

8. (ALL) Please describe your (civilian) Victim Advocate program, including:
 - a. Average pay grade and eligibility criteria;
 - i. **(AF) GS-11 and must be of the following series: Social Science, Psychology, and Welfare Group – GS-0100, and Social Science Series, GS-0101; OPM Position Classification Standard (PCS) for Psychology Series, GS-0180, TS-71, June 1968; OPM PCS for Social Work Series, GS-0185, TS-52, June 1964; OPM PCS for Social Services Series, GS-0187.**
 - b. Screening and selection process (including databases checked for background misconduct);
 - i. **(AF) To be hired as a SAVA, the applicant must possess knowledge of a wide range of generally accepted practices and procedures associated with victim advocacy, social services delivery systems, principles, and behavioral theories relating to victim advocacy, sexual assault and other acts of interpersonal violence. Additionally, they must pass a background check conducted for all potentially hired AF GS employees.**

- c. Training (curriculum, duration, certification, continuing education);
 - i. **(AF) All SAVAs receive specific training at the Sexual Assault Response Coordinator Course at Maxwell AFB. The course is 8 days, 64 total hours. They are all NOVA certified after receiving 40 hours of training. They are also required to complete 32 hours of advanced Continuing Education every 2 years after initial NOVA certification.**
 - d. Number of full-time, part-time, volunteer, and deployable civilian Victim Advocates;
 - i. **(AF) All SAVAs are full-time Air Force Civilian employees. They may be deployable depending on their installation's position description.**
 - e. Breakdown by age, gender, rank, education, and certification status;
 - i. **(AF) As detailed above, all of the AF SAVAs received NOVA initial training and subsequent continuing education. We currently do not require our installation or MAJCOM SARCs to track and/or report the age and outside education of our VAs. See attached spreadsheet, "SARC & VA rank/gender" for other information regarding gender, rank, and certification.**
 - f. Average caseload and desired caseload;
 - i. **(AF) The SAVA's case load could be a maximum of five. However, the AF prefers the SAVA to have fewer cases to allow for efficient supervision of the Volunteer VAs.**
 - g. Reporting structure;
 - i. **(AF) SAVA's direct supervisor is the installation SARC.**
 - h. How is performance evaluated and how often;
 - i. **(AF) Once a year as required by civilian personnel regulations.**
 - i. Average length of assignment.
 - i. **(AF) As this is a new program, it is unclear how long the civilian SAVAs will remain in their position. This will be according to the existing civilian personnel regulations.**
 - j. **(AF) For additional information, see Tab 7, "SAVA and VA BBP (30 Oct 13)."**
9. (ALL) Please describe your Uniformed Sexual Assault Response Coordinator program, including:
- a. Average rank and eligibility criteria;
 - i. **(AF) Current Air Force policy does not require installation or MAJCOM SARCs to track the average rank of their military SARC. However, they must be at least an O-3.**
 - b. Screening and selection process (including databases checked for background misconduct);
 - i. **(AF) The Air Force requires a Commander's or Agency Head's Statement of Understanding, a Volunteer's Statement of Understanding for Volunteer Victim Advocates, completed application, favorable security clearance, interview per AFI 36-6001, criminal background check is conducted by AFOSI using AFOSI Manual 71-122, and final vetting by AF/CVS SAPR Ops (for appropriate rank, educational background).**
 - c. Training (curriculum, duration, certification, continuing education);

- i. **(AF) All SARCs receive specific training at the Sexual Assault Response Coordinator Course at Maxwell AFB. The course is 8 days, 64 total hours. They are all NOVA certified after receiving 40 hours of training. They are also required to complete 32 hours of advanced Continuing Education every 2 years after initial NOVA certification.**
 - d. Number of full-time, part-time, volunteer, and deployable Uniformed SARCs;
 - i. **(AF) There are 46 full-time military SARCS. They are all deployable.**
 - e. Breakdown by age, gender, rank, education, and certification status;
 - i. **(AF) We do not track age or outside education of our SARCs. All officers will have a minimum of a bachelor's degree before being commissioned. See attached spreadsheet, "SARC & VA rank/gender" for other information regarding gender, rank, and certification (Tab 6).**
 - f. Average caseload;
 - i. **(AF) This varies by base and number of victim advocates.**
 - g. Reporting structure;
 - i. **(AF) All SARCs report to the installation Vice Commander.**
 - h. How is performance evaluated and how often; and
 - i. **(AF) Uniformed SARCs, like all military personnel, receive formal initial and annual feedback from their direct supervisor (installation vice commander) as well as annual officer performance reports.**
 - i. Average length of assignment.
 - i. **(AF) This varies per the Air Force officer assignment process but averages 3-4 years.**
10. (ALL) Please describe your civilian Sexual Assault Response Coordinator program, including:
- a. Average pay grade and eligibility criteria;
 - i. **(AF) GS 12 and must possess a Social Science degree.**
 - b. Screening and selection process (including databases checked for background misconduct);
 - i. **(AF) Hiring of civilian SARCs is covered under standard AF civilian personnel hiring directives. This includes an interview; meeting civilian personnel classification requirements, and a background check through civilian personnel hiring process.**
 - c. Training (curriculum, duration, certification, continuing education);
 - i. **(AF) All SARCs receive specific training at the Sexual Assault Response Coordinator Course at Maxwell AFB. The course is 8 days, 64 total hours. They are all NOVA certified after receiving 40 hours of training. They are also required to complete 32 hours of advanced Continuing Education every 2 years after initial NOVA certification.**
 - d. Number of full-time, part-time, volunteer, and deployable civilian SARCs;
 - i. **(AF) There are 75 full-time civilian SARCs. These are typically non-deployable civilian positions.**

- e. Breakdown by age, gender, rank, education, and certification status;
 - i. **(AF) We do not track age or outside education of our SARCs. See attached spreadsheet, "SARC & VA rank/gender" for other information regarding gender, rank, and certification (Tab 6).**
- f. Average caseload and desired caseload;
 - i. **(AF) This varies by base and number of victim advocates.**
- g. Reporting structure;
 - i. **(AF) SARC's direct supervisor is the installation Vice Commander.**
- h. How is performance evaluated and how often;
 - i. **(AF) Once a year as required by civilian personnel regulations.**
- i. Average length of assignment.
 - i. **(AF) Assignments can be indefinite, it is handled according to the existing civilian personnel regulations.**