



**MILITARY DEPARTMENT OF ARKANSAS  
OFFICE OF THE ADJUTANT GENERAL  
CAMP JOSEPH T. ROBINSON  
NORTH LITTLE ROCK, ARKANSAS 72199-9600**

ASA HUTCHINSON  
GOVERNOR

MARK H. BERRY  
MAJOR GENERAL  
THE ADJUTANT GENERAL

NGAR-HRO-SARC

05 July 2016

MEMORANDUM FOR All Soldiers and Airmen of the Arkansas National Guard

SUBJECT: The Adjutant General's Policy 2016-11, Sexual Assault Reporting Procedures

1. This policy supersedes The Adjutant General Policies and Chief of Staff Directives published in relation to the Sexual Assault Prevention and Response Program prior to Fiscal Year 2016.
2. References:
  - a. Department of Defense Directive 6495.01, Sexual Assault Prevention and Response Program, January 23, 2012, Incorporating Change 2, Effective January 20, 2015.
  - b. Department of Defense Instruction 6495.02, Sexual Assault Prevention and Response Program Procedures, 28 March 2013, Incorporating Change 2, Effective July 7, 2015.
  - c. AR 600-20, Army Command Policy, Chapter 8, Sexual Assault Prevention and Response Program, 06 November 2014.
  - d. Air Force Policy Directive 90-60 Sexual Assault Prevention and Response (SAPR) Program, 02 October 2014.

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SUBJECT: The Adjutant General's Policy 2016-11, Sexual Assault Reporting Procedures

e. AFI 90-6001, Sexual Assault Prevention and Response (SAPR) Program, 21 May 2015.

f. Chief National Guard Bureau Instruction 0400.01, Chief, National Guard Bureau Office of Complex Administrative Investigations, 30 July 2012.

g. DTM 14-007, Sexual Assault Incident Response Oversight Report, September 30, 2014, Incorporating Change 1, effective October 7, 2014.

h. Chief National Guard Bureau Instruction 0401.01, National Guard Special Victims' Counsel Program, 06 January 2015.

i. NGAR 27-10, Military Justice, 1 September 2015.

3. Purpose: This policy outlines the procedures and the requirement to report any occurrences of sexual assault involving military personnel assigned to the Arkansas National Guard and the response to reports made.

4. Background: The Arkansas National Guard has worked and continues to work diligently to develop and implement a comprehensive policy that strengthens military readiness by preventing sexual assault, enhancing victim support, and improving system accountability. These procedures further outline the command's response to a report of sexual assault and outlines responsibilities of each member and level of command/supervision to respond to such a report. These procedures consist of three distinct phases: reporting, assistance, and command response.

5. Definitions:

a. Sexual Assault is defined as intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. Sexual assault includes: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses. Sexual assault can occur without regard to gender or spousal relationship or age of victim.

b. Consent is defined as "Words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person. An expression of lack of consent

through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the accused's use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating relationship or the manner of dress of the person involved with the accused in the sexual conduct at issue shall not constitute consent. There is no consent where the person is sleeping or incapacitated, such as due to age, alcohol or drugs, or mental incapacity."

c. Sexual Assault Response Coordinator (SARC/Wing SARC) is defined as "The single point of contact at an installation or within a geographic area who oversees sexual assault awareness, prevention, and response training; coordinates medical treatment, including emergency care, for victims of sexual assault; and tracks the services provided to a victim of sexual assault from the initial report through final disposition and resolution." SARC's who are assigned at the Brigade (BDE) level are "trained and responsible for coordinating the SAPR Program as a collateral duty in a specified area of a deployed theater." BDE SARC's will serve as Victim Advocates (VA) where a state SARC or installation SARC is available.

d. Victim Advocate is defined as "A person who, as a victim advocate, shall provide 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."

e. Special Victims' Counsel (SVC) is defined as attorneys who are assigned to provide legal assistance and representation in accordance with section 1044e of Under Secretary for Personnel and Readiness Report, "Task Force Report on Care for Victims of Sexual Assault," April 2004 and Service regulations. The Air Force, Army, NG, and Coast Guard refer to these attorneys as SVC. The Navy and Marine Corps refer to these attorneys as VLC.

6. Policy: The Arkansas National Guard will respond to sexual assaults utilizing the framework laid out in this policy. This framework is not all-inclusive, so all Arkansas National Guardsmen are directed to seek additional guidance from the state SARC or Wing SARC with any questions or guidance regarding situations that do not appear to fit within this framework. Inaction on the part of members or leaders/supervisors is always

an inappropriate response. Leaders/Supervisors who fail to act on reports of sexual assault may be subject to disciplinary action.

7. Reporting: It is the responsibility of all members of the Arkansas National Guard to report incidents of sexual assault involving guardsmen that they personally witness. Every member of the Arkansas National Guard is 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. In accordance with NGAR 27-10 Military Justice, 1 September 2015, I have reserved authority to dispose of sexual misconduct and sexual harassment offenses under the Military Code of Arkansas to the Special Courts-Martial Convening Authority (SPCMCA) in the service member's chain of command. SPCMCAs are commanding officers of a military reservation, or of a brigade, wing, ground or other detached command that may convene special courts-martial.

a. Victims who wish to report a sexual assault should report by notifying a VA or SARC immediately. Reporting to these trained personnel will ensure the victim's confidentiality and the restricted reporting option.

b. Commanders will report sexual assaults, they become aware of, immediately to the Wing SARC or the state SARC. The state SARC will then ensure all reporting requirements and suspense times are met. The state SARC can be reached at (501) 454-2452 during duty hours and non duty hours.

(1) Commanders should educate victims about their option to file a police report and allow the victim the opportunity to make the decision for themselves. The VA assigned by the state SARC will assist the victim in this process by providing support and accompanying the victim during this process. The victim is responsible for obtaining a police report number when a report is filed. Command will be held accountable for notifying the state SARC of the jurisdiction in which the report is made. The state SARC is responsible for obtaining a copy of the filed report upon completion of the report by the investigative authority.

(2) A unit commander who receives an Unrestricted Report of an incident of sexual assault shall immediately refer the matter to the appropriate investigative authority if a report has not yet been filed. This, in most cases, is local law enforcement who has jurisdiction over a case (jurisdiction will default to the city or county in which the incident occurred). If the assault occurred on an installation, the report should be made to the installation Public Safety Department or Security Forces.

c. Bystanders should report sexual assaults by reporting the incident to a member of the chain of command, VA, Wing SARC, or the state SARC.

8. Victims have two reporting options, a restricted or an unrestricted report.

a. Unrestricted

(1) If the victim presents to law enforcement or chain of command, the victim is automatically limited to an unrestricted reporting option. The respective SARC should be notified immediately (i.e., Wing SARC or state SARC). The enclosed Sexual Assault Incident Response Oversight (SAIRO) report will be completed within 48 hours if reported during duty hours and 72 hours if reported during non-duty hours. The 48/72 hour timeframe begins when the unrestricted report is made to a SARC or VA and the SARC or VA completes a DD Form 2910. SAIRO reports should only be forwarded to the respective SARC; however, if the Joint Operations Center (JOC) or Command Post receives a report, they will immediately forward the report to the state SARC who will determine distribution. The SARC or VA will assist the victim in understanding and completing the Victim Reporting Preference Statement (DD Form 2910). A unit commander shall not conduct internal command directed investigations on sexual assault.

(2) Unrestricted reporting triggers an investigation, command notification, and allows a person who has been sexually assaulted to access healthcare treatment and the assignment of a SARC and a VA. If a victim elects this reporting option, he/she may not change from an Unrestricted to a Restricted Report.

(3) If the subject, victim, or both are service members, the command notified of the sexual assault will report the incident to the state SARC within 24 hours by telephone and within 48 hours of receipt using the enclosed SAIRO report. The state SARC will then make the required reporting to only those with a legitimate "need to know" within one hour of receipt.

(4) Collateral misconduct by the victim of a sexual assault is one of the most significant barriers to reporting assault because of the victim's fear of punishment. Commanders shall have discretion to defer action on alleged collateral misconduct by the sexual assault victims (and shall not be penalized for such a deferral decision), until final disposition of the sexual assault case, taking into account the trauma to the victim and responding appropriately so as to encourage reporting of sexual assault and continued victim cooperation, while also bearing in mind any potential speedy trial and statute of limitations concerns.

(5) While commanders shall not conduct internal Command Directed Investigations (COI) or AR 15-6 investigations regarding sexual assault, they can conduct an AR 15-6 preliminary investigation, an AR 15-6 administrative investigation, or a commander's inquiry under Rules for Courts-Martial 303 ("Investigation"), on any collateral misconduct on the part of the alleged offender; i.e. misuse of government property, supplying minors with alcohol, conduct unbecoming an Officer/NCO, false official statement, etc. Prior to any Investigation regarding collateral misconduct, the commander will consult with Brigade, Wing or State Judge Advocate General (JAG) for assistance outlining investigative details. The servicing Staff Judge Advocate (SJA) will advise the commander regarding when and how to conduct Investigations into collateral misconduct without interfering with law enforcement or Military Criminal Investigative Organization (MICO) investigations. Commanders can then conduct the Investigation to determine collateral misconduct. Results will be provided to the respective SARC (state or Wing) for Defense Sexual Assault Incident Database (DSAID) input and forwarded to the first General Officer (GO) in the chain of command for disposition.

b. Restricted

(1) The victim presents to a SARC or VA who will assist the victim in understanding and completing the DD Form 2910. If the victim reports to a chaplain, SVC or legal assistance attorney and indicates he or she wishes to file a Restricted Report, the chaplain, SVC or legal assistance attorney shall, with the victim's consent, facilitate contact with a SARC or VA to ensure that the victim is offered SAPR services and so that a DD Form 2910 can be completed. A chaplain, SVC, or legal assistance attorney cannot accept a Restricted Report.

(2) Restricted reporting does NOT trigger an investigation. Command is notified that "an alleged sexual assault" occurred, but is not given the victim's name or other personally identifying information. Restricted Reporting allows the victim to confidentially

disclose the assault to specified individuals and receive healthcare treatment and the assignment of a SARC and VA.

(3) Restricted Reporting is confidential, not anonymous, reporting. A victim's communication with another person (e.g., roommate, friend, family member) does not, in and of itself, prevent the victim from electing to make a Restricted Report. However, if the person to whom the victim confided the information is in the victim's officer or non-commissioned officer chain of command or DoD law enforcement, there can be no Restricted Report.

(4) The state SARC shall report the sexual assault using non-PII to The Adjutant General (TAG) or designee within 24 hours of receipt and enter case information into DSAID within 48 hours.

(5) If a victim elects this reporting option, a victim may change from a Restricted Report to an Unrestricted Report at any time.

#### 9. Assistance:

##### a. Unrestricted:

(1) The state SARC will assign a VA, who will facilitate medical care and provide referrals and non-clinical support to the victim. The VA will assist the victim in understanding and completing the DD Form 2910. The VA will provide follow-up care to the victim until the victim reports no longer needing VA services.

(2) Victims of sexual assault shall have access to medical treatment and counseling for injuries and illness incurred from a sexual assault inflicted upon a Service member when performing in a duty status. These medical entitlements remain dependent on a Line of Duty (LOD) determination and will be processed by the state SARC upon the victim's election on the DD Form 2910.

(3) If requested by the victim, the command should allow for separate training on different weekends, times or with a different unit in the home drilling location from the alleged offender to ensure undue burden is not placed on the victim and his or her family. Potential transfer of the alleged offender instead of the victim should also be considered. A No Contact Order shall be issued by the commander and shall remain in

effect until such time as the commander terminates the order or issues a replacement order.

(4) In cases where a victim elects unrestricted reporting, a victim has a privilege to refuse to disclose and to prevent any other person from disclosing a confidential communication between a victim and a SARC and VA in accordance with MRE 514.

(5) The SARC or assigned VA will inform the victim what constitutes retaliation, reprisal, ostracism, and maltreatment and provide resources available for victims to report such instances. In addition, the SARC or assigned VA will immediately, with the victims consent, notify the Case Management Group (CMG) chair of any reports of such conduct against a victim they become aware of.

b. Restricted:

(1) The state SARC will assign a VA, who will facilitate medical care and provide referrals and non-clinical support to the victim. The VA will assist the victim in understanding and completing the DD Form 2910. The VA will provide follow-up care to the victim until the victim reports no longer needing VA services. Restricted reporting does not allow for command intervention and an official investigation will not be initiated.

(2) Victims of sexual assault shall have access to medical treatment and counseling for injuries and illness incurred from a sexual assault inflicted upon a Service member when performing in a duty status. These medical entitlements remain dependent on a LOD determination and will be processed by the respective (state or Wing) SARC upon the victim's election on the DD Form 2910.

(3) In cases where a victim elects Restricted reporting, the SARC, VA, or healthcare personnel may not disclose confidential communication, or the Sexual Assault Forensics Exam (SAFE) and the accompanying kit, to DoD law enforcement or command authorities, either within or outside the DoD, unless an exception applies. The state SARC will evaluate the confidential information provided under the restricted report to determine whether an exception applies.

10. Response:

a. Unrestricted

(1) A victim's decision to decline to participate in an investigation or prosecution should be honored by all personnel charged with the investigation and prosecution of sexual assault cases, including, but not limited to, commanders, DoD law enforcement officials, and personnel in the victim's chain of command. A victim's decision to decline to participate in an investigation does not relieve a commander of his/her responsibility to take appropriate action on collateral misconduct by the alleged offender. The victim will be informed by the SARC or VA that the investigation may continue regardless of whether the victim participates.

(2) Investigations will be referred to the appropriate MICO or local law enforcement by the SARC and commander notified of a sexual assault. In cases reported to local law enforcement, the state SARC will obtain a copy of the police report and monitor civilian investigations until a determination by the prosecuting attorney is made. If an allegation is not prosecuted by civilian authorities, the CMG will make a recommendation to the TAG whether or not to request an investigation through the Office of Complex Investigations (OCI) at National Guard Bureau (NGB).

(3) The state JAG office will request an investigation through OCI at NGB upon the TAG's request.

(4) The state Staff Judge Advocate (SJA) will review the complete investigative file sent from NGB-JA/OI and report findings and recommendations to the TAG or designee.

(5) In accordance with Secretary of Defense Memorandum, the initial disposition authority is withheld from all commanders within the Department of Defense who do not possess at least special court-martial convening authority and who are not in the grade of O-6 or higher.

(6) Commanders, in coordination with the victims SARC, VA and SVC, shall provide a victim of a sexual assault, who filed an Unrestricted Report, with monthly updates regarding the current status of any ongoing investigative, medical, legal, or command proceedings regarding the sexual assault until the final disposition. A commander may be asked to attend the CMG meeting at any time to provide the CMG with updates not gathered by the VA or SARC.

(7) Service members who file an Unrestricted Report of sexual assault shall be informed by the SARC, VA, or the Service member's commanding officer

(CO)/Supervisor, at the time of making the report, or as soon as practicable, of the option to request a temporary or permanent expedited transfer from their assigned command or installation, or to a different location within their assigned command or installation. The Service member shall initiate the transfer request either through the SARC or the commander.

(8) The commander shall expeditiously process a transfer request from a command or installation, or to a different location within the command or installation. The commander shall request and take into consideration the Service member's input before making a decision involving a temporary or permanent transfer and the location of the transfer. If an expedited transfer is approved, transfers to a different installation shall be completed within 30 calendar days from the date the transfer is approved. Transfers to a new duty location that do not require a change of station move should be completed within one week from the date the transfer is approved. A Service member's request for expedited transfer must be approved or disapproved within 72 hours from receipt of the request.

(9) For sexual assault allegations involving personnel in Positions of Significant Trust and Authority, to include command or supervisory positions; Brigade/Wing commanders, or higher if necessary, will take appropriate actions to temporarily reassign or remove, from a position of authority, or from an assignment any Service member who is alleged to have committed or attempted to commit a sexual assault offense within 30 days of the report. This reassignment or removal must be taken not as a punitive measure, but solely for the purpose of maintaining good order and discipline within the member's unit.

(10) ALL supervisors, officer and enlisted, down to the most junior level, are required, when they become aware of allegations of retaliation, reprisal, ostracism, or maltreatment, to take appropriate measures to protect the victim and notify the SARC.

(11) When initiating an administrative separation for any Service member who has filed an Unrestricted report of sexual assault, the separation packet must include a memorandum, signed by the Service member and the commander initiating the separation, stating whether the Service member does or does not believe that the separation action is a direct or indirect result of the sexual assault itself or filing the unrestricted report. All separation packets involving victims of sexual assault will be forwarded to the state SARC for review.

(12) This policy is punitive in nature. Failure to adhere to this policy and its enclosures may result in administrative actions or action under the Military Code of Arkansas."

(13) A Service member who made an Unrestricted Report of sexual assault and is recommended for involuntary separation from the military service within one year of final disposition of his or her sexual assault case may request a general or flag officer (G/FO) review of the circumstances of and grounds for the involuntary separation. The request for review must be submitted in writing before the separation authority approves the member's final separation action. Requests submitted after final separation action is completed will not be reviewed but may be submitted by the separated Service member to the appropriate Service Discharge Review Board or Board of Correction of Military/Naval Records for consideration.

(14) Command will ensure a Service member whose conviction of rape, sexual assault, forcible sodomy, or an attempt to commit one of the offenses is final, and who is not punitively discharged in connection with such conviction, will be processed for administrative separation for misconduct in accordance with DoD Instruction 1332.14 and DoD Instruction 1332.30.

(15) Commanders will ensure rating officials and unit commanders are informed of complaints of sex-related offenses against Service members assigned to their command, regardless of grade, resulting in conviction by court-martial, non-judicial punishment or punitive administrative action are annotated in the Service member's evaluation (EPRs, OPRs, TRs, LOEs, OERs, NCOERs). For Army NG, this may include an appropriate annotation in the narrative and/or the values section of the OER/NCOER.

(16) All members are required to notify the state SARC of any charges filed against any member of the Arkansas National Guard, full-time or traditional, by any investigative authority, federal, state, or military, for sex-related offenses. The state SARC will enter the information into DSAID within 48 hours.

b. Restricted

(1) If a victim approaches a SARC and/or SAPR VA and begins to make a report, but then changes his/her mind and leaves without signing the DD Form 2910, the SARC or VA is not under any obligation or duty to inform investigators or commanders about the report and will not produce the report or disclose the

communications surrounding the report. Further the SARC is not required to open an unrestricted report.

(2) The timing of filing a Restricted Report is crucial. The victim MUST take advantage of the Restricted Reporting option BEFORE the SARC is informed of any investigation. The SARC shall then inform the victim of an ongoing independent investigation of the sexual assault. If an independent investigation begins AFTER the victim has formally elected Restricted Reporting, the independent investigation has NO impact on the victim's Restricted Report and the victim's communications and SAFE kit remains confidential, to the extent authorized by law.

c. Unrestricted and Restricted

(1) For LOD determinations for sexual assault victims, the Assistant Adjutant Generals of the Army and Air National Guard Support and Operation shall designate individuals within their respective organizations to process LODs for victims of sexual assault when performing active service and inactive duty training.

(2) The designated individuals will receive SAPR training by the Wing or State SARC, so they can appropriately interact with sexual assault victims, and when dealing with Unrestricted or Restricted LODs, to safeguard confidential communications and preserve a Restricted Report. These individuals are specifically authorized to receive confidential communications for the purpose of determining LOD status. Unauthorized disclosure may result in disciplinary action.

(3) Command will meet with the Wing SARC and SJA within 30 day of taking command for one-on-one SAPR training. The training will include information about any open unrestricted reports and provide training on the confidentiality requirements in restricted reporting and MRE 514 privilege.

(4) Command will monitor the climate through trend data from the SARC, Defense Equal Opportunity (EO) Management Institute Organizational Climate Surveys (DEOCS). Command will conduct organizational climate assessment in conjunction with EO within 120 days of taking command and annually thereafter. Command will ensure the EO and SAPR office collaborate on climate survey questions and data analysis for unit commanders. If an out-brief is requested by the commander, an EO representative and the SARC will both attend to provide the results of the DEOCS.

NGAR-HRO-SARC

SUBJECT: The Adjutant General's Policy 2016-11, Sexual Assault Reporting Procedures

11. Upon notification by the State SARC that Air Force Office of Special Investigators (AFOSI), U.S. Army Criminal Investigation Command (CID), local law enforcement, and OCI have declined to proceed with action, the appropriate Army or Air National Guard

Commander may conduct an investigation to the extent allowable according to policy and regulation. The first GO, at a minimum, in the chain of command may appoint an Investigating Officer (IO) to investigate the allegation of sexual assault. The IO will be advised to meet with JAG and the SARC prior to beginning their investigation in order to assist them in their process.

12. For additional information, commanders/leaders may contact the state SARC at (501) 454-2452. Victims can also receive confidential and immediate support 24 hours a day by calling the DoD SAFE Helpline at (877) 995-5247.

2 Encls

1. Example SAIRO Report
2. Commander SA Checklist



MARK H. BERRY  
Major General  
The Adjutant General

## SEXUAL ASSAULT INCIDENT RESPONSE OVERSIGHT (SAIRO) REPORT TEMPLATE

SAIRO Reports are not completed for restricted reports. Only one SAIRO Report will be completed per incident. The SAIRO will be provided to the following individuals. This responsibility will not be delegated or deviated from. The responsible Commander will transmit the SAIRO as a standalone report via an encrypted, unclassified e-mail.

- 1) From the unit/CC (e.g. Sq/CC, Det/CC, civilian equivalent) to the first O-6 (typically Gp/CC) in the victims (if service member or Air Force civilian employee) and subjects (if service member) chain of command and the installation SARC (see Note1).
- 2) First O-6 forwards to the installation commander (if TDY or deployed notify the installation commander at the incident location) and if different, the victims (if service member or Air Force civilian employee) and subjects (if service member) wing commanders.
- 3) Victims (if service member or Air Force civilian employee) and subjects (if service member) wing commanders will forward to the first G/FO and MAJCOM SARC in the respective chain of command (see Note1).
- 4) MAJCOM SARC(s) will provide to MAJCOM/CV and AF/CVS no later than the next business day (see Note2).

Note<sup>1</sup>: If the subject is the first O-6 or G/FO in the victim's chain of command designated to receive the SAIRO, the report will be provided to the next higher ranking commander in the chain of command.

Note<sup>2</sup>: If the victim and/or subject is an Air Force Reservist, the MAJCOM SARC(s) will forward a copy to the AFRC SARC.

The notification memorandum will have the subject line: SEXUAL ASSAULT INCIDENT RESPONSE OVERSIGHT REPORT, will not deviate from the below information and will not contain any Personally Identifiable Information (PII), victim photographs or additional incident information that could reasonably lead to personal identification of the victim or the subject. The 8-day timeframe ends when the first G/FO in the victims and/or subjects chain of command receives the SAIRO Report.

(Appropriate Letterhead)

OFFICE SYMBOL

Date

MEMORANDUM FOR VICTIMS FIRST O-6 ORGANIZATIONAL SYMBOL  
SUBJECTS FIRST O-6 ORGANIZATIONAL SYMBOL  
STATE/WING SARC ORGANIZATIONAL SYMBOL

FROM: IMMEDIATE COMMANDER ORGANIZATIONAL SYMBOL

SUBJECT: SEXUAL ASSAULT INCIDENT RESPONSE OVERSIGHT REPORT

1. Victim(s). The SARC has the sole responsibility to provide this information, if known, to the victim's commander.

a. Gender: Male/Female or Protected *if information could identify a specific individual (see note)*.

b. Duty status: Active Duty, Reserve, Guard, DoD Civilian, Military Dependent, DoD Contractor, Foreign National or Non-government Civilian.

c. Service affiliation: Air Force, Navy, Army, Marines, Coast Guard, Air/Army National Guard or Air Force/Army/Navy/Marine Reserves.

d. Assigned Unit.

e. Grade: List Protected *if information could identify a specific individual (see note)*.

f. Current geographic area where the victim is stationed and lives, i.e. Maxwell AFB, AL – off base.

g. Note: Do not include PII and depending on the size of the location or the gender make-up of the unit, the SARC may not be able to include victim gender, rank, or grade and those items will be answered with "Protected."

2. Subject(s). The Military Criminal Investigative Organization ((MCIO) – Office of Special Investigations (OSI), Criminal Investigation Division (CID), Naval Criminal Investigative Service (NCIS)) has the sole responsibility to provide this information, if known.

a. Gender: Male/Female or Protected *if information could identify a specific individual (see note)*.

b. Duty status: Active Duty, Reserve, Guard, DoD Civilian, Military Dependent, DoD Contractor, Foreign National or Non-government Civilian.

(Appropriate Letterhead)

c. Service affiliation: Air Force, Navy, Army, Marines, Coast Guard, Air/Army National Guard or Air Force/Army/Navy/Marine Reserves.

d. Assigned Unit.

e. Grade: List Protected *if information could identify a specific individual (see note)*.

f. Current geographic area where the subject is stationed and lives, i.e. Maxwell AFB, AL – off base.

g. Note: Do not include PII and depending on the size of the location or the gender make-up of the unit, the MCIO may not be able to include subject gender, rank, or grade and those items will be answered with “Protected.”

3. Incident Detail.

a. Nature/Type of Sexual Assault will be provided by MCIO. Provide the most serious type(s) of offense(s) being investigated.

b. General Location where the sexual assault occurred: Choose one below

(1) On installation (Includes USAF owned/operated property/transportation)

(2) Off installation

(3) Multiple (Both on/off due to multiple instances)

(4) Undetermined

c. Date Assault Occurred.

d. Time. Choose one below:

(1) Daytime; 0600L – 1759L

(2) Nighttime; 1800L – 0559L

(3) Multiple (Both day/night due to multiple instances)

(4) Undetermined

e. Date referred to SARC.

f. Date DD Form 2910 was completed. There will be no date for non-eligible victims.

g. Date the alleged sexual assault was reported to the MCIO to include the organization notified.

(Appropriate Letterhead)

h. Was the alleged assailant temporarily transferred, removed from assigned billet, ordered to pretrial confinement or otherwise restricted? If yes, list which action(s) was accomplished.

i. Any additional information pertaining to the subject (see note).

j. Note: Do not include PII.

4. Advocacy Services Offered to the Victim. Please complete if the victim is a Service member, adult military dependent, or otherwise eligible for SAPR services IAW DoDI 6495.02, *Sexual Assault Prevention and Response (SAPR) Program Procedures*, 28 March 2013. Information will be provided by the SARC to the immediate commander assigned to prepare the SAIRO report.

a. Date the SARC entered information into the Defense Sexual Assault Incident Database (DSAID).

b. Confirm information was entered into DSAID within 48 hours, or 96 hours if in a deployed environment with connectivity issues.

c. Description of any circumstances in the response that adversely affected the command's ability to address the victim's needs (e.g., timeliness; sensitivity; obstacles to care; coercion, retaliation, reprisal, if any).

d. The SARC will include any victim input provided with documented victim consent for disclosure of privileged communications. The SARC will confirm that the victim was informed of the ability to speak to a Special Victims' Counsel before providing consent for release of privileged information.

e. Provide the date of the next Case Management Group (CMG) meeting.

5. Health Care. Do not include PII or individually identifiable health information protected under DoD 6025.18-R, *DoD Health Information Privacy Regulation*, 24 January 2003.

a. Victim offered medical care and date referred.

b. Victim offered mental health services and date referred.

c. Victim offered Sexual Assault Forensic Examination (SAFE) and date referred? If a SAFE was not offered, explain why?

6. Investigation. The MCIO will provide the immediate commander assigned to prepare the SAIRO report:

(Appropriate Letterhead)

a. MCIO Case File Number: If there is no MCIO case number, indicate why and include the investigating jurisdiction notified and the date of the notification. Information from civilian law enforcement may not be available.

b. Confirm the victim was provided the DD Form 2701, *Initial Information for Victims and Witnesses of Crime*? If the victim did not receive this, explain why.

7. Safety. If the victim is a Service member or an adult military dependent, the SARC will provide the immediate commander assigned to prepare the SAIRO report:

a. Date the victim's safety assessment was conducted.

b. High-Risk Response Team assembled? Yes/No

c. Military Protective Order issued? Yes/No, Date issued

d. Civilian Protective Order issued? Yes/No, Date issued

8. Expedited Transfer (ET). If the victim is a Service member, the SARC will provide the immediate commander assigned to prepare the SAIRO report:

a. Date victim is informed of ET option.

b. Date requested ET (If requested within 8-days).

c. Type of ET requested: Temporary or permanent change of assignment (PCA) or permanent change of station (PCS) (If requested within 8-days).

9. Legal Services. If the victim is eligible for Special Victims' Counsel, the SARC will provide the immediate commander assigned to prepare the SAIRO report:

a. Date the victim was informed of Special Victim's Counsel.

b. Confirm the victim was notified that a Special Victim's Counsel is the victim's attorney, not the prosecution, and will provide them legal advice and representation.

10. Commander's Critical Information Requirement (CCIR). Does the sexually based, alleged or confirmed, crime meet one of the following criteria (see note):

a. Involves an O-6 Commander, or equivalent, and above, SARC/Victim Advocate, or a SAPR Staff Member, as either a victim or subject? Yes/No

b. Incident warrants higher level command awareness? Yes/No

c. An overturned conviction of a sexually based crime? Yes/No

d. Media Attention? Yes/No

(Appropriate Letterhead)

e. Congressional Involvement? Yes/No

f. Note: If the above answers to the CCIR questions are/or become "Yes" the Installation Commanders will provide CCIR information, utilizing Attachment 4, *Unrestricted Report of Sexual Assault Commander's Critical Information Requirement (CCIR) Template*, to the Command Post for submission as an OPREP-3 IAW AFI 10-206, *Operational Reporting*, and the current Chief of Staff of the Air Force (CSAF) OPREP-3 Reporting Matrix.

FIRST M. LAST  
Rank, USAF  
Commander

**DISTRIBUTION:**

First O-6 forwards to installation commander (if TDY or deployed notify the installation commander at the incident location) and victims and subjects wing commanders.

Victim and subjects wing commanders forward to the first G/FO and the MAJCOM SARC in the respective chain of command.

MAJCOM SARC will provide to the MAJCOM/CV and AF/CVS.

# COMMANDER'S 30-DAY CHECKLIST FOR UNRESTRICTED REPORTS OF SEXUAL ASSAULT

## I. INTRODUCTION

The sexual assault response checklist is intended to serve as a baseline for the first 30 days for the commander's response to adult sexual assault victim(s), alleged offender(s), and unit in the event of an Unrestricted Report of sexual assault. The checklist may be expanded to meet Military Service-specific requirements and procedures. These checklist items do not represent all of the responsibilities assigned to commanders for the entire Sexual Assault Prevention and Response (SAPR) program.

It is important for commanders to take time prior to an incident to become familiar with your Service SAPR policies and installation SAPR personnel. There are other important SAPR requirements to consider past the 30-day timeframe covered in this list. For full details regarding all SAPR program responsibilities for commanders, see Enclosure 5 of Department of Defense (DoD) Instruction 6495.02 and applicable Military Service-specific policies.

Active duty Service members, National Guard (NG) members, and Reserve Component (RC) members will be eligible to receive SAPR advocacy services from a Sexual Assault Response Coordinator (SARC) or SAPR Victim Advocate (SAPR VA) regardless of whether the assault took place while on active duty, prior to enlistment or commissioning, or while performing inactive duty training. Service members of the active duty component, NG, and RC are eligible to file either a Restricted or Unrestricted Report. Commanders can assist the NG or RC member in requesting contractual active duty status (or be brought onto active duty status) to complete a Line of Duty (LOD) in order to assure continuity of healthcare<sup>1</sup>.

Military dependents 18 years of age and older who are eligible for treatment in the military healthcare system (MHS), at installations in the continental United States (CONUS) and outside of the continental United States (OCONUS), and who were victims of sexual assault perpetrated by someone other than a spouse or intimate partner. Adult military dependents may file unrestricted or restricted reports of sexual assault. Additionally, non-military individuals who are victims of sexual assault are only eligible for limited emergency care medical services at a military treatment facility, unless that individual is otherwise eligible as a Service member or TRICARE (<http://www.tricare.mil>) beneficiary of the military health system to receive treatment in a military treatment facility (MTF) at no cost to them. At this time, they are only eligible to file an Unrestricted Report. Additionally, non-military individuals will also be offered the LIMITED SAPR services to be defined as the assistance of a Sexual Assault Response Coordinator (SARC) and a SAPR Victim Advocate (VA) while

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<sup>1</sup> In the case of a member of a reserve component who is the victim of sexual assault committed while on active duty and who is expected to be released from active duty before the determination is made regarding whether the member was assaulted while in the line of duty, the Secretary concerned, upon the request of the member, may order the member to be retained on active duty until completion of the line of duty determination. A member eligible for continuation on active duty under this subsection shall be informed as soon as practicable after the alleged assault of the option to request continuation on active duty under this subsection. In the case of a member of a reserve component not on active duty who is the victim of a sexual assault that occurred while the member was on active duty and when the line of duty determination is not completed, the Secretary concerned, upon the request of the member, may order the member to active duty for such time as necessary for completion of the line of duty determination.

undergoing emergency care OCONUS. These limited medical and SAPR services shall be provided to:

(1) DoD civilian employees and their family dependents 18 years of age and older when they are stationed or performing duties OCONUS and eligible for treatment in the MHS at military installations or facilities OCONUS. These DoD civilian employees and their family dependents 18 years of age and older only have the Unrestricted Reporting option.

(2) U.S. citizen DoD contractor personnel when they are authorized to accompany the Armed Forces in a contingency operation OCONUS and their U.S. citizen employees. DoD contractor personnel only have the Unrestricted Reporting option. Additional medical services may be provided to contractors covered under this instruction in accordance with DoDI 3020.41 (Reference (q)) as applicable.

## **II. VICTIM'S COMMANDER**

( ) **SAPR Advocacy:** Require that the SARC is notified immediately and that the SARC or a SAPR VA makes contact with the victim as soon as possible.

( ) **Timely access to healthcare:** Require that the victim receives timely access to comprehensive medical and psychological treatment, including emergency care treatment and services (regardless of visible injuries), unless the victim declines healthcare. Ensure that sexual assault victims are given priority, and treated as emergency cases. If needed, assist with obtaining immediate transportation for the victim to the hospital or other appropriate medical treatment facility using a government owned/operated vehicle (do not use a personally operated vehicle).

( ) **Forensic Exam:** Ask the victim whether s/he would be willing to have a Sexual Assault Forensic Examination (SAFE). If the victim elects to have a SAFE, advise the victim of the need to preserve evidence (by not bathing, showering, having anything by mouth, emptying bladder, washing garments, or sheets, etc.).

( ) **Military Criminal Investigation Organization Contact:** Immediately refer the matter to the Military Criminal Investigation Organization (MCIO) concerned (e.g. Naval Criminal Investigative Service (NCIS), Air Force Office of Special Investigations (OSI), or Army Criminal Investigation Command (CID)), as soon as the victim's immediate safety is assured and medical treatment procedures elected by the victim are initiated. Do **NOT** conduct any internal command directed investigation of the sexual assault or delay immediate contact with the MCIO. MCIOs have total responsibility for report investigation. Finally, the commander is not required to assess the credibility of the report.

[ ] **Victim's Alleged Collateral Misconduct:** If there is alleged victim collateral misconduct, commanders shall have discretion to defer action on alleged collateral misconduct by the sexual assault victims (and shall not be penalized for such a deferral decision), until final disposition of the sexual assault case, taking into account the trauma to the victim and responding appropriately so as to encourage reporting of sexual assault and continued victim

cooperation, while also bearing in mind any potential speedy trial and statute of limitations concerns.

Consult with the servicing legal office, as needed, to determine when and how best to adjudicate the victim's alleged collateral misconduct, if needed. Take into account the trauma to the victim and respond appropriately to foster a unit climate that encourages reporting of sexual assault and continued victim cooperation.

When practicable, consult with the servicing legal office and MCIO, and notify the assigned SARC or SAPR VA prior to taking any administrative or disciplinary action affecting the victim.

**Victim Safety:** Ensure the physical safety of the victim—the Case Management Group (CMG) Chair<sup>2</sup> has designated installation personnel trained and able to perform a formal “Safety Assessment” of adult sexual assault victims. As a tool, a Safety Assessment is used to identify potential threats while addressing immediate safety needs and outlining strategies to help reduce future incidents of harm. Require the designated personnel to conduct a safety assessment of the victim. The Safety Assessment will determine:

If the alleged offender is still nearby and if the victim desires or needs protection or if the victim is at risk of doing harm to himself/herself.

If the victim is concerned about retaliation from peers or supervisors.

If the victim poses a suicide risk.

If the victim's safety is in jeopardy, immediately notify the victim's commander of the need to establish, without delay, through the installation commander a multi-disciplinary **High-Risk Response Team (HRRT)**. The HRRT will continually monitor the victim's safety, by assessing danger and developing a plan to manage the situation (in accordance with DoDI 6495.02, Enclosure 9). The HRRT shall be chaired by the victim's commander and, at a minimum, include the suspect's commander; the victim's SARC and SAPR VA; the MCIO, the judge advocate, if applicable and the Victim/Witness Assistance Provider (VWAP) assigned to the case, the victim's healthcare provider or mental health and counseling services provider; and the personnel who conducted the safety assessment.

**Access to Support Person:** Ask if the victim would like to speak to a chaplain, family member, emergency contact, or other support person and, if so, facilitate the meeting.

**Legal Services:**

Inform the victim of the opportunity to consult with Special Victim's Counsel (SVC), Victim's Legal Counsel (VLC), or Legal Assistance Attorney.

In cases where the victim may have been involved in collateral misconduct, inform the victim of the opportunity to consult with defense counsel.

**Military Protective Orders\Civilian Protective Orders:**

Determine if the victim desires or needs a Military Protection Order (MPO) to be issued (via completion of DD Form 2873), particularly if the victim and the alleged offender are assigned to the same command, unit, duty location, or living quarters. Coordination with other commanders may be necessary if the alleged offender is assigned to a different commander.

Are only available for Unrestricted Reports.

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<sup>2</sup> The Installation commander or Deputy Installation Commander.

If an MPO is issued, notify the appropriate civilian and military authorities of the MPO issuance and of the individuals involved in the order, in the event the MPO has been issued against a Service member and any individual involved in the MPO does not reside on a military installation at any time during the duration of the MPO. The MPO should also be entered by the installation law enforcement agency in National Crime Information Center (NCIC), for the duration of the order. Also, notify the appropriate civilian and military authorities of any change in or termination of the MPO and have the installation law enforcement agency update the NCIC entry.

Require the alleged offender to sign the DD Form 2873.

Provide the victim(s) and alleged offender(s) involved with copies of the completed DD Form 2873 and require the MCIO to document the MPO in their investigative case file.

Advise the person seeking the MPO that it is not enforceable by civilian authorities off base and that victims desiring protection off base should with the assistance of the SARC or SAPR VA seek a Civilian Protective Order (CPO).

Take all necessary measures to ensure that a CPO is given full force and effect on all DoD installations within the jurisdiction of the court that issued the order and inform the SARC of an existing CPO or MPO. The SARC will then ensure the CMG is aware of the existence of the order(s).

**( ) Expedited Transfer:** Safety issues are NOT handled through an Expedited Transfer. They are handled through a fast safety move. (An Expedited Transfer may take longer than a safety move.) The intent behind the Expedited Transfer policy is to address situations where a victim feels safe, but uncomfortable.

Are only available for Unrestricted Reports.

Require the SARC or the SAPR VA to explain to adult military sexual assault victims that they may request an Expedited Transfer (temporary or permanent) to a different installation or to a different unit within his/her current installation. If the victim requests an Expedited Transfer, consider the desires of the victim when making any reassignment determinations.

Commanders are authorized to move the alleged offender instead of the victim should be considered when individual circumstances warrants.

**( ) DD Form 2910:** Require the SARC or the SAPR VA to explain to adult sexual assault victims their reporting options and rights while assisting them in completing DD Form 2910, "Victim Reporting Preference Statement".

**( ) DoD Sexual Assault Incident Database:** Confirm that the SARC entered all reported sexual assaults into DoD Sexual Assault Incident Database (DSAID) within 48 hours of the report (in deployed locations that have internet connectivity issues, the time frame is extended to 96 hours). The SARC responsibilities include uploading DD Form 2910 for Unrestricted cases into DSAID.

**( ) Sexual Assault Incident Response Oversight:** A Sexual Assault Incident Response Oversight (SAIRO) report must be submitted within eight calendar days of an Unrestricted Report by the immediate commander.

The eight-day timeframe begins when an Unrestricted Report is made to a SARC or SAPR VA, and the SARC or SAPR VA fills out a DD Form 2910. However, if the victim is a

civilian who is not eligible for SAPR Services in accordance with DoDD 6495.01, and the subject is a Service member, then the trigger for the eight-day timeframe begins when the MCIO notifies the immediate commander of the subject.

[ ] Further guidance on the SAIRO requirements can be found in Directive Type Memorandum (DTM) 14-007, "Sexual Assault Incident Response Oversight (SAIRO) Report".

[ ] If the victim accepts advocacy services, the SARC must provide a description of any circumstances in the response that adversely affected the command's ability to address the victim's needs (e.g., timeliness; sensitivity; obstacles to care; coercion, retaliation, or reprisal). The SARC will include any victim input provided with documented victim consent for disclosure of privileged communications. The SARC will confirm that the victim was informed of the ability to speak to a SVC/VLC before providing consent for release of privileged information.

( ) **Victim Privacy:** Strictly limit knowledge and release of the facts or details regarding the incident to only those personnel who have an *official need-to-know or as authorized by law* as designated in the SAIRO DTM 14-007.

( ) **Case Management Group (CMG) meeting:** Participate in the monthly CMG meeting. Contact the SARC or installation commander to identify when the next CMG is scheduled. The victim's commander is a mandatory member of the CMG and he/she may not delegate the responsibility to attend the CMG. Note: The intent is to have command involvement in the CMG. Thus, the victim's immediate commander is the intended participant in the CMG.

[ ] Provide the victim with monthly status updates to include:

- MCIO investigation,
- medical,
- legal,
- status of an Expedited Transfer request,
- any other request made by the victim,
- command proceedings regarding the sexual assault from the date the investigation was initiated until there is a final disposition of the case.

This update must occur within 72 hours of the last CMG meeting. If the victim is transferring from the installation, make future communication arrangements with the victim, so you can contact her/him after future CMGs to provide updates.

( ) **Protection from Retaliation:** Protect the victim from coercion, ostracism, discrimination, or reprisals in person, through electronic communications, or through social media. Also protect SARCs and SAPR VAs from coercion, ostracism, discrimination, or reprisals related to the execution of their SAPR duties and responsibilities. In the event of coercion, ostracism, discrimination, or reprisal, notify the Inspector General or Military Equal Opportunity as appropriate.

[ ] At every CMG meeting, the CMG Chair will ask the CMG members if the victim, witnesses, bystanders (who intervened), SARCs and SAPR VAs, responders, or other parties to the incident have experienced any incidents of coercion, retaliation, ostracism, maltreatment, or reprisals. If any incidents are reported, the installation commander will develop a plan to immediately address the issue. The coercion, retaliation, ostracism, maltreatment, or reprisal incident will remain on the CMG agenda for status updates, until the victim's case is closed.

**( ) Victim Rights:**

Direct MCIO and VWAP personnel to provide the victim with Victim Rights information outlined on the DD Form 2701 through the investigative and legal process.

Ensure the victim has access to an SVC/VLC.

**( ) Victim Support from Commander:**

Throughout the investigation, with assistance from the SARC or SAPR VA consult with the victim, listen to his/her feedback, and engage, as needed, to provide the victim appropriate support resources and referrals. Help the victim regularly access care and attend referral appointments, as needed. To the extent practicable, accommodate the victim's desires regarding safety, health, and security, as long as neither a critical mission nor a full and complete investigation is compromised.

With assistance from the SARC or SAPR VA, continue to monitor the victim's well-being, particularly if there are any indications of suicidal ideation, homicidal, or other unhealthy attempts to cope with stress, and ensure appropriate assistance is rendered. Consult with medical and mental health providers for appropriate courses of action, as needed.

**( ) Personnel Reliability Program:** Avoid automatic suspension or revocation of a security clearance and/or Personnel Reliability Program (PRP) access, understanding that the victim may be satisfactorily treated for his/her related trauma without compromising his/her security clearance or PRP status. Make the final determination based upon established national security standards, taking into consideration the negative impact that suspension of a victim's security clearance or PRP may have on building a climate of trust and confidence in the Military Service's sexual assault reporting system. (See DoD 5210.42-R for specific requirements.)

### **III. ALLEGED OFFENDER'S COMMANDER**

**( ) MCIO:** Notify the appropriate MCIO immediately after receiving a report of a sexual assault incident.

**( ) No Command-Directed Investigations:** Do **NOT** conduct any internal command-directed investigation of the sexual assault, delay immediate contact with the MCIO, or attempt to assess the credibility of the report. Avoid questioning the alleged offender about the sexual assault allegation, to the extent possible, since doing so may jeopardize the criminal investigation.

**( ) Privacy:** Strictly limit information pertinent to an investigation to those who have an official need-to-know.

**( ) Defense Legal Services:** Ensure procedures are in place to inform the alleged offender, as appropriate, about the investigative, legal, and command processes that may be involved.

**( ) Alleged Offender Healthcare:** As appropriate, refer the alleged offender to available counseling groups and other services or make sure that procedures are in place to inform the alleged offender about available counseling support. However, precautions need to be taken to verify that the victim and the alleged offender are not in the same counseling sessions, groups or classes or any other gatherings or installation events.

**( ) Safety of Alleged Offender and Victim:**

[ ] Monitor the well-being of the alleged offender, particularly for any indications of suicide ideation or other unhealthy attempts to cope with stress, and ensure appropriate assistance is rendered. Consult with medical and mental health providers for appropriate courses of action, as needed.

[ ] Monitor the alleged offender for erratic or violent behavior that may endanger the safety of the victim or others.

[ ] If the victim's safety is in jeopardy and a multi-disciplinary HRRT is convened, participate in the HRRT to continually monitor the victim's safety, and provide insight on alleged offender's current behavior by assessing danger and developing a plan to manage the situation.

[ ] With assistance from the SARC, SAPR VA, legal, and/or investigative agent, determine the need for an MPO via completion of DD Form 2873. (See above for further details regarding MPOs.)

**( ) Victim Retaliation or Ostracism:** Monitor for incidents of coercion, ostracism, discrimination, or reprisals against the victim in person, in the unit or workplace through electronic communications, or through social media.

**( ) Alleged Offender Retaliation or Ostracism:** Monitor for incidents of coercion, ostracism, discrimination, or reprisals against the alleged offender in person, in the unit or workplace through electronic communications, or through social media.

**( ) SAIRO:** The immediate commanding officer of the alleged offender will be responsible for preparing and submitting the abbreviated SAIRO report containing available information within eight calendar days involving a civilian victim who is **Not** eligible for SAPR Services in accordance with Reference (c) of the SAIRO DTM and the alleged offender/Service member, with the understanding that some victim or subject information may not be accessible.

**IV. IMPORTANT POINTS TO REMEMBER FOR EACH UNIT COMMANDER OF THE VICTIM AND ALLEGED OFFENDER**

***IN THE EVENT OF A SEXUAL ASSAULT***

( ) It is important to make sure that everyone in a unit and on base know that the alleged offender is presumed innocent until proven guilty and each report is considered credible until proven otherwise.

( ) Advise those who may have knowledge of the events leading up to or surrounding the incident to fully cooperate with any investigation involved in accordance with the standards of your Service and the Uniform Code of Military Justice.

( ) Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation. Discourage members from participating in "barracks gossip" or grapevine speculation about the case or investigation.

( ) Emphasize that acts of coercion, ostracism, discrimination, or reprisals against the victim, offender, and/or witnesses, bystanders will not be tolerated and the person(s) who commits any of these acts will be subject to disciplinary action according to the UCMJ.

[ ] Consult with your Service-specific retaliation policy.

( ) Emphasize that acts of coercion, ostracism, discrimination, or reprisals against SARCs and SAPR VAs related to the execution of their SAPR duties and responsibilities will not be tolerated and the person(s) who commit any of these acts will be subject to disciplinary action according to the UCMJ will be subject to disciplinary action according to the UCMJ.

( ) Review past Unit Climate Assessments, unit policies, and personnel practices for conditions that may have contributed or influenced circumstances leading to the reported sexual assault. Consider requesting assistance from outside experts (e.g. SARC, SAPR Program Manager, Rape Crisis Center) to help identify additional preventive measures.

( ) Make available or publicize the resources available to address some of the emotional or psychological consequences of crime that may manifest themselves, affect the unit, and require the unit's response during the course of the investigation.

( ) Continuously monitor the unit's overall climate to ensure neither the victim or the alleged offender are being ostracized and prevent organizational divisiveness.

( ) After the resolution of the case (courts-martial verdict, NJP, administrative separation, etc.) Actively monitor the unit for acts of coercion, ostracism, discrimination, or reprisals against the victim, witnesses, and/or offender and deal with those acts swiftly.