review of the credentials and qualifications and professional ethics training for recruiters, Sexual Assault

Response Coordinators (SARCs) and SAPR Victim Advocates (VA) (including collateral duty unit SAPR-VAs); and focused refresher training for institutional instructors and SAPR first responders.

2. Background. The intent of this SD is to ensure service members and civilian personnel clearly understand they are accountable for fostering a climate where sexist behaviors, sexual harassment and sexual assault are not tolerated, condoned or ignored; where dignity, trust and respect are core values we live by and define how we treat one another; where victims' reports are treated with the utmost seriousness, their privacy is protected and they are treated with sensitivity; where bystanders are motivated to intervene because offensive or criminal conduct is neither tolerated nor condoned; and where offenders know they will be held appropriately accountable by an effective system of justice.

3. Execution. Navy's SAPR-SD Commander Engagement All Hands training will be

comprised of a focused facilitated engagement led by the Command Triad (commanding officer/executive officer/command master chief). Each session will begin with video presentations by the Secretary of the Navy (SECNAV) and Chief of Naval Operations (CNO) and conclude with a video by the Master Chief Petty Officer of the Navy (MCPON). A group of 25-30 training participants is ideal for maximum participation in the facilitated discussions. The group size is recommended not to exceed 50 participants to meet training quality intent. Large commands may consider using post-command officers and command qualified master and senior chiefs/leading chief petty officers as additional facilitators to meet group size for training intent.

a. Success of the Commander Engagement All Hands training rests entirely on the command's commitment to delivering quality, professional training that engages all levels of leadership - military and civilian, junior and senior - in the discussion about sexual assault. The estimated length of this training

is 120 minutes. However, training may continue beyond the allotted time.

b. Civilian employees are invited, and encouraged to participate in the Commander Engagement All Hands training alongside their military co-workers.

Sailors assigned to other services are also encouraged to complete Navy SAPR-SD Commander Engagement All Hands training, but may document SAPR-SD completion after attending host service SAPR-SD training. Leaders and stakeholders such as the local SARC, SAPR-VA, Judge Advocate General (JAG), and chaplain are encouraged to participate to the maximum extent possible.

c. Additional Mandatory Activities. Key components of the Navy's SAPR-SD, in addition to the Commander Engagement All Hands training, include mandatory activities targeted at organizations and personnel in direct and often first contact with our new Sailors as well as first responders to victims of sexual assault. Due to the critical nature of these key positions, additional review of credentials and refresher training is warranted and required.

Further detail on the additional mandatory activities is contained in paragraph 5 below; the activities include:

- (1) Review of credentials and qualifications of SARCs and SAPR-VAs.
- (2) Professional ethics and standards-of-conduct training for recruiters, SARCs and SAPR-VAs.
- (3) Review of credentials and qualifications of training center and institutional instructors, Recruit Training Command (RTC) recruit division commanders, Naval Criminal Investigative Service (NCIS) investigators, and sexual assault nurse examiners.
- (4) SAPR refresher training for all training center and institutional instructors and those charged with initial accession training pipelines, health care providers, Fleet and Family Support Center counselors, chaplains, JAG personnel, and NCIS investigators.

4. Training Elements. The SAPR-SD Commander Engagement All Hands training is composed of two primary elements: video presentation and facilitated discussion. The SAPR-SD Commanders All Hands Engagement facilitators guide and videos are available for download at <http://www.sapr.navy.mil> under the SAPR-SD section.

a. The video includes a SECNAV and CNO introduction message which must be played at the beginning of each SD session. The video is designed to set up and establish the tone for the Command Triad facilitated discussion that follows. The facilitated discussion concludes with a message from the MCPON and must be played prior to the end of the session. In the event any command cannot access the videos, transcripts of the videos are included in the facilitator guide and will be read verbatim by the Command Triad during the training.

b. The facilitators guide is not designed to be a rigid script; rather, it is designed to equip Command Triads with thought-provoking questions about SAPR and engage commands in meaningful discussion. The guide is composed of facilitated questions that follow the introduction messages by SECNAV and CNO.

5. Additional Mandated Activities Details. Further details on the additional mandated activities are listed below.

a. Active review of credentials and qualifications of SARC and SAPR-VAs, and recruiters.

(1) SARC and SAPR-VA Credentials and qualifications review. All region commanders and commanding officers are required to complete an active review of credentials and qualifications of regional and installation SARCS and SAPR-VAs assigned to their command. This includes volunteer SAPR-VAs serving as unit SAPR-VAs.

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The review shall be completed prior to 1 July 2013. A template letter with instructions for completion and submission of this review is located at http://www.cnic.navy.mil/content/dam/cnic/hq/pdfs/n91_fleet_and_family_support_program/sexual_assault_prevention_and_response/saprvalidationletter.pdf

(2) Recruiter credentials and qualifications review.

Commander, Navy Recruiting Command (CNRC) will rescreen all recruiters by: reviewing required SAPR-Leadership (SAPR-L)/SAPR-Fleet (SAPR-F)/SAPR Khaki (SAPR-K) training documentation, reviewing security clearance status to verify

no documented adverse behavior, review Navy Standard Integrated Personnel System record for pre-service offenses and offenses conducted while on active duty, and review Alcohol Drug Management Information Tracking System for significant alcohol offenses. Each recruiter will sign a Page 13 acknowledging full disclosure of any offenses committed since entering the Navy, complete and thorough understanding of sexual assault, sexual harassment, and fraternization policies, covenant contract to adhere to the policies and report any known violations, and a commitment to dissuade, detect

and deter. The final certification for continued recruiting duty will be authorized by the Navy recruiting district commanding officer.

b. Targeted professional ethics and standards-of-conduct refresher training for recruiters, SARCs and SAPR-VAs, which emphasizes how violations impact mission readiness. This training will be provided by Commander, Navy Installations Command (CNIC) for SARCs and SAPR-VAs and CNRC for recruiters.

c. Active review of credentials and qualifications of training center and

institutional instructors (United States Naval Academy, Reserve Officer Training Corps, and Officer Candidate School), RTC recruit division commanders, NCIS investigators, sexual assault nurse examiners, and those qualified to conduct sexual assault forensic examinations. Reviews of credentials and qualifications will be conducted by individual cognizant organizations.

d. Targeted SAPR refresher training, utilizing our successful SAPR-L and SAPR-F training programs and other Department of the Navy SAPR Office resources, for all training center and institutional instructors, health care providers, Fleet and Family Support Center counselors, chaplains, JAG personnel, and NCIS investigators. Commander, Naval Education Training Command and Commander, Naval Service Training Command will coordinate and provide training for training centers and institutional instructors. Chief, Bureau of Medicine and Surgery will coordinate and provide training for health

care providers. CNIC will coordinate and provide training for Fleet and Family Support Center counselors. The Chief of Chaplains will coordinate and provide training for chaplains. Office of the JAG will coordinate and provide

training for JAG personnel. NCIS will coordinate and provide training for their investigators.

6. Training and reporting timeline. SAPR-SD Commander Engagement All Hands training and reporting will be completed NLT than 1 July 2013. Reserve component and deployed personnel will commence their SD commensurate with the active component with the intent to complete as much as possible by 1 July 2013 and complete NLT 22 July 2013.

7. Training documentation. All active, reserve, and civilian personnel training must document completion of SAPR-SD Commander Engagement All Hands

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training in the Fleet Training Management Planning System (FLTMPs).

a. FLTMPs access. FLTMPs is part of the Navy Training Management and Planning System (NTMPs) suite of applications. Only command designated personnel possessing FLTMPs accounts with approved course completion access will be able to record SAPR-SD training completions by using the FLTMPs learning event completion form (LECF).

(1) FLTMPs users who do not have access to the LECF will see a message

in red font stating, "you are not authorized to view this page" when they click on the button labeled "LRNG EVENT COMPL FORM"

on the top menu of FLTMPs. If necessary, command personnel may request FLTMPs

access using the FLTMPs online application request system (OARS) at https://ntmpswb.nwptf.nuwc.navy.mil/oars_net/default.aspx.

Users must ensure the course completion reporting and authorizing officer sections of OARS are properly completed and the approving official's e-mail address entered. Immediately upon submission by the applicant, a system generated e-mail is sent to the approving official for review/approval. Once

the request is approved, it is automatically forwarded for processing to the NTMPs support office.

Upon review and processing by the NTMPs support office, the applicant will receive electronic notification of their account status.

(2) Senior commands may apply for course completion access to document

training for their subordinate commands (unit identification codes (UICS)) by contacting the NTMPs support office toll-free in the U.S. at 1-866-438-2898, or commercial (850) 438-2898. Customer service representatives are available weekdays from 0700-1800, EST, via email at ntmps.support@navy.mil.

b. Detailed FLTMPs documentation instructions:

(1) Login to FLTMPs at

<https://ntmpswb.nwptf.nuwc.navy.mil/fltmps/>.

(2) Click on login with CAC card button.

(3) On the top menu, select the LRNG EVENT COMPL form button (located between the ADMIN and COURSES buttons).

(4) Select GMT and OTHER TRAINING REPORT GROUP.

(5) Select SEARCH BY COURSE.

(6) Enter CIN "SAPR-SD" then select filter.

(7) Select course "SAPR-SD".

(8) If you have access to enter completions for more than one activity, then select the desired activity from the activity selection box. Click the run report button. This will load the SAPR-SD LECF form. If you only have access for one command, the selection box will not appear and you will be directed to the SAPR-SD LECF entry form.

(9) The LECF form will automatically populate with all command personnel including Navy contractors whom are not required to attend SAPR-SD training. Training department personnel with LECF access can determine which personnel have completed training via the "VIEW COURSE COMPLETIONS" hyperlink in the LECF module; other command personnel can utilize the "ONBOARD COURSE GRADUATES BY UIC" report.

(10) Commands may view and download personnel rosters using either method listed in paragraph 7(b.) (9) to assist in recording and validating training completions.

(11) Command Triads are responsible for ensuring training officers/command representatives enter SAPR-SD training completions in a timely manner.

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8. Questions about the SAPR-SD can be directed to
navysaprstanddown(at)navy.mil or (703) 604-0018/DSN 664.

9. Release by Vice Admiral S. R. Van Buskirk, N1.//

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UNITED STATES NAVY

SAPR STAND-DOWN

COMMANDER ENGAGEMENTS
ALL HANDS

FACILITATION GUIDE FY13

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1

Overview

This facilitation guide is designed to prepare the Command Triad to conduct the DoD Directed Sexual Assault Prevention and Response Stand-down (i.e., training) for the Navy.

The Navy's leadership plays a significant role in sexual assault prevention and response, particularly in the creation and sustainment of command climates that stop sexual assault and promote a culture of respect, trust and professionalism in the force.

Background

Sexual Assault is a criminal offense, incompatible with Department of Navy (DON) Core Values, Navy Ethos, and the high standards of professionalism and personal discipline expected of all service members. Sexual assault impacts the victim for years to come, undermines teamwork, and threatens unit readiness. While the Navy has made great progress in adopting a proactive and comprehensive approach (2012/2013 SAAM Campaigns, SAPR-L (Leadership), SAPR-F (Fleet)), we need to continue with changes to our culture that surround this issue and recommit to our Core Values.

SECDEF directed a mandatory DoD-wide Stand-down to be completed no later than July 1, 2013. The intent is direct commander and leader engagements with their service members and civilian employees on SAPR principles and the criticality of ensuring a climate of dignity and respect necessary in every work place across the DoD. The imperative is to ensure the integrity of professionalism, respect and trust within our Navy.

Strategy

SECNAV, CNO and MCPON recorded their personal expectations of Navy leaders at all levels. The essence of their message is commitment to the health, welfare and trust of fellow Sailors. The message is candid in nature concerning our refocus to the principles of Honor, Courage, and Commitment; the expectations inherent in the oath of enlistment/office; and, the requirement to care for victims and holding offenders appropriately accountable. They are talking about changing not only the culture of the Navy but also about letting go of "traditions" that are not founded in respect and dignity for others. They acknowledge and address where the Navy was, where it is, and where it must go – the kind of legacy we want to leave in our Nation's history.

What follows must be a commander-led discussion about what it means to be a leader, live and exhibit honor, demonstrate moral courage to self and shipmates, and commit to ourselves, each other, our Nation and our shared values. The Command Triad SHALL conduct the Stand-down in its entirety and the message is the same from Seaman to Admiral and for our Total Force.

Course Goals

This training is designed to emphasize that positive culture change, the eradication of sexual assault in individual commands and in the Navy, is every Sailor's responsibility – military personnel and civilian employees. In particular, this Stand-down follows SAPR-L and SAPR-F and is designed to move the discussion forward and **refocus our attention on this very, very serious challenge that we have**. The discussion points may elicit extremely difficult conversation that is absolutely necessary. Open and frank discussion is encouraged.

Stand-down Objectives

At the conclusion of the Stand-down, Sailors should understand their role in the prevention of sexual assault.

- **Part 1 – What Sailors Need to KNOW (Data and Baseline Definitions):**
 - Recognize the magnitude of the problem of sexual assault in the Navy
 - Provide tangible examples of real things our command has done or can do to “get to the left” of this problem
 - Understand Continuum of Harm behaviors and how those behaviors can undermine a professional work environment
 - Sexism / Sexist Behavior
 - Understand the concepts / definitions of:
 - Fraternalization
 - Sexual Harassment
 - Sexual Assault
 - Consent
- **Part 2 – What Sailors Need to DO (Tangible Actions):**
 - Understand the difference between risk reduction and prevention
 - Dictate Professionalism; Core Values
 - Practice Responsible Decision Making
 - Doing the right thing
 - Bystander Intervention
 - Personal discipline around sexual behaviors
 - Responsible use of alcohol
 - Understand the difference between consensual sex and sexual assault
 - Increase understanding of the reporting options for sexual assault
 - Treat everyone with dignity and respect
- **Part 3 – What the Commanders EXPECTATIONS are:**
 - Define the Commander’s Guidance
 - Commit to preventing sexual assault
 - Provide support services and care for victims who report sexual assault

Stand-down Format

This course is composed of two primary elements: video and facilitated discussion. The video includes a SECNAV and CNO introduction message which must be played at the beginning of each Stand-down session. The video is designed to set up and establish the tone for the Command Triad facilitated discussion that follows. The video concludes with a message from the MCPON and must be played prior to the end of the session. In the event that the Command Triad does not have the capability to either access or play the videos, they are available in the Appendix and must be read as written. The last word is the Commander’s Guidance. **Success of the training rests entirely on the command’s commitment to delivering quality, professional training that engages all levels of leadership – military and civilian, junior and senior – in the discussion about sexual assault.**

The estimated length of this training is 120 minutes. However, training may continue beyond the allotted time. Encourage productive discussion for as long as time is allowed.

- Course Video: 5 min
- Facilitated Discussion: 115 min

Set-Up and Equipment Needs

All commands can access the Navy Leadership SAPR Stand-down videos from the Navy's SAPR webpage at <http://www.sapr.navy.mil> under the SAPR-SD section.

Additional information, as well as the SAPR-SD Facilitator Guide and supporting material, is also available for download. Click the SAPR Training page link for additional resources.

Instructors

The Command Triad SHALL conduct the Stand-down in its entirety and with the same message from Seaman to Admiral. The success of this training depends on prepared leaders with the skills and talent to get Sailors at all levels to communicate and speak openly and frankly about this topic.

A group of 25-35 training participants is ideal for maximum participation in the facilitated discussions. The group size should **not exceed 50 participants**; groups that are too large may stifle discussion. Commands must certify compliance. Best practices/feedback from both the SAPR-L and SAPR-F Training revealed that larger groups were not sufficiently engaged in the discussion of this material to ensure a thorough examination of the issues.

Recommend leaders and stakeholders such as the local SARC, SAPR VA, JAG, and Chaplain participate to the maximum extent possible.

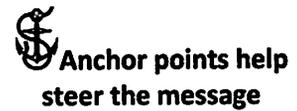
Preparation

Format of the Facilitation Guide

This guide is not designed to be a rigid script; rather, it is designed to equip Command Triads with thought-provoking questions about sexual assault prevention and response to engage commands in meaningful discussion. The guide is composed of facilitated questions that follow the intro messages by SECNAV and CNO. The guide includes the following prompts, allowing the Command Triad to tailor the discussion to the command:

- *Suggested script:* The script provides Command Triads with informative and compelling statements to launch the discussion segment.
- *Questions:* The questions in each segment are designed to elicit thoughtful discussion from the group. Command Triads should use these questions to explore their Sailors' awareness and levels of understanding about sexual assault, identify topics or beliefs that may need to be addressed, and determine areas in which further education may be beneficial.
- *What to listen for:* These are responses the Command Triad should be hearing and encouraging from the group; they are the core of the message. The group may provide responses that are not listed in this guide which can range from the mundane to somewhat shocking. Command Triads should let Sailors generate original ideas and responses.

- **Anchor points:** Instructional information the facilitator might find useful. They reinforce key points and clarify major themes.



“Do’s and Don’ts” of Facilitation

- **Do** ensure that everyone in the room can hear the discussion; repeat questions and comments that may have been spoken too quietly for others to hear.
- **Do** be alert to statements that reveal stigma, misperception, or a myth about sexual assault. Correct these statements.
- **Do** refer to the videos to emphasize leadership’s speaking points.
- **Do** be alert for victim blaming; no one asks to be sexually assaulted.
- **Do** recognize that conversations about sexual matters can be challenging.
- **Do not** allow only a few participants to dominate the conversation.
- **Do not** let the group stray off topic. Keep the conversation focused.
- **Do not** attempt to guess if you do not know how to answer a question about statistics, resources, law or policy. Offer to research the question and provide an answer later, and explain your plan for doing so.
- **Do not** discuss or permit the discussion of current sexual assault investigations or disclose details about alleged or suspected incidents. Confidentiality of Sailors is paramount. Discussing confidential information undermines the Navy’s objective of encouraging reporting by establishing trust.
- **Do not** discuss your personal opinions about sexual assault, its causes, or the Navy’s system for resolution.

Commander’s Guidance

- As leaders and mentors, we must cultivate a professional work environment.
- We must establish and maintain a professional command climate and demonstrate that behaviors on the Continuum of Harm will not be tolerated by anyone...Seaman to Admiral.
- Sexuality is a normal part of life.
- Sexual assault is a crime of a personal nature. The crime often precipitates feelings of shame, guilt and self-blame in the victim. As such, a victim of sexual assault often finds it difficult to discuss the violation.
- We mentor our Sailors on those behaviors that create successful professionals. We mentor them on healthy sexuality and healthy relationships. We also discuss the Continuum of Harm. We establish that sexual assault is a crime and will not be tolerated in our ranks.
- Talking about sexual assault prevention brings the issue to the forefront as a command priority.
- As leaders, we must be comfortable talking about issues that put our Sailors at risk. In mentoring our junior Sailors – those most at risk – we must address the difficult topics of sexual consent, alcohol and the role alcohol can play in clouding judgment and in decision making.
- Talking with Sailors about the Continuum of Harm – in language and tone that resonates with them – lets them know the command does not tolerate any sort of misconduct. These discussions assist in building an environment of respect and trust that encourages victims to report assaults.

Recommended Prep Work for Command Triad

- Pull your most recent DEOCS. Look at the aggregate for the command on the mandated sexual assault questions. Review the break down male versus female. Note data points of interest. This aggregate information is a great tool for commanders to better understand and manage trends and characteristics of sexual assault reports at the command level, and to better understand and mitigate the risk factors that may be present within your command environment.
- Assess and study any materials you have that indicate what the command climate is like in order to get a better understanding of how to address your Sailors and steer an informed discussion.
- After reviewing the material in this facilitation guide, write down what you will put out as your command guidance (part three of the training).
- Facilitating a discussion like this is complex. It would be difficult to do it for the first time, live in front of the crew. A thorough review of the material prior to training is a must.



A dry run through the Facilitation Guide with a select audience is HIGHLY RECOMMENDED prior to delivering command training.

FACILITATION GUIDE

❖ VIDEO: Play SECNAV / CNO Messages

❖ SUGGESTED SCRIPT

- *In May, President Obama used the issue of sexual assault in the military to illustrate to graduating Naval Academy midshipmen the importance of trust and honor at a time when the public has grown weary of missteps by public servants.*
- *President Obama said, "It only takes the misconduct of a few to further erode people's trust in their government."*
- *"Those who commit sexual assault are not only committing a crime, they threaten the trust and discipline that makes our military strong."*
- *As we have discussed in previous trainings, there are consequences for sexual misconduct; every allegation will be fully investigated and proven offenders will be held appropriately accountable.*
- *We are all leaders, the most junior Seaman to the most senior Admiral, and each of us must own this problem. If we are not part of the solution, we are part of the problem.*
- *Today we take a stand. Today, each of us as leaders will commit to eliminating this behavior.*

❖ FACILITATED DISCUSSION:

PART 1: WHAT SAILORS NEED TO KNOW (DATA AND BASELINE DEFINITIONS)

The 2012 Defense Manpower Data Center (DMDC) Gender Survey report of active-duty personnel reported an increasing trend in sexual assault. Using statistical methodologies to create an extrapolated number based on anonymous participants, the survey suggested that 26,000 DoD members experienced unwanted sexual contact. According to this survey, the Navy's data, when extrapolated, suggested that approximately 10,700 members have suffered unwanted sexual contact in the last year. The breakdown of the actions are roughly as follows: 42% is unwanted sexual touching, 23% of the 26,000 is unknown, 15% is attempted acts of penetration, and 20% is completed acts of penetration.

The Navy's FY 2012 Annual Report to DoD specifically details the number of restricted and unrestricted reports of sexual assault. There were 726 reported sexual assaults – 527 unrestricted and 199 restricted. We know from ongoing studies that there are a number of shipmates across the Navy who have suffered in silence.

The Navy acknowledges that this is a problem; we own it and must solve it.


Part 1 Purpose: Drive home the magnitude of the problem with data and what people think

QUESTION: When you hear about a sexual assault case, how often do you doubt the truthfulness of the victim's report and instead focus on the characteristics of the victim? What the victim was wearing, if the victim had been drinking, if the victim voluntarily invited the alleged offender to his or her own room?

What to listen for:

- ✓ The tendency to assume the report is false or that the victim is lying is not supported by the data
- ✓ Victims of sexual assault are far more likely to have been assaulted and never tell anyone of the incident than they are to have never been assaulted and made a false report

QUESTION: How often are you skeptical of an assault because you feel like you identify with the alleged perpetrator? "I know this guy." "He's a good guy." "He's a lot like me." "She would never do something like that." "He or she is a great Sailor."

What to listen for:

- ✓ Most victims know their perpetrators who are often described as "nice guys," difficult to distinguish for those you like and may respect

QUESTION: When you think of sexual assault, how often do you think only of female victims?

What to listen for:

- ✓ There are additional stereotypes and myths that impact a man's ability to face their sexual assault and seek support or services, including:
 - Men are immune to victimization
 - Men should be able to fight off attacks
 - Men shouldn't express emotion
- ✓ These are NOT true!
- ✓ According to the Navy's FY 2012 Annual Report to DoD, there were 425 unrestricted reports and 204 restricted reports of sexual assault made by female victims; 55 unrestricted reports and 37 restricted reports were made by male victims
- ✓ Of those reported sexual assaults, 89% of victims were female and 11% of victims were male

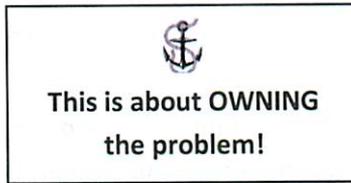
QUESTION: We completed SAPR-L and SAPR-F. We had SAAM training in FY 12 and 13. Since then, what have we done to show we're taking the lessons of SAPR seriously? What tangible steps has this command taken to "get to the left" of this problem of sexual assault in the Navy?

What to listen for:

- ✓ Focus on the problem – shipmates assaulting other shipmates
- ✓ Acknowledge the nature and magnitude of the problem of sexual violence in the Navy
- ✓ Listen for command specific issues or best practices
- ✓ Be aware of the myths and misperceived norms that contribute to a culture in which sexual assault is ignored, downplayed, or accepted, and in which the victim is afraid to report

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- ✓ Model appropriate behavior; be consistent with your message
- ✓ Recognize and not permit Continuum of Harm behaviors
- ✓ Provide examples of Sailors influencing outcomes by using bystander intervention
- ✓ Know and utilize available SAPR resources



QUESTION: Preventing sexual assault is a leadership issue. By virtue of wearing the uniform, we're all leaders. What is your personal definition of leadership?

What to listen for:

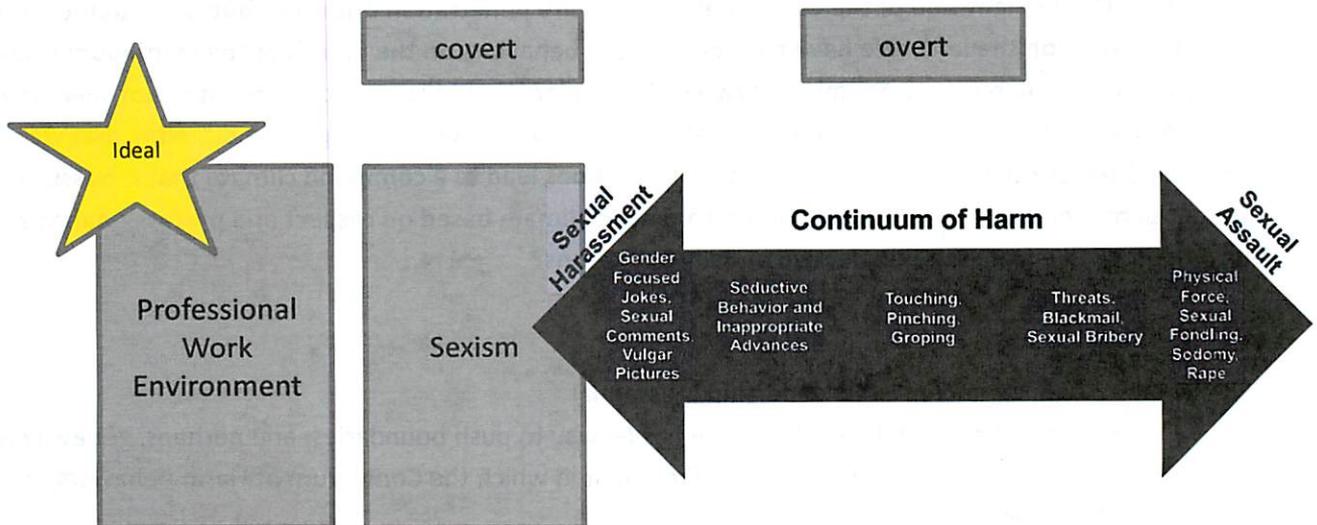
- ✓ By example
- ✓ Walks the walk
- ✓ Respected and respectful
- ✓ Does the right thing when no one is watching
- ✓ Sets standards and keep standards

QUESTION: CNO asked us to refocus our efforts on sexual assault. Why would we begin by asking you about leadership? What's the connection?

What to listen for:

- ✓ It takes leadership and courage to confront shipmates and friends who are being abusive or pushing appropriate boundaries and limits
- ✓ We need leadership from every one of us to refocus our attention on this very serious challenge
- ✓ We lead in a variety of ways and the Navy needs Sailors to show the courage it takes to be leaders in preventing sexual assault

❖ The Continuum of Harm:



STATE: Let's "unpack" the Continuum of Harm. The Continuum of Harm is a range of behaviors that can undermine a professional working environment. Behaviors on the Continuum of Harm, if left unaddressed, can foster an environment where an offender can feel free to push the boundaries to commit a more serious act.

- ✓ **Ideal** = Professional work environment; where all are treated with dignity and respect, and trust thrives.
 - ✓ **On the far left** = Sexism often starts as "white noise" and subtle behaviors. Left unchecked, it can develop in the form of passing comments, jokes and emails that grow out of control in an environment that allows them. Sometimes this may even be perceived as flirting. However, flirtatious behavior has no place in professional work environment.
 - It's easy to turn a deaf ear to sexism and sexist remarks. Even with our busy operational tempo, we have to address them quickly and thoroughly in order to set and maintain a professional tone.
 - We must refocus our senses to identify and stop sexism and sexist remarks before they affect command climate. Others may not like what was said, but feel helpless to say stop.
 - ✓ **In the middle** = **touching, pinching, groping**. We must address behaviors that include inappropriate advances and touching.
 - Sexual contact offenses include inappropriate touching, fondling, groping. Whether or not contact is made with a person's bare skin, unwanted contact (touching) with someone above or below his/her clothing is an offense under the UCMJ.
 - ✓ **On the far right** = Sexual assault penetration offenses.
- As part of the Navy team, it is our duty to create and communicate an environment of professionalism, respect and trust.
 - We must not tolerate a command climate where differences are devalued through negative comments; where violence is a demonstration of power. Leadership must model behaviors rooted in higher standards.

QUESTION: On the right side of the Continuum of Harm are penetration offenses...but what about those more subtle behaviors on the left? We have to address those behaviors on the far left of the continuum – sexual comments, flirting behavior... Seemingly low-level behaviors that taken in isolation might not seem to be a problem, just white noise that we ignore, or categorize as "we're just messing around." Now that we understand the Continuum of Harm, how can those actions lead to a command climate that is possibly tolerant of misconduct? How do we foster a command climate based on respect and professionalism? What does that look like from the perspective of daily operations?

What to listen for:

- ✓ Officer and enlisted leadership is essential
- ✓ Perpetrators may feel he or she has leeway to push boundaries, and perhaps, get away with more serious conduct in an environment in which the Continuum of Harm behaviors are left unaddressed
- ✓ We must swiftly address and correct unsatisfactory behaviors when we notice them

- ✓ Everyone must collectively create a culture in which disrespect, in any form, is not allowed
- ✓ Foster relationships that are based on professionalism, trust, respect, and communication
- ✓ Default to the Navy's Core Values of Honor, Courage, and Commitment, and to Navy Ethos characteristics of Integrity, Discipline and Teamwork

QUESTION: What does everyone in the command think if you notice leadership is silent in the face of a vulgar e-mail or sexist comments?

What to listen for:

- ✓ Officer and enlisted leadership is essential
- ✓ While most who laugh at an off-color joke or forward an inappropriate email do not commit sexual assault - those who do commit this violence often mask and justify their behavior within climates where such behavior is condoned or ignored. Just as peers may provide inadvertent cover for offenders, they are also a very effective tool in both the prevention and response arenas. Emphasize the important role Sailors can play as active bystanders. Armed with basic education and training on resources and intervention strategies, they are a force multiplier.

QUESTION: What does Sexism look like?

What to listen for:

- ✓ Sexism relies on stereotypical gender roles and male dominance; subtle example – males continually restate what female members just stated
- ✓ It reinforces men as protectors and providers, and males as having the greater power, authority, and physical strength; consequently, women must have less power, less authority, and less physical strength
- ✓ It separates people because of their differences, regardless of gender; males that don't fit the mold of muscular and masculine are seen as inferior, and women who don't fit the mold as housewife and homemaker are seen as too dominant
- ✓ Discussion regarding sexism should address situations involving male and female with a view towards acknowledging and eliminating behaviors and attitudes that disempower people
- ✓ Sexism has an adverse effect on people's idea of what is worthwhile about them – it perpetuates stereotypes

QUESTION: The military has been accused of moving too slowly on the issue of sexual assault in our ranks and there needs to be a greater sense of urgency in dealing with this problem. Without question, we are a male-dominated workforce. But by putting this problem in the box as a women's issue, do we diminish it? What role does sexism play in our everyday experiences – consider that 23% of the Navy's population might be having a different experience? The best examples are the gray ones.

What to consider:

- ✓ How do you talk to each other? Do you use first names, nicknames? Rank? Position? Does it matter if the person is male or female?
- ✓ Do you refer to men by their formal title and women by their first name?

- ✓ What about female officers – Do women do this to themselves by saying such things as “please, call me Joan”?
- ✓ Have you ever graciously opened the door for a woman to enter only to let it slam on the man directly behind her?
- ✓ Do you look to the men for answers regarding highly technical or arduous tasks?
- ✓ How does the language you use differ around men and women? Do you talk “down” to females?
- ✓ Do you double check or verify a woman’s work with a man you believe to be technically competent?
- ✓ Are the tasks you assign or are assigned to seen as “women’s work” or a “man’s job”? What affect does this have on who does the work?

The examples may seem trivial to some people, but it is this culture that allows offenses such as sexual assault to occur. Every individual is a valuable member of our Navy and should be treated with dignity and respect.

QUESTION: What is the Navy’s policy on Fraternization? How do you define Fraternization within this command?

Definition of Fraternization = the term traditionally used to identify personal relationships that break the customary bounds of acceptable senior-subordinate relationships.

What to listen for:

- ✓ Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in rank and grade are prohibited, and violate long-standing custom and tradition of the naval service
- ✓ Similar relationships that are unduly familiar between officers or between enlisted members of different rank or grade may also be prejudicial to good order and discipline or of a nature to bring discredit on the naval service and are prohibited
- ✓ Although it has most commonly been applied to officer-enlisted relationships, fraternization also includes improper relationships and social interaction between officer members as well as between enlisted members, to include recruiter-recruit and trainer-trainee relationships

QUESTION: What is the Navy’s definition of Sexual Harassment? Do you know this command’s policy?

Definition of Sexual Harassment = A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

What to listen for:

- ✓ There is an informal resolution process for sexual harassment
- ✓ Examples of Sexual Harassment:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career

- Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person
- 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

QUESTION: What is the Navy's definition of Sexual Assault?

Definition of Sexual Assault = 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.

What to listen for:

- ✓ Walking up to a shipmate and grabbing their genitals or breasts is NOT "horseplay," it's a sexual assault!
- ✓ There is no informal resolution process for sexual assault
- ✓ Uniform Code of Military Justice (Article 120) = a sexual act upon another person such as rape, sexual assault, aggravated sexual contact, and abusive sexual contact
- ✓ Sexual assault is an umbrella term that includes both contact and penetration offenses
- ✓ Offenses include the "good game" slaps (hits on the buttocks), the grabbing or touching of someone's genitals...all the way to violent rape
- ✓ Uniform Code of Military Justice (Article 125) = forced engagement in unnatural carnal copulation with another person of the same sex or opposite sex or with an animal is guilty of sodomy; penetration, however slight, is sufficient to complete the offense
- ✓ Uniform Code of Military Justice (Article 80) = an attempt to commit an offense even though failing to effect its commission, is an attempt to commit that offense

QUESTION: What is the Navy's policy on sexual assault?

What to listen for:

- ✓ Sexual assault is completely unacceptable in the Navy; the ultimate goal is a command climate of gender respect where sexual assault is never tolerated and completely eliminated
- ✓ There is no single easy method to prevent sexual assault – it will require our sustained commitment – mentoring Sailors in decision making; confronting alcohol issues; educating all Sailors about our shared responsibility as bystanders; and actively eradicating sexism and sexual harassment whenever encountered
- ✓ Studies show that a coordinated response by a multi-disciplinary approach improves a victim's experience as well as offender accountability

GROUP ACTIVITY: SEXUAL HARASSMENT VERSUS SEXUAL ASSAULT

ASK: I'm going to read a statement, and I want you to tell me if it is "sexual assault" or "sexual harassment" and then tell me why:

1. Undressing a co-worker with your eyes in the work place.

✓ **Answer:** *Sexual harassment.* This can create a hostile or uncomfortable work environment.

2. Fondling a body part that would be covered by a swimsuit without consent.

✓ **Answer:** *Sexual assault.* This is sexual contact; if it is unwanted, it is a sexual assault.

3. "Sexting" a co-worker or others who find the material offensive.

✓ **Answer:** *Sexual harassment.* "Sexting" refers to sexually explicit text messages (text or images). This can create a hostile or uncomfortable work environment.

**** IMPORTANT NOTE ****

- A lot of times we laugh and joke about these kinds of behaviors
- But if you look at the actions for what they really are – touching in sexual manner without permission – you'll realize that those actions constitute sexual assault
- Sexual assault is any unwanted intentional sexual contact

QUESTION: What is consent?

Definition of Consent = A freely given agreement to the conduct at issue by a competent person.

What to listen for:

- ✓ Consent is...ⁱ
- Based on choice
 - Active, not passive
 - Talking about sex with your partner and how far you want it to go
 - Knowing your partner wants you as much as you want them
 - Listening and being listened to
 - Giving permission without feeling pressured
 - About open communication, caring and respect
 - Asking and hearing a yes
 - Being on the same page as the person you're intimate with
 - Engaging with each other and being clear about what you want
 - Positive cooperation in the exercise of free will
 - Talking about things you like, as well as being open about the things you don't like
 - Setting your boundaries and only doing what you're comfortable with
 - When both or all parties are fully conscious, mutually participating, and have positively and clearly communicated their intent
 - Being able to say no at any time and that choice will be accepted and respected

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QUESTION: So what is NOT consent?

What to listen for:

- ✓ Silence is not consent
- ✓ You do not have consent if your partner is passed out
- ✓ Intoxicated is not consent
 - Alcohol can impair a person's ability to consent; alcohol use does not preclude the ability to give or receive consent, but having sexual contact or act with a person who has been drinking is legally risky
- ✓ Fear is not consent
- ✓ You do not obtain consent by pressuring someone, by threatening, coercing, or forcing someone

QUESTION: If we were to create a continuum of sex similar to what the Continuum of Harm looks like, where would we draw the line between sex and then the sex being a crime? Let's go through some important questions to think and talk about...

What to listen for:

- ✓ If someone says no then after more foreplay willingly has sex then is that rape?
- ✓ What does it mean if someone comes to your room?
- ✓ What behaviors are there that suggest that someone wants to have sex?
- ✓ What about kissing while dancing?
- ✓ What about "grinding" on the dance floor?
- ✓ What about taking one's clothes off?
- ✓ So how do you know then that someone wants to have sex?
- ✓ What does "Playing the game" mean?
- ✓ What is the, "I don't think we should" routine?
- ✓ Where does the myth that "no" means "yes" come from?
- ✓ What does "hooking up" mean?
- ✓ How about "fooling around?" If it means different things to different people then isn't it important to be precise?



Part 2 Purpose: Drive home what Sailors must “do” in order to stop sexual assault – ethical decision making in all ways

❖ FACILITATED DISCUSSION:

PART 2: WHAT SAILORS NEED TO DO (TANGIBLE ACTIONS)

GROUP ACTIVITY: RISK REDUCTION

GOAL: Show that the threat of sexual harassment and sexual assault is an omnipresent part of women’s lives.

DIRECTIONS: IMPORTANT! Try not to vary from the step-by-step instructions when conducting this activity.

1. **STATE:** “Are men and women different? In society, do we have a habit of putting women in one box and men in another? For example – How many female warriors are there in the latest versions of the ‘Call of Duty’ or ‘Halo’ video games?”
2. Ask the questions posed below.
3. Record responses on chart paper or a dry erase board until ideas are exhausted.

PART 1 (For the Men)

ASK: “Men, tell me what you do on a daily basis to reduce the risk of being sexually assaulted.” (Or you can clarify by saying, “What steps do you take every day to keep yourself safe from the threat of sexual assault?”)

**** IMPORTANT NOTE ****

The men might have a hard time with this question and remain fairly silent. There might be a few glib responses and nervous laughter. They might say, “Well, I never really think about it.” It is common for them to come up with NO actual responses to this question (if so, leave the page blank for the visual effect).

PART 2 (For the Women)

STATE: “Watch what happens when we ask the women in the room the same question.”

ASK: “Women, tell me what you do on a daily basis to reduce the risk of being sexually assaulted.” (Or you can clarify by saying, “What steps do you take every day to keep yourself safe from the threat of sexual assault?”)

The list should be written unstructured to symbolize the overwhelmingness with the answers all over the place.

Possible responses:

- “I never walk alone at night”
- “I sometimes dress down as not to call attention to myself”
- “I always carry a cell phone”
- “I go out with a group and come home with a group”
- “I never leave a drink unattended”
- “I carry a set of keys between my fingers as a weapon as I’m walking”
- “I am trained in self-defense class”
- “I lock my doors and windows”

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**** IMPORTANT NOTE ****

Women will typically respond immediately; however if you need to probe for answers, use the following questions:

- What do you do when going out to a bar?
- What do you do when walking home at night?
- Back in the day when we still had land lines, was there anything you would do regarding your phone listing in the telephone book or your recorded voice messages?
- Do you always have taxi money, a full tank of gas?
- What do you do when traveling alone?
- What do you do when in a car alone traveling or in a parking lot?

At this point you may have men contributing to the women's list

- Insist upon hearing only from the women for the moment

**** IMPORTANT NOTE ****

- Responses (if any) typically will not apply to preventing sexual assault. Be sure to ask: "Are you primarily doing that to prevent sexual assault or are you primarily concerned about other crimes?"
- Men may become uncomfortable with the unevenness of the two lists and start building theirs up again.
- Men and women might get defensive and relay that men are also the victim of sexual assault.
 - Response: State, "You are absolutely correct men can be and are also victims of sexual assault and this exercise in no way is trying to say otherwise."
- Men might point out that during deployment there are some things that they will do to reduce their risk of being assaulted. Examples of this might be hyper-vigilance at night alone or in the shower.
 - Response: State, "It may be correct that during deployment, the rates of victimization for men regarding sexual assault go up and conversely, so do rates of victimization for women. Think about that feeling of hyper-vigilance you are describing, men, in experiences during deployment. Now imagine feeling that way every day of your life."
- Men might also clarify that they might not protect themselves specifically from sexual assault, but that they do take steps to protect themselves from crimes like mugging, assault or hate crimes.
 - Response: State, "Women also take steps to protect themselves from those crimes. A significant difference between men and women regarding these crimes is that the underlying threat for women with these crimes is sexual assault."

PART 3 (For All)

ASK: "What do you notice about the two lists?"

Possible responses:

- Women have a lot more rules they have to follow
- Men didn't realize how much more women are on guard all the time
- Women are shocked when they realize how many of these rules they instinctively follow
- Frustration by both men and women that this is the way it is

ASK: "How do these make you feel?"

**** IMPORTANT NOTE ****

Understand the following points:

- Typically, the men's list is limited to less than 2-3 responses while the women's list is usually so full that the chart paper is almost unreadable.
- The practices women outlined are not only what women do every day, but what they are EXPECTED to do, and if they don't, they are questioned and criticized for not practicing risk reduction.
- If women are not carefully practicing these risk reduction techniques, they are often blamed for the crimes committed against them.
- It's okay that men and women are different. It needs to be openly acknowledged in order to encourage community involvement and drive culture change.

QUESTION: Historically, risk reduction has been the major prevention effort to reduce sexual assault and harassment in both the civilian and military communities. So if we've really got a problem, why don't we focus more on sexual assault risk reduction?

What to listen for:

- ✓ The reality is that risk reduction is not reducing the number of incidents
- ✓ We have shipmates assaulting other shipmates – people you know and trust, not typically the stranger in a ski mask
- ✓ The reality is that focusing only on the victim is short sighted – it does not stop the perpetrator from trying again, and again, and again
- ✓ Risk reduction puts most of the focus on women and sexual assault is a gender neutral offense
- ✓ It does not provide support for survivors because people often question what the survivor did or didn't do
- ✓ To end sexual assault and harassment, we need to start examining the attitudes, beliefs, and actions that support a rape culture

QUESTION: So how does sexual assault prevention differ from risk reduction?

What to listen for:

- ✓ Seeks to stop the behavior before it happens by recognizing that there is only ONE person truly capable of preventing a sexual assault 100% of the time: the offender
- ✓ Like Bystander Intervention, sexual assault prevention encourages community involvement and cultural change
- ✓ Rather than blaming victims, prevention strategies hold the perpetrators of sexual violence responsible
- ✓ We must change a culture that allows perpetrators of sexual assault to fly under the radar undetected, unchallenged, and unaccountable
- ✓ Encouraging Bystander Intervention strategies, focusing our efforts on prevention instead of risk reduction, and holding perpetrators appropriately accountable are the building blocks to cultural change

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QUESTION: What does integrity really mean? How can we recognize the moral gravity of each personal and professional decision?

What to listen for:

- ✓ Does this decision respect laws, rules and standards of conduct?
- ✓ Does this decision reflect the Navy's Core Values of Honor, Courage and Commitment?
- ✓ Does this decision contribute to a constructive outcome for me and others?
- ✓ Does this decision safely and legally contribute to mission readiness and completion?
- ✓ Individuals are responsible for the actions they take, as well as the ones they do not
- ✓ Each of us is an ambassador for our Command, the Navy, and our Country

QUESTION: Doing the right thing when no one is looking also means managing the freedom to do whatever you want. A lot of us came into the Navy straight from high school where our freedoms were still regulated by our parents. Even so, now we're all regulated by Navy policy and rules and regulations. Why is it that when left to our own choices some of us begin to set and drift, eventually crossing the line into possible criminal activity? What is so difficult about personal responsibility and making the right choice?

What to listen for:

- ✓ Never had the chance to "test the waters" before stepping into an organization with such a high moral code
- ✓ It's difficult to stop myself when I'm having fun

QUESTION: Where's your red line? We all have a line to mark the limits of our own personal standards of behavior and insist it's a line we would never cross. Is yours a permanent red line? Does it move as a matter of convenience to fit a situation? Does it continue to move as you progress in rank and/or stature? Is your line at the same spot as others? And what happens when you cross the line – can you go back?

What to listen for:

- ✓ Situational boundaries when hard red lines should exist
 - ✓ Think about driving down a long stretch of empty back road and you come to a red light in the middle of nowhere. You stop and look both ways and no traffic is in sight for miles. Do you wait for the light to turn green or do you proceed through the light in order to shorten your travel time? Will your red line move in this situation?
 - ✓ Where is our line when we want to fit in with the team and either participate in the crude jokes or be complacent when it comes to objecting?
- **DECISION MAKING in Action:**
 - ✓ *A Sailor is faced with a choice to accurately report less than high performance on a damage control (DC) drill, or "gun deck" the information for the sake of appearance. She chooses to report accurately, reasoning that the importance of DC capability aboard her ship is vital to everyone's wellbeing.*

- ✓ A junior officer (JO) recognizes that his Department Head is on the verge of accepting an invitation from a contractor that may violate the Joint Ethics Regulation. Some of his fellow JOs pressure him to keep silent about the issue and not rock the boat. Instead, he chooses to speak with his Department Head about his concerns, and points out the possible ethical risk.

QUESTION: The choice to act requires decision. Bystander Intervention is a primary component of sexual assault prevention. Why is it so imperative that we step up and step in when we see a shipmate heading down a potentially dangerous path?

What to listen for:

- ✓ We will never break the cycle of harm if we don't step up and step in
- ✓ It's hard to intervene – what if I'm wrong
- ✓ Don't want to appear stupid

QUESTION: It's about choice. Sexual activity is a personal choice. What kind of decisions are Sailors faced with in terms of sexuality, especially during extended deployments?

What to listen for:

- ✓ Mission first, shipmates always
- ✓ The discussion needs to include eliminating the behavior of looking at fellow Sailors as an opportunity for sexual gratification
- ✓ Discuss personal discipline around sexual behaviors

QUESTION: Drinking is a personal choice. What kind of decisions are Sailors faced with in terms of drinking?

What to listen for:

- ✓ It can lower inhibitions / cloud judgment
- ✓ It can impact a person's ability to consent
- ✓ It can impede the judgment of bystanders

QUESTION: The fact is that there are Service members who drink alcohol. However, some Sailors don't understand the effects of their alcohol use and end up making choices that result in negative outcomes; in addition, they open themselves up to increased risk. What does responsible drinking really mean? How much is too much?

What to listen for:

- ✓ Know your limits
- ✓ Drink in moderation
- ✓ Don't drink underage – underage drinking is illegal and a violation of the UCMJ
- ✓ Command specific policy on responsible alcohol use, example "0013":
 - Zero underage drinking
 - Zero drinking and driving
 - One drink per hour
 - No more than three drinks per night

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QUESTION: How often do you assume that an alleged sexual assault is more likely to be an encounter between well intentioned individuals who simply had regrets the next day?

What to listen for:

- ✓ Every case stands alone
- ✓ Common tactics used to commit the assault include: ignoring victims' efforts to communicate, incapacitating them with alcohol or drugs, physical force, or threats
- ✓ Every case must be thoroughly investigated by law enforcement so that the facts relevant to that case can be determined; then, and only then, after you thoroughly review the case, can you reach a disposition decision that is fair to both the victim and alleged perpetrator in that individual case
- ✓ The prime factor behind a sexual encounter being seen as sexual assault is the exchange of clearly communicated consent from both or all parties
- ✓ In the absence of clear consent, a case could be made for sexual assault

QUESTION: Is there such a thing as situational offenders of sexual assault? Someone who takes advantage of the right combination of circumstances "to get some sex?" For example, our alleged subject has a lack of impulse control, no self-discipline and poor sexual boundaries; he goes and drinks too much alcohol (irresponsible drinking), and then discovers a victim of opportunity (a fellow Sailor who is significantly drunk). This creates the potential for a situation that can possibly lead to sexual assault. What are your thoughts on Navy's assaults - do you think they are committed by situational offenders? How do we prevent those?

What to listen for:

- ✓ Sailors don't take advantage of fellow sailors
- ✓ No premeditation, just a matter of circumstance
- ✓ Situation lent itself to low risk, high reward
- ✓ Lack of consent in a situation like this
- ✓ Bystander intervention would protect BOTH sailors



Bystander Intervention is a strategy that could save at least two people by taking action.



Some Common Characteristics of Sexual Predators:

- ✓ Thrive on secrecy and target victims whom they know will keep silent
- ✓ Often offend where they won't get caught when they have misdirected people's attention
- ✓ Offend when there is a victim of opportunity
- ✓ Good manipulators
- ✓ Overly self-indulgent
- ✓ Arrogant
- ✓ Sexualize, objectify men / women
- ✓ Users of various kinds of pornography
- ✓ Typically known as rationalizers, justifiers, intellectualizers
- ✓ Great helpers, "are there to lend a hand," prey on people in need, when they can insinuate themselves in your life
- ✓ Use stressful and vulnerable situations to get in a potential victims life – they find a need they can fill and they use that to get next to the victim

QUESTION: It is imperative that every man and woman has consent prior to sexual intimacy – this applies to both non-married and married partners. Consent is a decision. Consent is essential. So as we discussed before, what do you do to get consent?

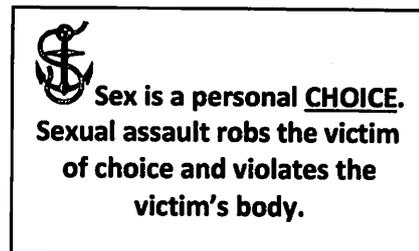
What to listen for:

- ✓ ASK!
 - “No” means no
 - “Not now” means no
 - “I don’t know if I want to” means no
 - Hearing no does not mean slow down, it means stop
 - “I had too much to drink” means no
 - “I’m not sure” means no
 - “I’m scared” means no
 - Sex without consent is a crime
 - Only yes means yes

QUESTION: So how do you ask for consent?

What to listen for:

- Can I kiss you?
- Is this okay?
- Are you comfortable with this?
- What would you like me to do?
- Do you like it when I do this?
- Do you want to have sex?



- ✓ Notice in this section how often “this,” “there,” etc., are used. Why not ask – can I touch your breast? If you can't be explicit, are you ready for sex?
- ✓ It is okay to openly acknowledge that you and your partner have sexual desires
- ✓ It's important for you to respect yourself and your partner and accept their beliefs and their values

QUESTION: What are the official reporting options available to a victim of sexual assault?

What to listen for:

- ✓ Unrestricted Report
 - A process used by an individual to disclose, without requesting restricted reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim's report to the SARC, Healthcare Personnel, a Victim Advocate, command authorities, NCIS, local law enforcement, a chaplain, judge advocate, or other persons are reportable to law enforcement and may be used to initiate the official investigation process.

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- A process used by an eligible individual to report or disclose that he or she is the victim of a sexual assault to specified officials on a requested confidential basis. Under these circumstances, the victim's report and any details provided to the SARC, SAPR VA, or healthcare personnel constitute a restricted report. Such a report to these personnel as well as to a legal assistance attorney or Chaplain will not be reported to law enforcement to initiate an official investigation.
- When a victim elects to remain silent the allegation is never investigated; the subject is never held accountable and the event remains a secret. Perpetrators thrive on secrecy and actually target their victims based on the belief that the victim will keep the secret.

**** CIVILIAN PERSONNEL ONLY ****

- In most cases, if you're a civilian, you are only eligible to make an unrestricted report of sexual assault. Certainly there are SARCs and VAs who can help, but by policy, restricted reports are not an option. The SARC and SAPR VA are available resources for emergent support and can assist you. [For additional civilian eligibility information, see DODI 6495.02]

QUESTION: What do you think prevents or would prevent victims from reporting within our command?

What to listen for:

- ✓ This question is often asked out of well-intentioned frustration at feeling helpless to act in the fact of an assault
- ✓ The reality is that reasons victims give for not reporting include things within a command's reach to address, including:
 - Did not want superiors to know
 - Fear of being treated badly if they report
 - Concern for protecting their identity
 - Did not trust the reporting process
 - Afraid of retaliation
 - Thought nothing would be done
 - Perception they could handle it on their own
- ✓ The ultimate responsibility resides with the command to create a safe environment where reporting is encouraged
- ✓ Note what is being communicated within the command that is contributing to barriers to report and address them
- ✓ **Of the Navy commands that had answered the required sexual assault questions on the DEOCS between 01 March and 21 May 2013:**
 - **45% of men and 57% of women perceived stigma, shame and fear as barriers to reporting sexual assault**
 - **29% of men and 40% of women feared re-victimization if they reported**
 - **40% of men and 26% of women reported no barriers to reporting sexual assault**

QUESTION: Some victims choose not to come forward, or choose to file a restricted rather than an unrestricted report. How can we increase a climate of victim confidence associated with reporting so that victims trust their command and feel supported to report and participate in the investigation and adjudication process?

What to listen for:

- ✓ Leverage leadership at all levels, particularly those most directly connected with the target, most vulnerable audience
- ✓ Create community empowered bystander intervention
- ✓ Train first responders
- ✓ Address sexual assault reporting options and reducing stigma in awareness training at all levels
- ✓ Execute SAPR initiatives at the deck plate level
- ✓ Behave in a way that is transparent to the people we have the privilege of leading
- ✓ Conduct a SAPR Response drill to ensure all parts of the command system function as they are meant to function



We need to embrace the existence of a gray area:

- ✓ Sometimes cases should not or cannot result in criminal convictions, either due to evidentiary issues or just the level of certainty – proof beyond a reasonable doubt
- ✓ Certain cases produce victims through sexual encounters that lead to trauma due to uncertainty about consent
- ✓ Regardless of the outcome of adjudication, we need to recognize that the victim has experienced a traumatic event and they need to be supported and offered the best care possible; we need to get them the resources that they need, as well as encourage and support them through the process

QUESTION: Based on today's discussions, how might our biases be impacting the prevention and response efforts of this command?

What to listen for:

- ✓ The messages we communicate – formally and informally – can decrease victim blaming, increase the scrutiny of repeat offenders, and increase the reporting and help-seeking behaviors of victims
- ✓ Eliminating sexual harassment and sexual violence is everyone's responsibility
- ✓ Your words and actions, or lack thereof, set the deciding tone
- ✓ Identifying potential liabilities in terms of misinformation or personal biases is a crucial first step

QUESTION: SAPR-L and SAPR-F are both titled "TAKE THE HELM" – Why do you think that is?

What to listen for:

- ✓ It is up to all of us – E-1 to O-10 – to step up and step in when we see something wrong
- ✓ CNO states that each of us needs to be the first line of defense
- ✓ We all need to refocus, take charge of this problem and steer it in the right direction
- ✓ Success will only be achieved with an all hands, top-to-bottom, concerted effort to eliminate sexual assault from our ranks

❖ **VIDEO: Play MCPON Message**



Part 3 Purpose: Drive home YOUR expectations to your command

❖ FACILITATED DISCUSSION:

PART 3: WHAT THE COMMANDER'S EXPECTATIONS ARE



SUGGESTION: Develop Command Declaration or Signature Behaviors as part of the Commander's intent

- ✓ Appoint/establish a Command Counsel to create a "Ship's Declaration"
- ✓ Articulate what's important to good order and discipline
- ✓ Sailors decide how they're going to behave on liberty
- ✓ Require signatures and then hold appropriately accountable

C O's C LOSING C OMMENT S :

As result of this stand-down, every participant should understand that they are accountable for fostering a climate where:

- ✓ Sexist behaviors, sexual harassment, and sexual assault will not be tolerated, condoned or ignored
- ✓ Dignity, trust and respect are core values we live by and define how we treat one another
- ✓ Victims' reports are treated with the utmost seriousness, their privacy is protected, and they are treated with sensitivity
- ✓ Bystanders are motivated to intervene because offensive or criminal conduct is neither tolerated or condoned
- ✓ Offenders know they will be held appropriately accountable by a fair, effective and efficient system of justice

Sexual Assault is a crime.

We own it...we'll solve it...together.

Do YOU have the COURAGE to step up and do what is right?

Appendix A: Video Transcripts

1. Ray Mabus, Secretary of the Navy:

“Every day a new group of men and women raise their right hand and swear to join us in protecting and defending the Constitution of the United States of America. Every day mothers and fathers entrust their children to our leadership. They do so knowing they will face certain risks: combat, dangers at sea, or hazardous operations. But none of them expect the danger to come from other Sailors and Marines.

We owe our Sailors, Marines and the American people a solution to the sexual assault problem in our ranks. This is a very real problem and it presents a clear danger to the very foundation of our naval culture. We can repeat that there is “zero tolerance” all we want; however, as leaders our actions must match the words in our commitment to prevent these crimes from taking place.

Make no mistake, sexual assault is a crime. If someone was running across a base shooting at Sailors and Marines we would act immediately. Sexual assault requires the same immediate action. Sailors and Marines DO NOT prey on other Sailors and Marines. Sailors and Marines DO NOT prey on anyone. Period. We can, and will, hold criminals appropriately accountable. You can count on it.

Because of the reports on sexual assaults the American people are beginning to believe that there is something wrong with military culture; that we have a sexist, harassing, even threatening workplace and that we are incapable of professional behavior. You and I know that we ought to be better than that. We must be better than that to maintain the trust of the American people.

We must Honor our shipmates by looking out for one another. We must have the Courage to act as an intervening bystander or to report crimes and inappropriate behavior. And we must have a Commitment to our shared values and to support our shipmates who have been assaulted. The awareness, training, prevention and response programs we have put in place have been important steps.

This is not an easy problem. Imaginative training and new programs are necessary and vital parts of the solution. Addressing the internal threat of sexual assault, and the challenge to good order and discipline in the fleet, requires the involved deck-plate leadership of everyone serving in the Department of the Navy. We must follow through. From the newest recruit to the most senior uniformed and civilian leaders, that kind of leadership is needed every single day.

Sexual assault is wrong. It is a crime. It can tear apart our units, and our Navy. Each of us must commit today, and every day, to eliminating this cancer from our Navy and Marine Corps. Always Courageous. Always Faithful. Semper Fortis. Semper Fidelis.”

2. Jonathan W. Greenert, Chief of Naval Operations:

“Hello shipmates.

We’re having this sexual assault stand-down because we need to refocus. We need to refocus our attention on this very, very serious challenge that we have. Sexual assault is a serious offense; it’s a crime.

The fact of the matter is we still have shipmates assaulting other shipmates. Now think about it. These are people who go to sea together, who say they will give up their life for each other, and who fight casualties together, assaulting one another. We need to refocus. We need to take the time and remember what we’re about.

I need you to listen and I need you to learn during this stand-down.

I’ll see you out there in the fleet.”

3. Mike Stevens, Master Chief Petty Officer of the Navy:

“Shipmates, you’ve heard our CNO. Sexual assault is serious and it’s a crime.

All of our Sailors deserve an opportunity to work in an environment that is safe and free of sexual assault. You and I, we have a responsibility to ensure that the conditions are set and maintained where that environment exists.

Now, I call all of us to arms. I call all of us to arms to eradicate sexual assault because I believe that together there is nothing that we cannot accomplish.

Now let’s get after it.”

Appendix B: Glossary

1. **Assault** – The use of unlawful force or violence either as an overt act with the intent of inflicting bodily harm, or as an unlawful demonstration of violence, through an intentional or culpably negligent act or omission, either of which creates in the mind of another a reasonable apprehension of receiving immediate bodily harm.

2. **Consent** – A freely given agreement to the 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 use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent. A sleeping, unconscious or incompetent person cannot consent.

3. **Domestic Abuse**

- a. Domestic violence; or
- b. A pattern or behavior resulting in emotional/ psychological abuse, economic control, and/or interference with personal liberty when such violence or abuse is directed toward a person of the same sex or opposite sex who is:
 - (1) A current or former spouse;
 - (2) A person with whom the abuser shares a child in common; or
 - (3) A current or former intimate partner with whom the abuser shares or has shared a common domicile.

4. **Chaplain** – Chaplains are a resource for supporting victims of sexual assault with compassionate pastoral care. Victims may counsel with a chaplain with complete confidentiality. Chaplains are familiar with SAPR policy and procedures, and may serve as a gateway to other resources in order to assist victims and their families. Victims are encouraged to speak with chaplains who can assist them, if victims so choose, in contacting designated personnel who receive restricted and unrestricted reports.

5. **Domestic Violence** – An offense under the United States Code, the UCMJ, or State law that involves the use, attempted use, or threatened use of force or violence against a person of the same sex or opposite sex, or the violation of a lawful order issued for the protection of a person of the same sex or opposite sex, who is:

- a. A current or former spouse;
- b. A person with whom the abuser shares a child in common; or,
- c. A current or former intimate partner with whom the abuser shares or has shared a common domicile.

6. **Healthcare Personnel** – All healthcare providers are considered healthcare personnel. This also includes persons assisting or otherwise supporting healthcare providers in providing healthcare services (e.g., administrative personnel assigned to a Medical Treatment Facility (MTF)).

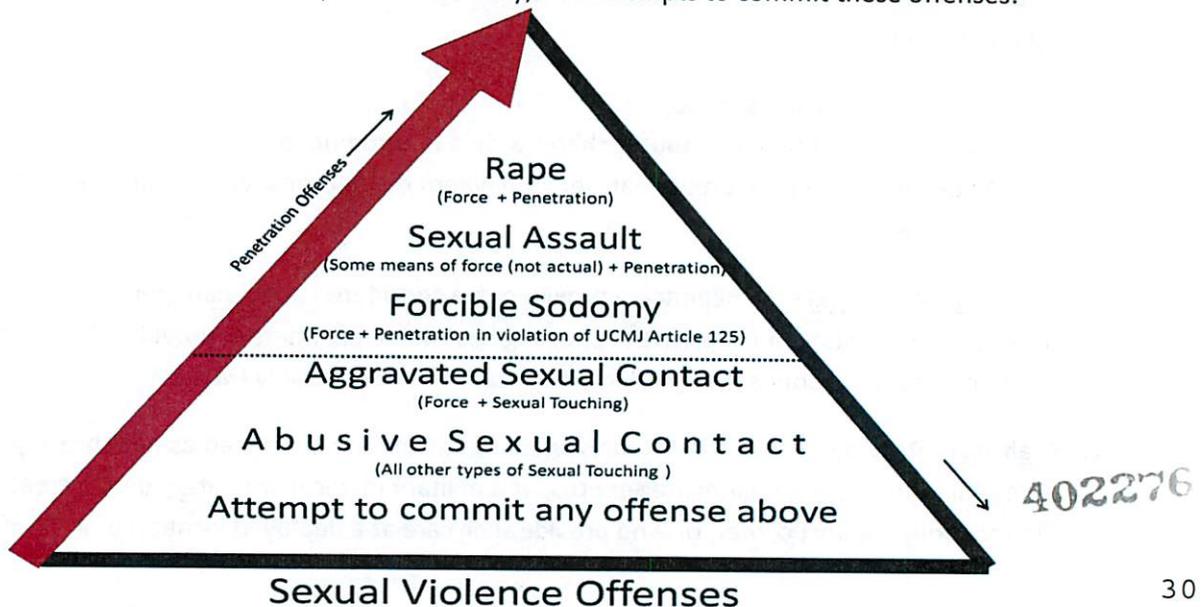
7. **Healthcare Provider** – Those individuals who are employed or assigned as healthcare professionals, or credentialed to provide healthcare services, at a military medical or military dental treatment facility or military family support center, or who provide such care at a deployed location or in an official

capacity. This includes military personnel, DoD civilian employees, and DoD contractors who provide healthcare at an occupational health clinic for DoD civilian employees or DoD contractor personnel. The definition includes Fleet and Family Support program clinicians that function in a government oversight and/or supervisory capacity.

8. Reporting

- a. **Restricted Reporting** – Reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., SARC, SAPR VA, or healthcare personnel), and receive medical treatment, including emergency care, counseling, and assignment of a SARC and SAPR VA, without triggering an official investigation. The victim’s report provided to healthcare personnel (including the information acquired from a SAFE Kit), SARCs, or SAPR 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. 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; however, it may not be an option if the sexual assault occurs outside of the military installation or the victim first reports to a civilian facility and/or a civilian authority or if prohibited by law. This will vary by State, territory, and/or overseas local agreements. See DoD Directive 6495.01. However, victims may also consult with a chaplain or legal assistance attorney for advice and guidance on a confidential basis. Though this is not reported as a restricted report, it does provide the victim these resources without triggering an investigation.
- b. **Unrestricted Reporting** – A process by which the sexual assault victim discloses, without requesting confidentiality or restricted reporting, that he/she has been the victim of a sexual assault. Under this circumstance, the victim’s report and any details provided to healthcare personnel, SARC, SAPR VA, command authorities, or other persons are reportable to law enforcement and may be used to initiate the official investigative process. The victim’s command is required to report the incident to NCIS. Details regarding the incident will be limited to only those personnel who have a legitimate need to know.

9. **Sexual Violence Offenses** – Sexual violence offenses include rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy, and attempts to commit these offenses.



10. Sexual Assault Response Coordinator (SARC) – A military or DoD civilian at an installation who serves installation, tenant and operational commanders as the SAPR subject matter expert and central POC with responsibility for ensuring that training and responsive care is properly coordinated, provided to victims of sexual assault, and tracked from the initial report through final disposition and resolution.

11. Sexual Assault Prevention and Response Victim Advocate (SAPR VA) – A military service member or DoD civilian at an installation who provides non-clinical crisis intervention, referral, and ongoing non-clinical support to adult sexual assault victims. Support will include providing information on available options and resources to victims. The SAPR 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. Personnel who are interested in serving as a SAPR VA are encouraged to volunteer for this duty assignment.

12. Sexual Harassment – 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:

- a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career;
- b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or,
- c. 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.

13. Sexual Assault – 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.

14. Victim – For purposes of this guide, a victim is any person who reports the commission of a sexual offense upon him/herself, or is identified, based upon the report of another person or other information, as a person who has been subjected to a sexual offense.

Appendix C: Additional Resources

DoD Sexual Assault Prevention and Response Office (SAPRO):

<http://www.sapr.mil>

Navy SAPR Program:

http://www.cniv.navy.mil/ffr/family_readiness/fleet_and_family_support_program/sexual_assault_prevention_and_response.html

Navy SAPR Training web resources:

<http://www.sapr.navy.mil>

MyDuty.mil:

<http://www.myduty.mil>

DoD Safe Helpline:

<http://www.safehelpline.org>

Phone Number: 877-995-5247

Text: 55-247 CONUS or 202-470-5546 OCONUS (international fees apply)

Policy, Guidance, and Directives:

OPNAVINST 1752.1B, Sexual Assault Victim Intervention (SAVI) Program (revision currently in progress)

SECNAVINST 1752.4A, Sexual Assault Prevention and Response

DOD Instruction 6495.02, Sexual Assault Prevention and Response Program Procedures

DOD Directive 6495.01, Sexual Assault Prevention and Response (SAPR) Program

ⁱ Adapted from the "Got Consent?" campaign, University of Southern Maine website.



THE SECRETARY OF THE NAVY
WASHINGTON DC 2.0350-1000

July 1, 2013

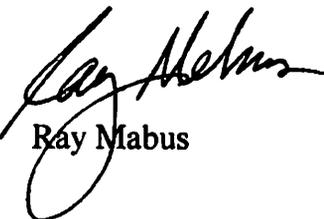
MEMORANDUM FOR UNDER SECRETARY OF THE NAVY
CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS

SUBJECT: Department of the Navy (DON) Sexual Assault Prevention and Response (SAPR) Training Course *Sexual Assault Prevention: One Team, One Fight*

The Department of the Navy Sexual Assault Prevention and Response Office (DON SAPRO) has developed the course *Sexual Assault Prevention: One Team, One Fight*.

Sexual Assault Prevention: One Team, One Fight is the mandatory training for all DON civilians and must be completed prior to October 1, 2013. This training will meet Congressional, Department of Defense, and DON requirements for civilians and will be an optional, additional training for military. Sailors and Marines are welcome to use this training to augment and support their existing training tools. While civilians may have been invited to attend training with their military counterparts during the Secretary of Defense directed mandatory SAPR Stand-down, the Stand-down does not satisfy this requirement.

This effort provides new training to ensure that every member of the Department (military and civilian) understands that sexist behaviors, sexual harassment, and sexual assault are not tolerated, condoned or ignored; every member of DON is to be treated with dignity and respect; all allegations of inappropriate behavior are treated with utmost seriousness; victim privacy is protected, and they are treated with sensitivity; bystanders are motivated to intervene; and offenders will be held appropriately accountable. I am committed to eliminating sexual assault and together, we must provide a comprehensive and synchronized effort to ensure the entire Department is aligned in working towards this goal.


Ray Mabus

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USMC 681



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

IN REPLY REFER TO:
1700
MFB
23 MAY 2013

From: Commandant of the Marine Corps
To: Distribution list

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) STAND-DOWN

Ref: (a) Sexual Assault Prevention and Response (SAPR) Stand-down
SecDef Memo of 17 May 2013

Encl: (1) Tasking and Resources

1. Over the past year and a half, the Marine Corps has been actively engaged in execution of our Sexual Assault Prevention and Response (SAPR) Campaign Plan. Your efforts positively contributed to increased awareness of the crime and confidence among SAPR victims that commanders will ensure environments exist where they can come forward and seek assistance, but we have more work to do to ensure all Marines are supported with dignity and respect. Per the reference, the Secretary of Defense has directed a SAPR stand-down with mandatory actions including: qualifications review and refresher training for SAPR assigned personnel and Recruiters; and purposeful, direct command and leader engagement with Marines and civilians on SAPR principles and climate. Stand-down requirements shall be completed NLT 1 July 2013 for active duty units, 1 September 2013 for Reserve units, and within 45 days of return from deployment for commands currently deployed.

2. The enclosure provides specific stand-down instruction, tools and reporting requirements. Using the reporting forms provided, each MARFOR, MCCDC, MCRC, and MCICOM will report completion of requirement via e-mail to HQMC SAPR action POC, Ms. Gail Reed at gail.reed@usmc.mil as identified above. Request each organization provide confirmation of receipt of this task and a point of contact via MCATS NLT 31 May 2013. Our POC is Maj Kim Mobley, HQMC SAPR Operations Officer, (703) 432-9100 or e-mail Kimberly.mobley@usmc.mil or Col Michael Hudson, HQMC SAPR Branch Head, (703)-432-9249 or Michael.r.hudson2@usmc.mil.

R. E. Milstead, Jr.
R. E. MILSTEAD, JR
Deputy Commandant for
Manpower and Reserve Affairs

Distribution:
MCICOM
MARFORCOM
MARFORPAC
MARFORK

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) STAND-DOWN

MARFOREUR
MARFORRES
MARFORSOC
MARFORSOUTH
MARCENT
MCRC
MCCDC

Tasking and Resources

Section A: SAPR Stand-down for All-hands

A Sexual Assault Prevention and Response (SAPR) stand-down for all Marines and civilians to be completed NLT 1 July 2013 utilizing the SAPR Safety Stand-down Instructors Guide provided and the Commandant of the Marine Corps/Sergeant Major of the Marine Corps video used during All Hands training. Both can be found on SAPR Toolkit site located at

https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/D_Sexual%20Assault%20Prevention (Commander's SAPR Toolkit at the bottom of the page) or
<https://ehqmc.usmc.mil/sites/family/mfc/mfc3/workspace/toolkit/default.aspx>.

The stand-down conducted with all Marines and civilians will ensure purposeful and direct commander and leader engagements with Service member and civilian employees on SAPR principles and the dignity and respect necessary in every workplace. To accomplish this, the Marine Corps will get back to the basics and review Marine Corps traits and principals and how sexual assault is incompatible with each.

Each MARFOR, MARSOC, MCCDC, MCRC, and MCICOM will report completion of this requirement via e-mail to MFB, Ms. Gail Reed at gail.reed@usmc.mil, NLT 8 July 2013 utilizing the stand-down completion report provided. The stand-down completion report also includes a paragraph for "best practices." Request commands include all training best practices, not just those associated with the SAPR stand-down, that could potentially be levied across the Marine Corps.

Deployed units shall complete all stand-down requirements within 45 days of return from deployment. Report completion of this requirement to MFB within five working days of completion.

The Reserve Component shall complete all stand-down requirements by 1 September 2013. Report completion of this requirement to MFB by 15 September 2013.

MCRC will report completion of its refresher training for all enlisted and officer recruiters to include those currently in training NLT 8 July 2013.

Enclosure (1)

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**SAPR STAND-DOWN
FOR ALL HANDS**

I. Scope of the Problem

Sexual assault is a crime that continues to stain the Marine Corps legacy as America's Force in Readiness. Leadership remains personally committed to stopping all forms of this crime within the ranks. Our goal is to create an environment in which all Marines can serve proudly with dignity and respect.

The message that is being delivered throughout the entire Marine Corps is clear - from poolees in the Delayed Entry Program to every level of leadership - Every Marine of every rank understands that any form of unwanted sexual contact is unacceptable and has the responsibility to prevent sexual assault, sexual harassment, and sexist behavior.

II. Review of Marine Corps Values

- Review meaning of values, morals, and ethics.
 - o What are values?
 - *Values*- Ideals or beliefs to which an individual or group aspires.
 - o What are morals?
 - *Morals*-Relate to making decisions between right and wrong.
 - o What are ethics?
 - *Ethics*- Articulation of standards of behavior that reflect those values or morals.
 - Ethics can be individual, social, or professional.
 - o How do our individual ethics differ from our professional ethics?
 - *Individual*- Based on personal experiences and feelings of right and wrong.
 - *Professional*- Informed by professional standards, statutory obligations, legal standards, and licensure.
- Review Marine Corps' core values of Honor, Courage, and Commitment.
 - o What are core values?
 - Principles that guide an organization's internal conduct as well as its relationship with the external world.
 - o Why are core values important to us as Marines?
 - As Marines, our core values guide our performance, behavior, and conduct every minute of every day-whether on duty or off.
 - Our core values form the cornerstone, the bedrock, and the heart of our character. They are the guiding beliefs and principles that give us strength, influence our attitudes, and regulate our behavior. They bond our Marine family into a total force that can meet any challenge including eliminating the heinous crime of sexual assault from within our ranks.
 - o What does Honor mean? What does Courage mean? What does Commitment mean?
 - *Honor*- Honesty, fairness, or integrity in one's beliefs and actions. The quality that guides Marines to exemplify the ultimate in ethical and moral behavior; never to lie, cheat, or steal; to abide by an uncompromising code of integrity; to respect human dignity; to have respect and concern for each

other; to be dependable; to act responsibly; to be accountable for actions; to fulfill obligations; and to hold others accountable for their actions.

- **Courage**-The quality of mind or spirit that enables a person to face difficulty, danger, pain, etc., without fear; bravery. The mental, moral, and physical strength ingrained in Marines to carry them through the challenges of combat and the mastery of fear; to do what is right; to adhere to a higher standard of personal conduct; to lead by example, and to make tough decisions under stress and pressure. It is the inner strength that enables a Marine to take that extra step.
 - **Commitment**-A pledge or promise; obligation. The spirit of determination and dedication within members of a force of arms that leads to professionalism and mastery of the art of war. It leads to the highest order of discipline for unit and self; it is the ingredient that enables 24-hour-a-day dedication to the Marine Corps and Country; pride; concern for others; and an unrelenting determination to achieve a standard of excellence in every endeavor. Commitment is the value that establishes the Marine as the warrior and citizen others strive to emulate.
- o More important than knowing these core values is making the decision to live by them; allowing them to guide us in our thoughts and actions - even in difficult situations.
 - o Throughout your career and life, you will encounter things that are a violation of the core values. One being the crime of sexual assault. In addition, both sexual harassment and sexist behavior violate who we are as Marines.
 - o How do sexual assault, sexual harassment and sexist behavior violate our core values?
 - Sexual assault, sexual harassment and sexist behavior are incompatible with Marine Corps values of honor, courage, and commitment. Not only do they undermine mission readiness and unit cohesion, sexual assault, sexual harassment, and sexist behavior result in an irrevocable loss of faith in the institution and violates the basic principles every Marine has sworn to uphold and defend.
 - Sexual assault is a crime. It is an act without honor. It violates every aspect of moral and ethical behavior and disregards human dignity. Sexual assault is an act of cowardice that inflicts needless pain on another person - often times a fellow Marine.
 - Sexual assault, sexual harassment, and sexist behavior undermine mission readiness and unit cohesion, and result in an irrevocable loss of faith in the institution and violate the basic principles every Marine has sworn to uphold and defend.

III. Review of Marine Corps Leadership Traits and Bystander Intervention

- We have to dedicate ourselves to eliminating sexual assault, sexual harassment, and sexist behavior from our Corps. One of the best ways we can do this is by making the decision to intervene when we see potentially dangerous situations.
- As Marines, we don't have the luxury of standing idly by or deciding that it's "not our business" when someone is in danger; especially when it comes to situations involving (even a potential) sexual assault.
- Each of us has had the 14 leadership traits ingrained in our hearts and minds and it's on these traits we can rely when faced with even the toughest situations. These traits are what enable Marines to lead with honor, not only on the battlefield but in the community as well.
 - Review Marine Corps' 14 leadership traits.
 - 14 Traits: Justice, judgment, dependability, integrity, decisiveness, tact, initiative, endurance, bearing, unselfishness, courage, knowledge, loyalty, enthusiasm.
 - Which of these traits can provide direct benefits when it comes to intervening in a potentially dangerous situation - specifically where sexual assault, sexual harassment, and sexist behavior are concerned?
 - Integrity - Uprightness of character and soundness of moral principles. The quality of truthfulness and honesty.
 - Judgment - The ability to weigh facts and possible courses of action in order to make sound decisions.
 - Initiative - Taking action in the absence of orders.
 - Decisiveness - Ability to make decisions promptly and to announce them in a clear, forceful manner.
 - Tact - The ability to deal with others in a manner that will maintain good relations and avoid offense. More simply stated, tact is the ability to say and do the right thing at the right time.
 - Bearing - Creating a favorable impression in carriage, appearance, and personal conduct at all times.
 - Unselfishness - Avoidance of providing for one's own comfort and personal advancement at the expense of others.
 - Courage - Courage is a mental quality that recognizes fear of danger or criticism, but enables a Marine to proceed in the face of danger with calmness and firmness.
 - Loyalty - The quality of faithfulness to country, Corps, unit, seniors, subordinates and peers.
- When it comes to intervening, be sure to think about the safety of everyone involved (employ tact, bearing). The 3 Ds of bystander intervention; direct, distract, and delegate can help you take the appropriate action.
- The expectation is that every Marine will take action to prevent sexual assault, sexual harassment, and sexist behavior, period.

IV. Responding to Victims of Sexual Assault

- The Marine Corps also continues to be dedicated to ensuring that every victim of sexual assault who comes forward will receive the help and care they need and deserve.
- We realize how difficult it can be to report such a personal violation so Uniformed Victim Advocates (UVAs) who are specially trained and certified, stand ready 24/7 365 to assist you.
- If you are a victim of sexual assault, you have reporting options. You can choose to file an unrestricted report, where you can receive medical treatment and counseling and also have the support of the chain of command as well as a law enforcement investigation to hold the offender accountable.
- For those victims who need more time to make a decision or desire more confidentiality, a restricted report is available. With this option, you still have access to counseling and medical treatment*, but there is no command involvement nor is there an investigation of any kind.
**In California, medical providers are obligated to report sexual assault to law enforcement.*
- If you are interested in either of these options, **talk with the UVA first.** The UVA can preserve your confidentiality and offer more information on other services available to you. Please keep in mind that if you report to me, your Commanding Officer, I have an obligation to notify law enforcement.
- You can also get more information by calling the installation's 24/7 Sexual Assault Helpline or the DoD Safe Helpline (1-877-955-5247).
- Understand that if you are victim of sexual assault, it was not your fault. There is no shame in coming forward, reporting, and getting help. When you're ready, talk with the UVA and they will assist you.

IV. Responding to Victims of Sexual Harassment

- MCO P5354.1D is your primary reference for filing complaints of sexual harassment. If you are the victim of sexual harassment, talk with your Equal Opportunity Advisor (EOA) or Equal Opportunity Representative (EOR) as appropriate. They will discuss the Formal and Informal processes of resolution, to assist you with deciding how to best proceed.
- If you are not sure if you were the victim of sexual harassment or sexual assault, speak to your UVA first. If it is not sexual assault, they will help you contact your EOA or EOR.

IV. Summary

- Sexual assault, sexual harassment, and sexist behavior go against everything it means to be a United States Marine.

- As a Marine, you are expected to live and be guided by the core values, as they are the cornerstone of building and maintaining trust, integrity, and faith in the Marine Corps.
- If you have been sexually assaulted, the Marine Corps is committed to helping you and we encourage you to come forward.
- Regardless of rank, every Marine has the responsibility to prevent sexual assault, sexual harassment, and sexist behavior; from contributing to a climate of dignity and respect to having the moral courage to intervene and prevent it from occurring.

Stand-down Completion Report

1. Command:

2. Date:

3. Total Service Members/Civilians Trained:

	Number Assigned	Number Trained	Percent Trained
Active Marines			
Reserve Marines			
Civilians			
Other Service Members Assigned			
Total			

4. Comments:

5. Best practices:

6. RUC/MCC Reported On:

Enclosure (1)

Section B: Refresher Training for SARCs, UVAs, VAs

Refresher training for recruiters, Sexual Assault Response Coordinators (SARCs), Uniformed Victim Advocates (UVAs) and Civilian Victim Advocates (VAs) on professional ethics, their critical responsibilities and standards, and the impact on mission readiness for violations of standards to be completed NLT 1 July 2013.

All SARCs shall be broken into groups and trained by Headquarters Marine Corps SAPR via teleconference. Dates, groups and call-in instructions are provided below.

SARCs who cannot call-in during their appointed time, are to contact Ms. Kathleen Davis at 703-432-9218 or via e-mail at Kathleen.davis-siudu@usmc.mil to change groups. Teleconferences are limited to 20 personnel.

Training for VAs and UVAs shall be facilitated by SARCs. There is no limit to class sizes or restrictions on method for delivery (ie. VTC or teleconference).

All personnel shall be trained utilizing the professional ethics, critical responsibilities, and impact on mission readiness for violations of standards as provided by MFB.

Each MARFOR, MARSOC, MCCDC, MCRC, and MCICOM will report completion of this requirement via e-mail to MFB, Ms. Gail Reed at gail.reed@usmc.mil, NLT 8 July 2013 utilizing the ethics training completion report provided.

Deployed UVAs and SARCs shall complete ethics training within 45 days of return from deployment. Deployed SARCs can be trained by a SARC who has received training. Report completion of this requirement to MFB within five working days of completion.

The Reserve Component shall complete all ethics training requirements by 1 September 2013. Report completion of this requirement to MFB by 15 September 2013.

Call in instructions teleconference

Group 1

Date: 4 June 2013

Time: 0900

Call-in instructions:

On-Base dial 432-CONF

Commercial (703) 432-CONF

DSN 378-CONF : enter the bridge number followed by the password.

Bridge #	Password
1	2987

Enclosure (1)

402290

Group 2

Date: 4 June 2013

Time: 1500

Call-in instructions:

On-Base dial 432-CONF

Commercial (703) 432-CONF

DSN 378-CONF : enter the bridge number followed by the password.

Bridge #	Password
1	2987

Group 3

Date: 5 June 2013

Time: 1700

Call-in instructions:

On-Base dial 432-CONF

Commercial (703) 432-CONF

DSN 378-CONF : enter the bridge number followed by the password.

Bridge #	Password
9	5435

Group 4

Date: 5 June 2013

Time: 1900

Call-in instructions:

On-Base dial 432-CONF

Commercial (703) 432-CONF

DSN 378-CONF : enter the bridge number followed by the password.

Bridge #	Password
1	2987

Group 5

Date: 6 June 2013

Time: 1700

Call-in instructions:

On-Base dial 432-CONF

Commercial (703) 432-CONF

DSN 378-CONF : enter the bridge number followed by the password.

Bridge #	Password
9	5435

Enclosure (3)

402291

SARC Ethics Teleconference Groupings

Command	Rank	Last Name	First Name	SARC	Location
Group 1					
JUNE 4 @ 0900					
MARFORAF/MARFOREUR	LtCol	Renard	Robert	Command SARC	Germany
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE (CBIRF)	LCDR	Williams	Thomas	Command SARC	MD
SOI-EAST	Capt	Carey	Geraldine	Command SARC	NC
COMBAT LOGISTICS REGIMENT 2	MAJ	Collins	Jeffrey H.	Command SARC	NC
24th MEU	LT	Doss	Brenda	Command SARC	NC
MARSOC	NF-4	Pelfrey	Donna	Command SARC	NC
Marine Corps Combat Service Support Schools	NF-4	Stephens	Shirley	Command SARC	NC
II MEF Headquarters Group (MHG)	MSgt	Tate	Jennifer	Command SARC	NC
MCB CAMP LEJEUNE	NF-4	Brodie	Marie	Installation SARC	NC
2D MARDIV	LtCol	Schlather	Brian	Command SARC	NC
MARCENT	LtCol	Zamarripa	Luis	Command SARC	NC
SOI-EAST	NF-4	Billings-Alomari	Sharon	Command SARC	NC
II MEF	NF-4	Brewer	Donna	Command SARC	NC
22nd MEU	Capt	Felty	Brian	Command SARC	NC
2D MLG	GS-11	Johnson	Elizabeth	Command SARC	NC
2D MARDIV	Civ	Meadows	Corina	Command SARC	NC
22nd MEU	Capt	Mueller	Jonathan	Command SARC	NC
MCAS CHERRY POINT	Maj	Waye	Larry	Command SARC	NC
HENDERSON HALL (Pentagon) / MARINE BARRACKS 8TH & I	NF-4	Thomas	Lisa	Installation SARC	Washington DC
MCB QUANTICO/MCCDC/MCNCR	GS-14	Hester	Cherrone	Installation SARC	VA
Group 2					
JUNE 4 @ 1500					
2D MAW	LtCol	Kelley	Melissa	Command SARC	NC
2D MAW	Col	Meade	Julia	Command SARC	NC
2D MAW	Col	Rowe	David	Command SARC	NC
MCAS NEW RIVER	NF-4	Green	Joe Anna	Installation SARC	NC
MCAS CHERRY POINT	NF-4	Adair	Jeannie	Installation SARC	NC
MCRD P/ERR	CIV	Pending hire			SC
MCAS BEAUFORT	NF-4	Johnson	Sharria	Installation SARC	SC
MCRC - Eastern Region/MCRD Parris Island	NF-4	Scott	Midge	Installation SARC	SC
MARFORCOM/Camp Allen	NF-4	Carter	Tina	Command SARC	VA
TRAINING COMMAND	NF-4	Negron	Karmaria	Command SARC	VA
TECOM HQ / EDCOM	NF-4	Watson	Leah	Command SARC	VA

SARC Ethics Teleconference Groupings

EDUCATION COMMAND	Maj	Wu	Jack	Command SARC	VA
MCRC	GS	Hudson	Thomas	Command SARC	VA
MARINE CORPS EMBASSY SECURITY GROUP	Capt	Johnson	Michael	Command SARC	VA
MARINE CORPS EMBASSY SECURITY GROUP	Capt	Steinke	Katherine	Command SARC	VA
MARINE CORPS SECURITY FORCE REGIMENT	Capt	Thobaben	Christopher	Command SARC	VA
MCI COM	NF	Golinski	Phillip	Command SARC	Washington DC
Group 3					
JUNE 5 @ 1700					
MCAS YUMA	NF-4	Chipman	Mary	Installation SARC	AZ
MAGTF / MCAGCC 29 Palms	NF-4	Husung	Jennifer	Installation SARC	CA
MAGTF/MCAGCC 29 Palms	NF-4	Corker	Markescia	Installation SARC	CA
MCLB BARSTOW	NF-4	Chavez	Christina	Installation SARC	CA
1st MARDIV	NF-4	Beeson	Nicole	Command SARC	CA
11th MEU	Capt	Buckhahn	Philipp	Command SARC	CA
1ST MARDIV	Maj	Cotoia	Heather	Command SARC	CA
1st MLG	NF-4	Fordyce	Patricia	Command SARC	CA
13th MEU	Maj	Goldberg	AJ	Command SARC	CA
MCB CAMP PENDLETON	NF-5	Justiniano	Marco	Installation SARC	CA
13TH MARINE EXPEDITIONARY UNIT	Capt	Moynihan	Gregory T	Command SARC	CA
I MHG	Maj	Randolph	John	Command SARC	CA
1st MARDIV	Maj	Taylor	Barron	Command SARC	CA
1st MLG	CWO5	Williams	Devera	Command SARC	CA
I MEF	NF-4	Yepez	Caroline	Command SARC	CA
MAGTF / MCAGCC 29 Palms	GS-15	Barnes	Linda	Installation SARC	CA
MCAS CAMP PENDLETON	Maj	Clanton	Jon	Command SARC	CA
MCAS MIRAMAR	NF-4	Kamins	Latricia	Installation SARC	CA
3D MAW	Maj	Martin	Rhonda C.	Command SARC	CA
MCRD San Diego/Western Recruiting Region	NF-4	Ax	Rebecca	Installation SARC	CA
MCRD San Diego/Western Recruiting Region	NF-4	Benavides	Ellie	Installation SARC	CA
Group 4					
JUNE 6 @ 1700					
HQTRs and HQTRS SQUADRON, MCAS MIRAMAR	Maj	Thompson	Richard J	Command SARC	CA
I MEF	Maj	Schmidt	Zachary	Command SARC	CA
3D MAW (FWD)	Maj	Harvey	Craig	Command SARC	CA

SARC Ethics Teleconference Groupings

MCB Hawaii	NF-4	DeLeon	Richard	Installation SARC	Hawaii
MARFORPAC	NF-4	Cook	Tanisha	Command SARC	Hawaii
MARDET Fort Leonard Wood	NF-4	Montgomery-Hall	Peggy	Command SARC	Missouri
9th MCD	Capt	Kobie	David	Command SARC	MO
MATSG-21	Capt	Scott	Anne	Command SARC	FL
MARFORSOUTH	GS15	Wunderlich	Tony	Command SARC	FL
MCLB ALBANY	Civ	Hurst	Jamie	Installation SARC	GA
MCRC 8TH MCD FT. Worth, TX	Capt	Sipe	Abraham	Command SARC	TX
MARFORRES HQ	NF-5	Cuevas	Peggy	Installation SARC	NOLA
4th MLG	LCDR	Decker	Suzanne	Command SARC	NOLA
4th MAW	NF-4	Steckel	Jessica	Command SARC	NOLA
4th MARDIV	Maj	Zonavetch	Daniel	Command SARC	NOLA
4th MARDIV	NF-4	Morrison	Rosalyn	Command SARC	NOLA
4th MLG	NF-4	Stucker	Shaunda	Command SARC	NOLA
Group 5					
JUNE 5 @ 1900					
3d MLG	NF-4	Edgington	Develda	Command SARC	Japan
HHS MCAS FUTENMA (1ST MAW)	Capt	Frokjer	Lucas	Command SARC	Japan
MCAS Iwakuni	NF-4	Adams	Sharon	Installation SARC	Japan
III MEF	NF-4	Bless	Paul	Command SARC	Japan
1st MAW	NF-4	Rice	S. Ray	Command SARC	Japan
MCB Camp Butler, Okinawa	NF-4	Perez	Brenda	Command SARC	Japan
1st MAW	LtCol	Jackson	John	Command SARC	Japan
3RD MARDIV (-REIN)	Maj	Jennings	Charles	Command SARC	Japan
III MEF	Col	King	Kevin	Command SARC	Japan
MCB Camp Butler, Okinawa	Capt	Madison	Emmaline	Command SARC	Japan
USNH OKINAWA	LT	Mohan	Erin	Command SARC	Japan
3d MARDIV	NF-4	Neenlapathna	Pinida	Command SARC	Japan
3d MLG	Maj	Pope	David	Command SARC	Japan
MCIPAC	NF-4	Street	Sunny	Command SARC	Japan
1st MAW	LCDR	Varney	Amy C.	Command SARC	Japan
USNH OKINAWA	LTLJG	Siepkner	Alison	Command SARC	Japan
MARFORK	Maj	Pound	Russ	Command SARC	Korea

**SARC/UVA/VA REFRESHER: PROFESSIONAL ETHICS, CRITICAL RESPONSIBILITIES,
AND IMPACT ON MISSION READINESS FOR VIOLATIONS OF STANDARDS
MAY 2013**

I. Professional Ethics

- Review meaning of values, morals, and ethics.
 - What are values?
 - *Values*- Ideals or beliefs to which an individual or group aspires.
 - What are morals?
 - *Morals*-Relate to making decisions between right and wrong.
 - What are ethics?
 - *Ethics*- Articulation of standards of behavior that reflect those values or morals.
 - Ethics can be individual, social, or professional.
 - How do our individual ethics differ from our professional ethics?
 - *Individual*- Based on personal experiences and feelings of right and wrong.
 - *Professional*- Informed by professional standards, statutory obligations, legal standards, and licensure.
- Review Marine Corps' core values of Honor, Courage, and Commitment.
 - What are core values?
 - Principles that guide an organization's internal conduct as well as its relationship with the external world.
 - Why are core values important to us as Marines and as SAPR personnel?
 - As Marines and SAPR personnel, our core values guide our performance, behavior, and conduct every minute of every day- whether performing our duties, supporting a sexual assault victims, or while off duty.
 - Our core values form the cornerstone, the bedrock, and the heart of our character. They are the guiding beliefs and principles that give us strength, influence our attitudes, and regulate our behavior. They bond our Marine family into a total force that can meet any challenge such as allowing SARCS/UVAs to provide a climate of support for sexual assault victims.
 - What does Honor mean? What does Courage mean? What does Commitment mean?
 - *Honor*- Honesty, fairness, or integrity in one's beliefs and actions. The quality that guides Marines to exemplify the ultimate in ethical and moral behavior; never to lie, cheat, or steal; to abide by an uncompromising code of integrity; to respect human dignity; to have respect and concern for each other; to be dependable; to act responsibly; to be accountable for actions; to fulfill obligations; and to hold others accountable for their actions.
 - *Courage*- The quality of mind or spirit that enables a person to face difficulty, danger, pain, etc., without fear; bravery. The mental, moral, and physical strength ingrained in Marines to carry them through the challenges of combat and the mastery of fear; to do what is right; to adhere to a higher standard of personal conduct; to lead by example, and to make tough

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decisions under stress and pressure. It is the inner strength that enables a Marine to take that extra step.

- *Commitment*-A pledge or promise; obligation. The spirit of determination and dedication within members of a force of arms that leads to professionalism and mastery of the art of war. It leads to the highest order of discipline for unit and self; it is the ingredient that enables 24-hour-a-day dedication to the Marine Corps and Country; pride; concern for others; and an unrelenting determination to achieve a standard of excellence in every endeavor. Commitment is the value that establishes the Marine as the warrior and citizen others strive to emulate.
- Review Marine Corps' 14 leadership traits.
 - Why are these important to us as Marines and as SAPR personnel?
 - "Leadership is intangible, hard to measure, and difficult to describe. Its quality would seem to stem from many factors. But certainly they must include a measure of inherent ability to control and direct, self-confidence based on expert knowledge, initiative, loyalty, pride and sense of responsibility." - General C. B. Cates, 19th Commandant of the Marine Corps.
 - 14 Traits: Justice, judgment, dependability, integrity, decisiveness, tact, initiative, endurance, bearing, unselfishness, courage, knowledge, loyalty, enthusiasm.
 - These are the leadership traits that enable Marines to lead with honor, on the battlefield and in the community.
 - As SAPR personnel, these traits allow SARCs/UVAs to be the best advocates to sexual assault victims in their time of need and support.

II. SARC/UVA Critical Responsibilities and Standards

- Review purpose of having a Code of Professional Ethics
 - Why is it important to have a code of professional ethics?
 - A code of ethics for a profession serves the following purposes: safeguards reputation of the profession, protects the public or victims from exploitation, furthers the competent and responsible practice of the profession.
 - The foundation for a victim assistance code of ethics includes: values of client autonomy, privacy, and self-determination, objectivity and abstention from abuse, honesty and equity of service, compassion and respect for individuals, social responsibility and confidentiality, and working within one's range of competence.
- Review SARC/UVA Code of Professional Ethics (DD Form 2950).
 - What are some of the ethical standards that govern your interactions with the victims you assist?
 - See Section I of the Code for listed standards
 - What are some of the ethical standards that govern your interactions with other professionals and the general public?
 - See Section II of the Code for listed standards
 - What are some of the ethical standards that govern your professional conduct?
 - See Section III of the Code for listed standards

- Review SARC/UVA responsibilities (DOD.I 6495.02 and MCO 1752.5B)
 - What are your critical responsibilities as a SARC/UVA?
 - SARCs: Coordinate sexual assault responses; ensure victims receive care, services, and/or referrals; train and support UVAs; victim advocacy; etc.
 - UVAs: Victim advocacy, respond to sexual assaults; facilitate care; provide information; assist with accessing resources; accompany victims; provide training to fleet; etc.
 - Commonality: taking a victim-centered approach where the victims' interests are the primary responsibility of SARCs/UVAs.
 - How does the SARC/UVA Code of Professional Ethics help in carrying out your critical responsibilities as SARCs/UVAs?
 - It provides SARCs/UVAs guidance on how to appropriately interact with and respects others while providing a standard of ethical behavior to follow.
- Remind SARCS/UVAs are required to sign that they will follow the SARC/UVA Code of Professional Ethics as part of their Certification Application Packet (DD Form 2950).

III. Impact of Mission Readiness for Violations of Standards

- What can occur when someone violates a Code of Professional Ethics?
 - Compromise trust in and integrity of the profession; reduce the number of people seeking support or assistance.
- How does this specifically affect the Marine Corps when a SARC/UVA violates professional ethics?
 - Compromise trust and faith of victims, Marines, and general public; compromise integrity of Marine Corps, reduce number of sexual assault reported to SARCs/UVAs; affect morale; impact mission readiness.
- How can you avoid violating ethical standards?
 - Follow the Code of Professional Ethics,
- How can you make sure to make the most appropriate decisions when supporting a victim or when you are representing the Marine Corps as a Marine?
 - Follow the Ethical Decision Making Process
 - Step 1: Assess the facts;
 - Step 2: Identify relevant ethical standards;
 - Step 3: Assess practical concerns that impact the decision making process;
 - Step 4: Consider possible course of action;
 - Step 5: Consult with a peer or supervisor;
 - Step 6: Select the best option of action;
 - Step 7: Evaluate the outcome.

IV. Summary

- Regardless of someone's military occupational specialty, following ethical standards are imperative in that they are the cornerstone of building and maintaining trust, integrity, and faith in the Marine Corps.
- Ethics allow our core values of honor, courage, and commitment to flourish, especially in difficult times.

Ethics Training Completion Report

1. Command:

2. Date:

3. Total SARC/UVAs/VAs Trained:

	Number Assigned	Number Trained	Percent Trained
Full-time SARC			
Collateral-duty SARC			
UVAs			
Civilian VAs			
Total			

4. Comments:

5. Best practices:

6. RUC/MCC Reported On:

Enclosure (1)

Section C: Review of qualifications for SARCs, UVAs, VAs

An active review of credentials and qualifications of current-serving recruiters, SARCs, and VAs to ensure they meet applicable selection criteria and standards of conduct. To accomplish this requirement, commanders are directed to conduct a complete review of the appointment of each SARC, VA, and UVA utilizing the attached spreadsheet. Specifically, Commanders will check each SARC, VA, and UVA against the National Sex Offender Registry at www.nsopw.gov.

Each MARFOR, MARSOC, MCCDC, MCRC and MCICOM will report completion of this requirement by providing the spreadsheet via e-mail to MFB, Ms. Gail Reed at gail.reed@usmc.mil, NLT 8 July 2013. Ensure spreadsheets are password protected and provided via encrypted e-mail. Passwords should be provided separately to Ms. Reed.

MCRC will report completion of background checks to include checking the National Sex Offender Registry for each recruiter to MFB.

Enclosure (38)

402300

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
UVA/VIA Unit Name	UVA/VIA Proj Name	UVA/VIA Middle Name	Full SSN (Please provide for HQMC CASN)	Affiliation	Duty Station	Pay Grade	Location	Unit Name	Background Check Date	Date Name recorded of Justice National Security (www.justice.gov)	Date Name recorded with CASN (with SSN)	Did the CO use Appraisal for select (UVA)	UVA/VIA Training Completion Date	UVA/VIA Credential Date	If credential has not been renewed per date provided in HQMC	Date of UVA Appointment Letter	Date UVA Awarded DD Form 230	Date SSN Form Ethical Training Completed
1																		
2	Example	Unit	in	12/15/2019	Marine Corps	Active Duty	E7	New York	20190110	20190110		Yes	20190110	20190401	20190610	20190415	20190415	20190600
3																		
4																		
5																		
6																		
7																		
8																		
9																		
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ENCLOSURE (1)

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Section D: POA&M

Task	Date
All Hands SAPR Stand-down completed	1 July 2013
Refresher training for SARCs/UVAs/VAs/Recruiters completed	1 July 2013
Review of Qualifications for SARCs/UVAs/VAs/Recruiters for both the Active and Reserve Component completed	1 July 2013
All Hands SAPR Stand-down completion reported to HQMC SAPR	8 July 2013
Refresher training for SARCs/UVAs/VAs/Recruiters completion reported to HQMC SAPR	8 July 2013
Review of Qualifications for SARCs/UVAs/VAs/Recruiters Reported to HQMC SAPR	8 July 2013
Completion of requirements reported to CJCS	15 July 2013
Reserve Component All Hands SAPR Stand-down completed	1 September 2013
Refresher training for SARCs/UVAs/VAs for the Reserve Component completed	1 September 2013
Report of completion of all Reserve Component training requirements to HQMC SAPR	15 September 2013

*Note: Deployed forces will have 45 days upon return from deployment to complete training requirements for all hands and SARCs/UVAs. Completion of this requirement will be reported within five working days of completion.

Enclosure (1)



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SAPR-F TAKE THE HELM



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Sexual Assault Prevention
Handout

10 page Handout in Braille

DEPARTMENT OF THE NAVY

SEXUAL ASSAULT PREVENTION: ONE TEAM, ONE FIGHT



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DEPARTMENT OF THE NAVY

**SEXUAL ASSAULT PREVENTION:
ONE TEAM, ONE FIGHT**



Sexual Assault Prevention and Response ... ir j v1 j

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