

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



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Special Management

**SEXUAL ASSAULT PREVENTION AND
RESPONSE (SAPR) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force (AF) Policy Directive (AFPD) 90-60, 2 October 2014, Sexual Assault Prevention and Response (SAPR) Program, and Department of Defense (DoD) Instruction (DoDI) 6495.02, 28 March 2013, Sexual Assault Prevention and Response (SAPR) Program Procedures. It assigns responsibility for the prevention of and response to sexual assault and establishes command relationships, authorities and responsibilities in support of the policy. This instruction applies to all levels of command and all AF organizations including the Active Duty (Reg AF), AF government civilian employees, United States Air Force Academy (USAFA), and Air National Guard (ANG) and Air Force Reserve components (ARC) while in Federal service. It addresses the requirements set forth in the Ronald W. Reagan National Defense Authorization Act for fiscal year 2005, § 577, P.L. 108-375, 28 October 2004; the National Defense Authorization Act for fiscal year 2006, P.L. 109-163, 28 October 2004; the John Warner National Defense Authorization Act for fiscal year 2007, P.L. 109-364, 17 October 2006; the Duncan Hunter National Defense Authorization Act for fiscal year 2009, P.L. 110-417, 14 October 2008; the National Defense Authorization Act for fiscal year 2010, § 567(e), P.L. 111-84, 28 October 2009; the Ike Skelton National Defense Authorization Act for fiscal year 2011, P.L. 111-383, 7 January 2011; the National Defense Authorization Act for fiscal year 2012, § 585 and 586, P.L. 112-81, 16 December 2011; the National Defense Authorization Act for fiscal year 2013, P.L. 112-239, 2 January 2013; the National Defense Authorization Act for fiscal year 2014, P.L. 112-239, 26 December 2013; the Carl Levin and Howard P. 'Buck' McKeon National Defense Authorization Act for fiscal year 2015, P.L. 113-291, 29 December 2014. Failure to observe the prohibitions and mandatory provisions of this instruction in Paragraph 3.7. and its sub-paragraphs regarding the requirement to report sexual assaults, and

Paragraph 3.5. and its sub-paragraphs regarding safeguarding covered communications, is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Violations of these provisions may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Violations by contractor personnel are handled according to local laws and the terms of the contract. Comments and recommended changes regarding this publication should be sent through appropriate channels using AF IMT 847, Recommendation for Change of Publication, to the Office of Primary Responsibility (OPR), Air Force Sexual Assault Prevention and Response Office (AF/CSV). The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This interim change revises: (1) the requirement to designate a Lead SARC where there are 3 or more SARCs on an installation, (2) remove the secret security clearance requirement for Volunteer Victim Advocates (VVAs), (3) updated Chapter 7 with the minimum SAPR training requirements, (4) incorporates Change 2 to Department of Defense Instruction (DoDI) 6495.02, Sexual Assault Prevention and Response (SAPR) Program, (5) DoDI 6495.03, Defense Sexual Assault Advocate Certification Program (D-SAACP), (6) provisions from the fiscal year (FY) 2015 National Defense Authorization Act and (7) provided clarity for expedited transfers. A margin bar (|) indicates newly revised material.

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Chapter 1

OVERVIEW AND FUNCTIONAL RESPONSIBILITIES

1.1. Overview. This publication establishes guidance and procedures for the Sexual Assault Prevention and Response (SAPR) Program. The SAPR Program reinforces the Air Force's commitment to prevention through the development, implementation and assessment of policies and programs to prevent and respond to sexual assault. These policies and programs are designed to empower Airmen to serve as catalysts for attitude and behavior changes, fostering an environment that cultivates a culture of dignity, mutual respect and trust. Furthermore, the Air Force is committed to introducing comprehensive prevention initiatives with continued focus on building both individual and community collaboration to promote social change. The Air Force's goal is to provide exemplary support throughout victim reporting, response, victim advocacy, investigations and offender accountability when a sexual assault occurs.

1.2. Applicability and Scope. This publication supersedes all regulatory and policy guidance within the Air Force not expressly mandated by law that is inconsistent with this instruction. If a Major Command (MAJCOM)/Direct Reporting Unit (DRU)/Field Operating Agency (FOA), Installation or Wing supplements this instruction, a copy of the supplement must be approved by AF/CVS (T-0).

1.3. Definitions. Terms used in this Instruction are defined in Attachment 1.

1.4. Policy. Sexual assault is criminal conduct that violates the standards the United States of America expects of its men and women serving in the Air Force and is inconsistent with the Air Force core values: Integrity First, Service Before Self and Excellence in All We Do. Inherent in these core values is respect: self-respect, mutual respect, and respect for the Air Force as an institution. It is Air Force policy that:

1.4.1. Airmen will strive to eliminate sexual assault by fostering a culture of dignity and mutual respect among Air Force members and provide environments free of sexual harassment and assault.

1.4.2. The SAPR Program will provide education and training to all our military and civilian members throughout their Air Force careers, to prevent sexual assault, enhance response capability, establish victim support, encourage victims to come forward and hold perpetrators of this crime appropriately accountable.

1.4.3. A trained and immediate sexual assault response capability from a Sexual Assault Response Coordinator (SARC), Sexual Assault Prevention and Response Victim Advocate (SAPR VA), or Volunteer Victim Advocate (VVA) will be available 24 hours a day, 7 days per week, for all locations including deployed areas (T-0). For each sexual assault report, when SAPR assistance is requested, the individual providing the response (SARC, SAPR VA, and/or VVA) will ensure victims are protected, treated with dignity and respect, and receive timely access to appropriate medical treatment and services (T-0). For reporting option eligibility see chapter 3.

1.4.3.1. The terms SARC and SAPR VA as defined in DoD Directive 6495.01 Sexual Assault Prevention and Response (SAPR) Program are used as standard terms throughout

the Air Force (AF) to facilitate communications and transparency regarding SAPR capacity.

1.4.4. Installation SARC's shall have direct, unimpeded access to both the immediate commanders of eligible victim(s) and alleged Service member offender(s), as needed. They will also be supervised by the installation or host Wing Commander (WG/CC) (or equivalent) IAW DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures (T-0). The installation or host wing commander may delegate this responsibility, in writing, to the Vice Wing Commander (WG/CV) (or equivalent) but will not delegate it further (T-1).

1.4.4.1. SARC's, SAPR VAs and VVAs will be protected from coercion (see glossary), retaliation, ostracism (see glossary), discrimination, maltreatment (see glossary) and reprisal (see glossary) related to the execution of their SAPR duties and responsibilities (T-0).

1.4.4.2. If an installation has 3 or more SARC's, a Lead SARC shall be designated by the installation or host wing commander in coordination with the MAJCOM SARC (T-0). The installation or host wing commander will provide an appointment letter to the MAJCOM SARC identifying the Lead SARC for the installation (T-2). For Lead SARC responsibilities see chapter 2 with further guidance for Joint Base (JB) Lead SARC's in chapter 12.

1.4.5. Installation SAPR personnel (SARC's/SAPR VA/VVAs) will assist all sexual assault victims as prescribed in [Chapter 3](#), regardless of Service affiliation or status (T-0). If the nature of the victim's and alleged offender's relationship excludes the sexual assault from the SAPR program (see section 3.2.), the SARC's assistance is limited to arranging emergency medical care and the opportunity to receive a Sexual Assault Forensic Exam (SAFE) and mandatory referral of the victim to the Family Advocacy Program (FAP). See chapter 3 for additional guidance

1.4.6. SARC's shall serve as the single point of contact for coordinating care for sexual assault victims, to whom this instruction applies, ensuring they receive appropriate and responsive care (T-0). All SARC's are authorized to perform victim advocate duties and perform those duties as outlined in Chapter 2 of this instruction.

1.4.7. All sexual assault victims shall be given priority and treated as emergency cases (T-0). Commanders and emergency care providers will ensure victims receive emergency medical care and the opportunity to receive a Sexual Assault Forensic Exam (SAFE) (T-0). The victim shall be advised that even if a SAFE is declined, they are encouraged (but not mandated) to receive medical care, psychological care, and victim advocacy (T-0).

1.4.8. The enlistment and commissioning of personnel into the Air Force who have a qualifying conviction (see Glossary) for a sexual assault crime is prohibited. No waivers are authorized.

1.4.9. The Air Force SAPR Program will:

1.4.9.1. Focus on the victim, doing what is necessary and appropriate to support his or her recovery, and transition to survivor.

1.4.9.2. Ensure SAPR response services are gender-inclusive, culturally competent, and recovery-oriented.

1.4.9.3. Offer non-confidential and confidential reporting through unrestricted and restricted reporting (see Chapter 3 for reporting options and procedures).

1.4.9.4. Execute a proactive and comprehensive sexual assault prevention program in order to enable mission readiness and reduce – with a goal to eliminate – sexual assault from the Air Force.

1.4.10. The SARC will notify the installation or host wing commander within 24 hours of all reported incidents of sexual assault that fall under the SAPR program **(T-0)**. The appropriate immediate commander, either victim's or subject's, will prepare and submit a Sexual Assault Incident Response Oversight (SAIRO) Report within 8 days, in accordance with the procedures provided in Chapter 3 **(T-0)**. If the SARC is unavailable, the Deputy SARC, Alternate SARC, or SAPR VA, respectively, makes the notification.

1.4.10.1. To complete the SAIRO, the 8-day timeframe begins when the unrestricted report is made to a SARC or SAPR VA and the SARC or SAPR VA completes a DD Form 2910, Victim Report Preference Statement, for the unrestricted report. If an independent investigation is initiated, then the requirement for the SAIRO report and the trigger for the 8-day timeframe begins when the Military Criminal Investigative Organization (MCIO) notifies the immediate commander of the victim or subject. The 8-day timeframe ends when the first general/flag officer (G/FO) in the victim's and/or subject's chain of command receives the SAIRO Report.

1.4.11. Commanders and personnel with information of a serious threat of a person (to include a threat to life) will be immediately reported to the Air Force Office of Special Investigations (AFOSI) and/or local law enforcement **(T-0)**.

1.4.12. The installation or host wing commander will verify that all SARCs, SAPR VAs and VVAs meet the requirements and screening criteria for appointment as outlined in Chapter 2 of this instruction **(T-1)**. The MAJCOM commander will verify MAJCOM SARCs have completed the requirements and meet the screening criteria.

1.4.13. The SARC shall enter all sexual assault reports as described in Chapter 3 in the Defense Sexual Assault Incident Database (DSAID) within 48-hours of the initial report **(T-0)**. In deployed locations that have internet connectivity issues, the time frame is extended to 96-hours. DSAID procedures are outlined in Chapter 9 of this instruction. 48 or 96 hours are consecutive hours including weekends and holidays.

1.4.14. Commanders, SAPR personnel and all personnel with information will safeguard the confidentiality of sexual assault reports **(T-0)**.

1.4.14.1. Information regarding unrestricted reports can only be released to personnel with an official need to know or as authorized by law. Improper disclosure of confidential communications under unrestricted reporting or improper release of medical information are prohibited and may result in disciplinary action pursuant to the UCMJ or other adverse personnel or administrative action.

1.4.14.2. Improper disclosure of confidential communications under restricted reporting or Military Rule of Evidence (MRE) 514 or improper release of medical information is prohibited and may result in disciplinary action.

1.4.14.3. Proper release of restricted reporting information is limited to those with an official need to know or as authorized by law or military regulation.

1.4.15. SAPR records of Air Force personnel and eligible dependents who report a sexual assault are retained as detailed below. SAPR personnel at all levels and offices with access to information shall ensure that the records retention system for restricted reports protects military members' and their dependents' desire for confidentiality **(T-0)**.

1.4.15.1. Document Retention for unrestricted reports:

1.4.15.1.1. The SARC will enter the unrestricted report DD Form 2910, "Victim Reporting Preference Statement," in the DSAID where it is retained for 50 years from the date the victim signed the DD Form 2910 **(T-0)**. Once a victim has separated or retired, they may contact the AF FOIA office for a copy of their DD Form 2910. AF FOIA office may be contacted at Commercial: 703-692-9979 or DSN: 222-9979.

1.4.15.1.2. The DD Form 2911, "DoD Sexual Assault Forensic Examination Report," shall be retained for 50 years IAW DoDI 5505.18, Investigation of Adult Sexual Assault in the Department of Defense **(T-0)**. All requests for copies of DD Forms 2911 associated with sexual assaults investigated by AFOSI are forwarded to either the local AFOSI unit or HQ AFOSI/XILI, 27130 Telegraph Road, Quantico, VA 22134 for review and response. XILI, HQ AFOSI's FOIA office, may be contacted at Commercial: 571-305-8728 or DSN 240-8728.

1.4.15.2. Document Retention for restricted reports:

1.4.15.2.1. The SARC will retain a hard copy of the restricted report DD Form 2910 for 50 years, consistent with DoD guidance for the storage of personally identifiable information (PII) **(T-0)**. The 50 year time frame for the DD Form 2910 starts from the date the victim signs the DD Form 2910.

1.4.15.2.2. The AFOSI will retain the DD Form 2911, "DoD Sexual Assault Forensic Examination Report," for 50 years for all sexual assaults investigated by AFOSI, in accordance with (IAW) DoDI 5505.18, Investigation of Adult Sexual Assault in the Department of Defense **(T-0)**. All requests for copies of DD Forms 2911 associated with unrestricted reports of sexual assaults investigated by AFOSI are forwarded to either the local AFOSI unit or HQ AFOSI/XILI, 27130 Telegraph Road, Quantico, VA 22134 for review and response. XILI, HQ AFOSI's FOIA office, may be contacted at Commercial: 571-305-8728 or DSN 240-8728.

1.4.16. Air Force personnel who file an unrestricted or restricted report of sexual assault will be protected from reprisal, coercion, ostracism, maltreatment or retaliation, or threat of reprisal, coercion, ostracism, maltreatment or retaliation, for filing a report **(T-0)**.

1.4.16.1. SARCs, SAPR VAs, and VVAs, will inform, with victim consent, the Inspector General (IG) and the Staff Judge Advocate should a victim feel they are being reprimed, coerced, ostracized, maltreated or retaliated against as a result of reporting a sexual assault **(T-1)**.

1.5. Headquarters Air Force.

1.5.1. The Chief of Staff of the Air Force serves as the senior uniformed officer responsible for overseeing and providing recommendations to the Secretary of the Air Force on sexual assault policy matters to include prevention, response, oversight, standards, training, and program requirements.

1.5.2. The Vice Chief of Staff of the Air Force serves as an agent of the Secretary of the Air Force and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing sexual assault as well as develops performance-based metrics, leading indicators, and feedback protocols to assess ongoing program performance.

1.5.3. The Secretary of the Air Force Office of the Inspector General (SAF/IG) is responsible for providing administrative guidance and oversight to the Air Force Office of Special Investigation (AFOSI) IAW HAF Mission Directive 1-20, The Inspector General. The Commander of AFOSI is responsible for ensuring AFOSI agents are appropriately trained to investigate sexual offenses.

1.5.3.1. The SAF/IG will ensure inspection of the SAPR program IAW AFI 90-201, The Air Force Inspection System. Data collected from inspections can be used in reports required for para 1.5.5.3.8. SAF/IG will provide AF/CVS an annual report with inspection data by 15 November each year for the previous fiscal year.

1.5.4. The Secretary of the Air Force Office of the General Counsel (SAF/GC) develops and interprets legal policy and provides legal advice and assistance on proposed policies, DoD issuances, proposed exceptions to policy and review of all legislative proposals affecting sexual assault policy and other matters related to sexual assault as needed. SAF/GC assists in developing, coordinating, and executing military justice activities related to this instruction.

1.5.5. The Director, Air Force Sexual Assault Prevention and Response, (AF/CVS) is responsible for all activities related to this instruction to include:

1.5.5.1. Resourcing of the Sexual Assault Prevention and Response (SAPR) program and reporting on program accomplishments.

1.5.5.2. Policy and operational oversight for the SAPR program through standards, training, research, analysis and program requirements, and maintains functional oversight of program execution and related AF sponsored measurement and research.

1.5.5.3. AF/CVS will:

1.5.5.3.1. Establish and implement AF policy IAW DoD policies and procedures.

1.5.5.3.2. Establish policy and procedures regarding SARCs, SAPR VAs, and VVAs.

1.5.5.3.3. Establish and publicize policies and procedures for preventing and reporting an adult sexual assault as applicable to this AFI.

1.5.5.3.4. Represent the AF on the DoD Sexual Assault Prevention and Response Office (SAPRO) Integrated Product Team (IPT), and provide chairs or co-chairs for Working Integrated Product Teams (WIPT), when requested, and appoint a representative to the DoD SAPRO oversight teams upon request.

1.5.5.3.5. Provide DSAID oversight and management.

1.5.5.3.6. Develop SAPR education, training and awareness materials for AF personnel.

1.5.5.3.7. Develop and standardize metrics to measure SAPR compliance and effectiveness of training, sexual assault awareness, prevention and response policies and processes and to analyze data.

1.5.5.3.8. Acquire quarterly, annual, and ad hoc installation-based SAPR data from MAJCOMs and assemble annual congressional reports involving persons covered by this instruction.

1.5.5.3.8.1. Coordinate with SAF/IG for additional amplifying information derived from inspector general inspections.

1.5.5.3.9. Publicize SAPR outreach, awareness, prevention, response and oversight initiatives and programs to include the DoD Safe Helpline as the sole DoD hotline to provide crisis intervention, facilitate victim reporting through connection to the nearest SARC, and other referral resources as warranted. The DoD Safe Helpline does not replace local installation or host wing SAPR contact information.

1.5.5.3.9.1. Collaborate with AF Community Action Information Board (CAIB)/Integrated Delivery System (IDS) on sexual assault prevention activities and ensure necessary collaboration with Major Command and Installation CAIB/IDS is taking place as needed.

1.5.5.3.10. Coordinate on SARC functional assignments and deployment taskings.

1.5.5.3.11. Develop and approve required training for Air Force SARCs, SAPR VAs, and VVAs, and establish annual training requirements to comply with DoD mandated training standards as well as ensuring all SARCs, SAPR VAs, and VVAs are properly credentialed IAW DoD Instruction 6495.02, Sexual Assault Prevention and Response (SAPR) Procedures,.

1.5.5.3.12. Develop and provide the AF SAPR award criteria, to include awardee expectations, conditions and eligibility requirements, submission guidelines, award submittal and selection process, and point of contact for the following awards:

1.5.5.3.12.1. SAPR Prevention Innovation Award;

1.5.5.3.12.2. AF Exceptional SARC Award;

1.5.5.3.12.3. AF Exceptional SAPR VA Award;

1.5.5.3.12.4. AF Exceptional VVA Award; and

1.5.5.3.12.5. The SAPR Team Award.

1.5.5.3.13. Maintain and implement the AF SAPR strategic roadmap and prevention strategy in line with the DoD SAPR strategic plan and prevention strategy.

1.5.6. The Air Force Judge Advocate General (TJAG, AF/JA) is responsible for military justice activities related to this instruction and assists in developing, coordinating, and executing legal policy and essential procedural guidance for the management of sexual

assault issues. TJAG is responsible for ensuring required training of all judge advocates in sexual assault policy and related matters. TJAG is the responsible official for administration of the Victim and Witness Assistance Program (VWAP) as well as the Special Victims' Counsel (SVC). TJAG is also responsible for ensuring all legal personnel are trained on and comply with victims' rights, as set forth in Article 6b, Uniform Code of Military Justice.

1.5.7. The Air Force Surgeon General (AF/SG) is responsible for health care policies, clinical practice guidelines, related procedures, and standards governing Air Force healthcare programs in support of sexual assault reports. The Surgeon General is responsible for required training of health care personnel in sexual assault policy and related matters.

1.5.8. The Air Force Chief of Chaplains (AF/HC) is responsible for Chaplain Corps policies and procedural guidance for matters related to sexual assault. The Chief of Chaplains is responsible for ensuring members of the Chaplain Corps complete required training in sexual assault policy and related matters.

1.5.9. The Deputy Chief of Staff of the Air Force, Logistics, Installations and Mission Support (AF/A4/7), through the Director, Air Force Security Forces (AF/A7S), is responsible for security and law enforcement guidelines and related procedures. The Director is responsible for ensuring Security Forces investigators are sufficiently trained to investigate the offenses under their purview and ensuring all Security Forces personnel are trained to respond to sexual assault allegations in their first responder capacity.

1.5.10. The Deputy Chief of Staff of Air Force, Manpower, Personnel and Services (AF/A1) is responsible for developing, coordinating, and executing: SARC assignments; civilian SARC and SAPR VA hiring; SARC professional development education, training, and broadening; expedited transfer of approved victim and alleged offender requests; SARC deployments, and separation and retirement processing for Airmen with a substantiated allegation of sexual assault.

1.5.11. The Chief of Air Force Reserve (AF/RE) implements sexual assault prevention and response programs for Air Force Reserve personnel that comply with this instruction and ensures the training of Reserve personnel in sexual assault policy and related matters.

1.5.12. The Chief of the National Guard Bureau (NGB) promulgates sexual assault prevention and response programs for all National Guard members. The Director, Air National Guard (NGB/CF) implements sexual assault prevention and response programs for ANG personnel who are in a federal status consistent with this AFI and National Guard Bureau (NGB) policies. The NGB/CF ensures ANG personnel are trained in sexual assault policy and related matters.

1.6. Major Command (MAJCOM) and Organizations Above Wing Level.

1.6.1. MAJCOM Commanders implement sexual assault prevention and response programs consistent with this instruction. The MAJCOM Commander will not delegate this responsibility below the MAJCOM Vice Commander (CV) or equivalent. The MAJCOM SARC provides functional oversight for the program. See Chapter 2 for MAJCOM SARCs responsibilities.

1.6.2. HQ Air Education and Training Command (AETC) develops and distributes, in coordination with AF/CVS, appropriate sexual assault educational materials for all levels of

accession (with exception to the USAFA), technical training, and professional military education sources.

1.6.3. Commanders or Directors of Direct Reporting Units (DRU), Field Operating Agencies (FOAs), or other similar above-wing organizations implement sexual assault prevention and response programs consistent with this instruction. The Commander or Director may designate a vice or deputy to act on his or her behalf.

1.6.4. The Combined Forces Air Component Commander (CFACC) is responsible for implementing an AF SAPR program within the commander's Area of Responsibility (AOR). See Chapter 4.

1.6.5. MAJCOM SARCs must budget for prevention materials, office supplies, training, and travel (to include travel expenses related to the annual SARC workshop noted in paragraph 7.5.2.).

1.6.6. MAJCOM SARCs will distribute AF SAPR award criteria to installations, as provided by AF/CVS, to include awardee expectations, conditions and eligibility requirements, submission guidelines, award submittal and selection process, and point of contact for the following awards: SAPR Prevention Innovation Award, AF Exceptional SARC Award, AF Exceptional SAPR VA Award, AF Exceptional VVA Award and SAPR Team Award.

1.6.6.1. MAJCOMs will collect submissions from participating installations. From the submissions, each MAJCOM will select and submit one nominee to compete at the HAF level to AF/CVS.

1.6.7. MAJCOM SARCs will participate in CAIB/IDS and collaborate on relevant prevention activities.

1.7. Installation Level.

1.7.1. The installation or host wing commander, or equivalent, will implement local sexual assault prevention and response programs ensuring that an immediate, trained response capability (see glossary) exists to support sexual assault victims (**T-1**). The installation or host wing commander will supervise all SARC(s)—supervision may be delegated to the CV (or equivalent) but no further, unless a Joint Base (**T-0**). See Chapter 12 for further guidance for joint base locations. The installation or host wing commander will:

1.7.1.1. Establish a command climate of sexual assault prevention that is predicated on mutual respect and trust, recognizes and embraces diversity, and values the contributions of all assigned personnel (**T-0**).

1.7.1.2. Emphasize AF policies on sexual assaults and the potential legal consequences for those who commit such crimes (**T-0**).

1.7.1.3. Establish and publicize installation SAPR support services availability and at a minimum, emphasize the following items (**T-0**):

1.7.1.3.1. The SARC serves as the single point of contact for coordinating care for victims, to whom this instruction applies.

1.7.1.3.2. Office hours and contact numbers, to include the local 24/7 response line, the DoD Safe Helpline and installation specific SAPR websites.

- 1.7.1.3.3. Resource information is current, accurate and available to the DoD Safe Helpline database. Responders' phone numbers, to include first responders, are provided to the MAJCOM SARC on a quarterly basis, or as needed, for publication on the DoD Safe Helpline.
- 1.7.1.3.4. The SARC, SAPR VA or VVA is immediately called in for every non-Family Advocacy Program (FAP) incident of adult sexual assault in which victims are authorized the services of a SARC, SAPR VA, or VVA, as discussed in Chapter 3.
- 1.7.1.3.5. In every non-FAP incident of adult sexual assault in which victims are authorized the services of a SARC, SAPR VA, or VVA a non-clinical safety assessment (see glossary) is accomplished by the SAPR personnel providing the response.
- 1.7.1.3.6. Sexual assault victims are offered the assistance of a credentialed SARC, SAPR VA or VVA.
- 1.7.1.4. Meet with the Wing SARC and SJA within 30 days of taking command for one-on-one SAPR training **(T-0)**. The SARC and SJA will include information about any open unrestricted reports from assigned units (SARC) and provide training on confidentiality requirements in restricted reporting and MRE 514 privilege (SJA) to meet the training requirement IAW DODI 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures **(T-0)**.
- 1.7.1.5. Monitor the installation's climate through trend data from the SARC, Defense Equal Opportunity (EO) Management Institute Organizational Climate Surveys (DEOCS) and advice from subordinate commanders **(T-0)**. Respond to identified negative trends with appropriate action. In deployed locations, monitor the installation's climate through trend data from the SARC and advice from subordinate commanders since the DEOCS is not administered in deployed locations.
- 1.7.1.5.1. Commanders (or equivalent) will conduct organizational climate assessments in conjunction with EO within 120 days of taking command and annually thereafter while retaining command IAW AFI 36-2706, Equal Opportunity Program, Military and Civilian.
- 1.7.1.5.2. The installation or host wing commander will ensure that the unit DEOCS results are provided to the SARC and that the EO and SAPR office collaborate on climate survey questions and data analysis for unit commanders **(T-1)**.
- 1.7.1.5.3. Upon DEOCS completion, a commander (or equivalent) may request an out-brief. If an out-brief is requested, an EO representative and the SARC will both attend to provide the results of the DEOCS **(T-1)**. In the absence of the SARC, the Deputy SARC, Alternate SARC or the SAPR VA, respectively, may represent the SARC.
- 1.7.1.6. Identify and remedy environmental factors specific to any locations that may facilitate the commission of sexual assaults **(T-0)**.
- 1.7.1.7. Ensure all assigned military and civilian personnel (appropriated and non-appropriated fund) receive sexual assault prevention and response training IAW DoDI

6495.02, Sexual Assault Prevention and Response Program Procedures (T-0). DoD contractors are highly encouraged to attend. Refer to chapter 7 for training requirements. Annual training will be completed prior to deployment; no annual training will be conducted for deployed personnel in deployed locations (T-1).

1.7.1.8. Ensure all SAPR personnel are resourced and provided appropriate office space, office furnishings, and supplies (T-1). When feasible, the SAPR and EO offices should be in close proximity to each other. The SAPR office should reflect a warm, friendly, and inviting environment and should be in an area on the installation where all personnel have easy access, through their own private entryway with controlled foot traffic to provide as much anonymity as possible. Adequate parking immediately adjacent to the facility is essential. The installation or host wing commander will provide adequate work areas with sufficient space for a standard-size desk, locking file cabinets (UNCLASSIFIED), bookshelves, an office chair, and visitor seating for each full-time employee and an additional space with computer access for victims to use (T-1). Additionally; the installation or host wing commander will ensure the space has:

1.7.1.8.1. Private offices for full-time SAPR staff to provide consultation or personal interviews with victims, with floor-to-ceiling walls, lockable doors for privacy and additional office space for stand-alone computer for use during one-on-one consultations or for victims to file an Expedited Transfer (ET) or communicate with their Special Victims Counsel (SVC), as needed (T-1);

1.7.1.8.2. Communication equipment and services that permit coverage 24 hours a day, 7 days a week, to include office telephones with long distance capability and government-funded cellular phones for emergency response, contact and on-going victim support, printer(s), fax, scanner, web-page and copier (T-1);

1.7.1.8.3. Storage for SAPR promotional and awareness items provided throughout the year (T-1);

1.7.1.8.4. Access to conference and classroom space for continued education requirements, initial VVA training and installation annual and refresher training (T-1); and

1.7.1.8.5. Access for disabled personnel in compliance with the Americans with Disabilities Act and its implementing regulations (T-0).

1.7.1.9. Ensure standardized, timely, accessible, and comprehensive healthcare for victims of sexual assault, to include the ability to elect a SAFE (T-0). If performed in the Military Treatment Facilities (MTF), the healthcare provider will use a DoD Sexual Assault Forensic Evidence Collection Kit and the most current edition of the DD Form 2911 (T-0). If care is referred to non-MTF providers, then the WG/CC will ensure that Memorandums of Agreement/Understanding with the receiving facility are compliant (T-0).

1.7.1.10. Ensure unit commanders (or equivalent) forward victim requests to discuss his or her case with the installation or host wing commander (T-0). The installation or host wing commander may delegate this responsibility to the WG/CV but will not delegate further (T-1).

1.7.1.11. Require that the healthcare providers, in the course of preparing a SAFE Kit for unrestricted and restricted reports of sexual assault comply with the requirement to provide timely and comprehensive medical care to include guidance in AFI 44-102, Medical Care Management, Chapter 11 **(T-1)**.

1.7.1.12. Require that care provided to sexual assault victims is gender-responsive, culturally competent, and recovery-oriented **(T-0)**.

1.7.1.13. Assign a healthcare provider at each MTF as the primary point of contact concerning AF SAPR policy and for updates in sexual assault care **(T-0)**. For Reserve Medical Units (RMU) this is the Reserve SAPR Liaison (RSL) or in the case of a standalone Reserve wing, the Reserve SARC.

1.7.1.14. Ensure unit commanders (or equivalent) immediately refer any known sexual assault incidents to the SARC and AFOSI **(T-0)**. A unit commander (or equivalent) will not conduct an internal command directed investigation on sexual assaults **(T-0)**. Additional commander (or equivalent) duties are found in Chapter 6.

1.7.1.15. Ensure a SAIRO is completed for all Unrestricted Reports and Independent Investigations of sexual assault IAW Section 3.8. **(T-0)**.

1.7.1.16. Ensure that all group, squadron, and deputy commanders (or equivalent), to include tenants, receive SAIRO Report training from the SARC upon assuming their position **(T-0)**. The senior AF officer on Joint Bases will ensure all AF group, squadron, and deputy commanders receive SAIRO Report training from the SARC upon assuming the position.

1.7.1.17. Ensure a Commander's Critical Information Requirement (CCIR), if applicable, is completed when a sexually based, alleged, or confirmed crime meets criteria identified in the CSAF OPREP-3 Reporting Matrix, Rule 3D **(T-0)**. Installation or host wing commander will not complete CCIRs for restricted reports **(T-0)**. Reference Paragraph 3.9. for CCIR guidance. This is a separate report from the SAIRO listed above and may be accomplished at the same time of the SAIRO if the criteria required for a CCIR is known, as the criteria becomes apparent, or later.

1.7.1.18. Require that the SARC provides the 24 hour notification prescribed in Chapter 3 and enters reports of non-FAP, adult sexual assault cases, into DSAID within 48 hours of a report **(T-0)**. In deployed environments with internet connectivity issues that timeframe may be extended to 96 hours. The SARC shall collect and enter only the minimum information required to open a case in DSAID until after AFOSI's initial investigative interview **(T-1)**. Completion of the DD Form 2965 is secondary to the timely law enforcement notification and subsequent evidence preservation once a victim has elected unrestricted reporting.

1.7.1.19. Chair the multi-disciplinary Case Management Group (CMG) on a monthly basis to review individual cases of unrestricted sexual assault reports, facilitate monthly victim updates, direct system coordination, accountability, and victim access to quality advocacy and counseling services **(T-0)**. The installation or host wing commander may delegate this responsibility to the WG/CV (or equivalent) but will not delegate it further **(T-0)**. See Chapter 8 for further guidance.

- 1.7.1.19.1. The installation or host wing commander will require the SARC (in the case of multiple SARCs on an installation, then the Lead SARC) serve as the co-chair of the CMG **(T-0)**.
- 1.7.1.19.2. If the installation is a joint base or contains tenant commands, the tenant/supported commander (or equivalent) is invited to the CMG meetings should a victim under their command authority have a case, see Chapter 8 and Chapter 12 for additional guidance.
- 1.7.1.20. Ensure that individuals seeking assistance from a SARC, SAPR VA, VVA, VWAP, or trial counsel, for a sexual assault are informed of and given the opportunity to:
- 1.7.1.20.1. Consult with an SVC, legal assistance counsel, and in cases where the victim may have been involved in collateral misconduct, an Area Defense Counsel (ADC) **(T-0)**.
- 1.7.1.20.2. Have a SARC, SAPR VA, VVA and/or a SVC present when law enforcement, trial or defense counsel interviews the victim **(T-0)**. **((T-1)** applies to VVA and SVC).
- 1.7.1.21. In the case of a general or special court-martial involving a sexual assault punishable under Article 120 of the UCMJ, a copy of the prepared record of the proceedings of the court-martial (not to include sealed materials, unless otherwise approved by the presiding military judge or appellate court) is given to the victim of the offenses **(T-0)**. The victim shall be notified by the installation victim witness assistance program coordinator of the opportunity to receive the record of the proceedings IAW AFI 51-201, Administration of Military Justice **(T-1)**. The record of proceedings is provided without charge and as soon as the record is authenticated.
- 1.7.1.21.1. At the request of victims of crimes punishable under the remaining punitive articles (other than 120) of the UCMJ, provide the victim a copy of the record of trial, with appropriate Privacy Act redactions, after the convening authority has taken action. The victim shall be notified by the installation victim witness assistance program coordinator of the opportunity to receive the record of the proceedings IAW AFI 51-201 **(T-1)**.
- 1.7.1.22. Ensure that unit commanders are informed that complaints of sex-related offenses against Airmen assigned to their command, regardless of grade, resulting in conviction by court-martial, non-judicial punishment or punitive administrative action (defined as a LOR) are annotated in an Airman's evaluation (EPRs, OPRs, TRs, and mandatory LOEs), which are filed in the Airman's official personnel record IAW AFI 36-2406, Officer and Enlisted Evaluation Systems **(T-0)**.
- 1.7.1.23. Execute expedited transfer procedures for sexual assault victims IAW with Chapter 11 of this instruction and AFI 36-2110, Assignments **(T-1)**.
- 1.7.1.24. Ensure government transportation is available for the SAPR program, as required, to transport victims, including those at geographically separated units, to receive medical assistance and other requirements to include legal appointments, counseling appointments, court proceedings, or any appointments related the care of the victim following their initial call to report a sexual assault **(T-1)**. The requirement

includes transport to both on- and off-installation medical facilities as necessary for immediate medical attention and any follow-on forensic examination.

1.7.1.25. Distribute and consider providing a submission for the SAPR Prevention Innovation Award, AF Exceptional SARC Award, AF Exceptional SAPR VA Award, AF Exceptional VVA Award; and the SAPR Team Award (**T-1**). Award submissions are sent to the MAJCOM (**T-1**). MAJCOMS will select one nominee to compete at the HAF.

1.7.1.26. Establish a monthly meeting with the installation inspector general requiring a briefing on complaints received concerning alleged incidents of reprisal and/or restriction from a victim, witness, bystander, SARC and SAPR VA, responder or other parties to an alleged sexual assault or sexual harassment complaint (**T-1**). The inspector general will investigate covered allegations of reprisal and/or restriction in accordance with 10 USC 1034, DoDD 7050.06 and AFI 90-301 (**T-0**).

1.7.1.26.1. For reported incidents other than reprisal, the installation commander will direct that the commander of the complainant develop a plan to immediately address the issue, and forward the plan to the installation commander as well as the host WG/CC, if applicable (**T-2**).

1.7.1.26.2. If the incident report concerns a victim of sexual assault, the complaint is added to discuss during the victim's case review during the monthly CMG. The report of coercion, retaliation, ostracism, maltreatment, or reprisal remains on the CMG agenda for status updates, until the victim's case has reached final disposition or has been appropriately addressed according to the installation inspector general and the CMG chair.

1.7.1.27. Ensure that unit security managers inform service members, whenever he/she is required to complete Standard Form (SF) 86, "Questionnaire for National Security Positions," in connection with an application, investigation, or reinvestigation for a security clearance, that it is DoD policy to answer "no" to question 21 of the SF 86 with respect to consultation with a health care professional if (**T-0**):

1.7.1.27.1. The individual is a victim of a sexual assault; and

1.7.1.27.2. The consultation occurred with respect to an emotional or mental health condition strictly in relation to the sexual assault.

1.7.1.28. Ensure that the SARC and the Specialist for the Primary Prevention of Violence (SPPV) (when established) participates in CAIB/IDS and collaborate on relevant prevention activities.

Chapter 2

PROGRAM EXECUTION

2.1. Offices Primarily Responsible (OPR) for Program Execution. MAJCOM and installation-level SARCs are responsible for executing the SAPR Program. Commanders (or equivalent), supervisors, and leaders are responsible for the effectiveness of the SAPR Program throughout their organizations and installation.

2.2. Screening criteria for MAJCOM and Installation SARCs, SAPR VAs, and VVAs. SARCs, SAPR VAs, and VVAs hold sensitive positions and are the critical capability the Air Force employs to achieve advocacy and victim assistance end state. They are responsible for providing high quality support services, instilling confidence and trust, strengthening resilience and inspiring victims to report. The screening criteria are used to determine the suitability of SARCs, SAPR VAs and VVAs who directly engage with vulnerable Service members. This suitability check is intended to closely scrutinize and examine a number of data sources to capture any derogatory information or a history of questionable behavior that may exist.

2.2.1. SARCs (MAJCOM, Installation, Lead, Deputy, and Alternate), SAPR VAs and VVAs, as a condition of employment or volunteer opportunity, must meet to the following screening criteria at all times:

2.2.1.1. Personnel in SARC, SAPR VA, or VVA positions require a favorably adjudicated Tier 2 background investigation (**T-0**).

2.2.1.1.1. The Tier 2 background investigation is required in addition to any higher-level investigation that may have been previously adjudicated for a security clearance or sensitive position.

2.2.1.1.2. Some SAPR personnel require a security clearance due to their location and/or organizational requirements. Each MAJCOM will determine those SAPR positions that have security clearance requirements in addition to a favorably adjudicated Tier 2 background investigation (**T-2**).

2.2.1.1.3. The Tier 2 background investigation must be favorably adjudicated before the D-SAACP application is submitted (**T-0**).

2.2.1.1.4. Personnel filling SARC, SAPR VA, or VVAs positions before the implementation of this instruction must have a favorably adjudicated Tier 2 background investigation no later than April 20, 2018 (**T-0**).

2.2.1.1.5. The Tier 2 re-investigation must be conducted every 5 years IAW the Office of Personnel Management Federal Investigations memorandum, "Federal investigative Standards Implementation Plan" dated November 4, 2014 (**T-0**).

2.2.1.2. Military members require a favorable designation on their previous three performance reports (**T-1**):

2.2.1.2.1. Officers: "Meets Standards".

- 2.2.1.2.2. Enlisted: Rating of meets, above average or clearly exceeds in all categories.
- 2.2.1.3. No open criminal investigation as an alleged offender **(T-0)**.
- 2.2.1.4. No conviction for a substance abuse crime, a crime involving domestic violence, a child abuse crime, a violent crime, a felony offense or a sexual assault offense **(T-0)**.
- 2.2.1.5. No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File for the previous five years **(T-1)**.
- 2.2.1.6. Never been convicted by a General, Special or Summary court-martial **(T-1)**.
- 2.2.1.7. No record of court-martial, non-judicial punishment, or administrative action (Letter of Reprimand (LOR), Letter of Admonishment (LOA), negative Letter of Counseling (LOC), or negative Record of Individual Counseling (RIC)) **(T-1)**:
- 2.2.1.7.1. Reflecting a lack of character, behavioral or emotional control.
- 2.2.1.7.2. Based on sexual assault, sexual harassment, physical abuse, or unprofessional relationships as defined in AFI 36-2909, Professional and Unprofessional Relationships.
- 2.2.1.8. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses as defined in AFRSI 36-2001, Recruiting Procedures for the Air Force (Note: Category 3 and 4 traffic offenses alone are not disqualifying) **(T-1)**.
- 2.2.1.9. No record of a substantiated complaint against the SARC, SAPR VA or VVA of reprisal, retaliation, or abuse of authority within their personnel records **(T-1)**.
- 2.2.1.10. Not have a disqualifying condition (see glossary) for a crime of sexual assault, or required to register as a sex offender **(T-0)**.
- 2.2.1.11. No additional information from a Commander (or equivalent) that would preclude selection of or deem the individual unsuitable as a SARC, SAPR VA, or VVA **(T-1)**.
- 2.2.1.12. Submit a commander recommendation letter that states the following: "I have interviewed the applicant and find him/her qualified for SARC/SAPR VA/VVA duty. The applicant's records do not reflect any incidents of court-martial, non-judicial punishment, or administrative action for sexual assault, sexual harassment, unprofessional relationships, physical abuse, child abuse, substantiated complaint of reprisal/retaliation/abuse of authority, or any information that would preclude selection. Furthermore, I find no record of courts-martial, non-judicial punishment, negative LOR, negative LOC, or LOA for 5 years" **(T-1)**.
- 2.2.1.13. Require a continuing duty to immediately self-report to their Commander, assigned SARC, and Human Resources if investigated, charged, and/or convicted of any criminal activity, who then collectively evaluate, if applicable, whether D-SAACP credentials should be suspended or revoked based upon the nexus of the conduct to the SARC or SAPR VA duties **(T-1)**. Commanders (or equivalent) and assigned SARCs will immediately refer to paragraph 10.3 for suspension or revocation criteria and process for D-SAACP **(T-0)**.

2.2.1.14. No annotation of a complaint of sex-related offenses on a performance report, IAW AFI 36-2406, Officer and Enlisted Evaluation Systems (T-1).

2.2.1.15. On behalf of AF/CVS, the SARC at the officer's location or MAJCOM SARC will conduct a screening interview for each military SARC candidate (T-1). Standard interview questions are located on the AF/CVS Sharepoint site. The installation SARC and SAPR VA will conduct the screening interview for VVAs (T-1).

2.2.2. SARCs must keep a record of proof that all completed screening criteria are met in the individual advocate's file (T-1). The SARCs supervisor will keep a copy of the SARC's screening criteria (T-1). Deployed SARCs will verify screening criteria was met for VVAs in the deployed environment with the home station SARC (T-1). Deployed SARCs are not required to maintain VVA records in the deployed location.

2.2.3. SARC supervisors and SARCs (MAJCOM, installation and lead) will accomplish the screening criteria on personnel identified in this section at the initial application process and re-accomplish it every two years, in line with recertification of D-SAACP (T-0).

2.3. MAJCOM SARC Duties and Responsibilities.

2.3.1. The MAJCOM SARC is responsible for administering the Sexual Assault Prevention and Response program within that MAJCOM and provides functional oversight and guidance for installation SARCs to ensure compliance with this Instruction. Air Force Reserve Command (AFRC) functional oversight applies to Reserve Command host installations. The AFRC functional will work collaboratively with other MAJCOMs to ensure coordinated program guidance is provided to all Air Force Reserve organizations.

2.3.2. The MAJCOM SARC provides professional oversight and assistance for the installation SARC on matters such as policy interpretation, execution of duties, and other matters as warranted. When determined by the MAJCOM SARC, assistance may require discussions with the installation SARC, SAPR VA, or VVAs regarding restricted reporting communications from victims in order to assist the SARC in the performance of his or her duties. Such discussions may include personal identifying information for effective oversight and therefore, MAJCOM SAPR personnel shall have private work centers. Additionally, the MAJCOM SARCs will:

2.3.2.1. Participate or provide representation for all AF/CVS MAJCOM monthly telephone conferences.

2.3.2.2. Comply with screening requirements, as prescribed in paragraph 2.2; complete the AF SARC Course; obtain and maintain D-SAACP credentialing.

2.3.2.3. Ensure all installation SARCs (Installation, Lead, Deputy, and Alternate) as well as SAPR VAs and VVAs obtain D-SAACP credentialing and maintain 32 hours (30 hours of advocacy plus 2 hours of ethics training) of continuing education units (CEUs) bi-annually.

2.3.2.4. Verify SARCs, SAPR VAs, and VVAs obtain D-SAACP certification prior to providing victim care.

2.3.2.5. Comply with AF/CVS requests and tasks, as required.

- 2.3.2.6. Conduct a monthly telephone conference with installation SARC, at a minimum.
- 2.3.2.7. Provide MAJCOM status of annual training on a quarterly basis to AF/CVSO.
- 2.3.2.8. In absence of a SARC, the MAJCOM SARC will enter case information into DSAID. These case(s) may be initially entered as “open with limited,” then as additional information is available the case(s) are converted to “open.”
- 2.3.2.9. For locations that have multiple SARC, ensure a Lead SARC is established and designated through an appointment letter or memorandum.
- 2.3.2.10. Maintain a current roster and appointment letter of all SARC (Installation, Lead, Deputy, and Alternate) and SAPR VAs including: name, location, contact information, and credentialing dates.
- 2.3.2.11. Ensure installation SARC conduct annual training and training is tracked by Unit Training Managers (UTMs) or Unit Ancillary Training Monitors (UATM) in Advanced Distributed Learning Service (ADLS).
- 2.3.2.12. Oversee all SAPR expedited transfer submissions (temporary or permanent unit transfer, temporary or Permanent Change of Assignment (PCA), or Permanent Change of Station (PCS)), and provide weekly status to AF/CVS Operations Division (AF/CVSO).
- 2.3.2.13. Be trained in and understand the confidentiality requirements of and exceptions to restricted reporting and MRE 514.
- 2.3.2.14. Provide monthly MAJCOM case oversight to ensure accuracy in DSAID.
- 2.3.2.15. Provide pre-command training to all new officers and Department of the Air Force (DAF) civilians who are selected for command or equivalent and the unit’s senior enlisted Service members prior to filling a command position IAW DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures, Enclosure 10.

2.4. Installation SARC Eligibility and Requirements.

2.4.1. Eligibility: A SARC can be an Air Force officer or DoD civilian employee. If an installation SAPR Office has both military and civilian members trained as SARC, the civilian will be designated as the SARC and the military member will be designated as the Deputy SARC (T-1). All SARC (civilian and military) must comply with screening requirements in section 2.2, complete the AF SARC course and D-SAACP certification (T-1).

2.4.1.1. SARC (military and civilian/ lead and deputy) will report directly and be supervised by the installation or host wing commander (T-0). This duty may be delegated to the installation or host wing vice commander but not further. Exceptions for Joint Bases are prescribed in Chapter 12. At installations with an identified lead SARC, the installation or host wing commander will determine if the lead SARC supervises other SARC on the installation (T-3). Alternate SARC(s) will report to the Lead SARC, SARC or Deputy SARC, if applicable for SAPR duties and responsibilities only (T-1).

2.4.1.2. Civilian SARC will be DoD civilian employees in the grade of General Schedule (GS)-12 or equivalent and are governed by the mandatory SARC Standard Civilian Position Description (SCPD) (T-1). Contingent upon complying with required

prerequisites (i.e., security clearance, weapons qualification, etc.), civilian SARC must have commander's (or equivalent) approval to volunteer to deploy **(T-3)**.

2.4.1.3. Military SARC serving as the installation or Lead SARC must be in the grade of O-3 or above, designated as world-wide deployable resources, complete the AF SARC course, obtain D-SAACP certification and support the Air Force's commitment to expeditionary missions ensuring a SAPR capability is available in deployed environments **(T-1)**. Military serving in the role as a Deputy SARC or Alternate SARC must be in the grade of O-2 or above **(T-1)**.

2.4.1.3.1. Military SARC responsibilities are part of the 38P (Force Support) career field. Officers outside of the 38P career field are encouraged to serve as SARC as a career broadening opportunity provided they are released by their career field, meet training requirements, and are approved by Air Force Personnel Center (AFPC) assignments branch and AF/CVSO.

2.4.1.3.2. The WG/CC must endorse and submit fully justified military grade waiver requests through the MAJCOM/CV for endorsement before forwarding to AF/CVSO for approval/disapproval **(T-1)**. AF/CVS will approve or deny all waiver requests for the military grade requirement of SARC and forward to the MAJCOM SARC. If approved, the MAJCOM SARC will maintain and provide a copy to the Installation SARC for his/her records. If a military grade waiver is approved for an individual at home station, that military SARC is able to deploy without needing a separate waiver for the deployed location.

2.4.1.3.3. MAJCOMs and installation will not convert world-wide deployable military SARC positions to civilian positions without AF/CVS approval **(T-1)**.

2.4.1.3.4. Military SARC, once trained and certified, will be required to serve in that capacity as a SARC for no less than two years **(T-1)**. MAJCOMs and installations must coordinate all exceptions to this instruction through AF/CVS **(T-1)**. This requirement is not applicable to National Guard dual status technicians or for Reg AF SARC filling a remote duty station assignment.

2.4.1.4. Considerations for the SARC positions within the Air Reserve Command (ARC).

2.4.1.4.1. All SARC will comply with screening requirements prescribed in section 2.2 **(T-0)**.

2.4.1.4.2. Civilian Reserve SARC positions are graded at GS-12 and are governed by the mandatory Reserve SARC Standard Civilian Position Description.

2.4.1.4.3. Contingent upon complying with required prerequisites (i.e., security clearance, weapons qualification, etc.) civilian reserve SARC must have WG/CC and HQ AFRC SAPR Program Manager approval to volunteer to deploy **(T-1)**.

2.4.1.4.4. Each tenant Reserve wing/organization will have a Reserve SAPR Liaison (RSL) **(T-1)**. The RSL will be a member of the reserve unit's Physical Examination Section and have the ability to facilitate a Line of Duty (LOD) determination **(T-1)**. The RSL is an additional duty and works closely with the SARC to ensure sexual assault victims are treated with dignity and respect throughout the LOD process. The

RSL will comply with screening requirements prescribed in section 2.2 and complete volunteer victim advocate (VVA) training in order to effectively work with sexual assault victims **(T-0)**.

2.4.1.4.4.1. Each ANG Wing SARC serves as the primary liaison to the unit LOD POC. LOD procedures are conducted IAW AFI 36-2910, Line of Duty Determination, Medical Continuation and Incapacitation Pay.

2.4.1.4.4.2. The RSL directs any questions regarding restricted or unrestricted sexual assault LODs to HQ AFRC/SGP, Robins AFB GA.

2.4.1.4.5. Each co-located AD wing, where an Air Reserve Component wing is the host, will have a SAPR Liaison who serves as the primary POC to the ARC SARC **(T-1)**. The SAPR Liaison will comply with requirements prescribed in section 2.2 and 2.4 **(T-0)**. They assist the ARC wing SARC in scheduling and delivery of training to Reg AF personnel.

2.4.1.4.6. At tenant Reserve Wings/organizations, the Reserve wing/organization leadership work directly with the installation SARC in scheduling the delivery of training and identifying personnel that comply with screening requirements prescribed in section 2.2 and completed VVA training to assist with the training of Reserve personnel. The Reserve wing/organization will record training completion for all members and report any required metrics to the Installation SARC **(T-1)**.

2.4.1.5. The SARC and the installation or host wing commander will ensure that appropriate and qualified personnel are identified, trained, and available to serve as an Alternate SARC in the primary SARC's absence due to leave, Temporary Duty (TDY), illness, etc. **(T-1)**.

2.4.1.5.1. Alternate SARC's will comply with screening requirements prescribed in section 2.2 **(T-0)**.

2.4.1.5.2. The Alternate SARC must meet the eligibility requirements of section 2.4.1. **(T-0)**. Only officers O-2 or above or civilians GS-12 or equivalent, who have completed the VVA and or AF SARC course, has performed SAPR VA/VVA duties under SARC supervision, and are D-SAACP certified may serve as an Alternate SARC. ANG SARC's must complete the ANG/NGB Title 32 specific D-SAACP approved initial training course **(T-1)**.

2.4.1.5.2.1. A Reg AF Alternate SARC must complete the AF SARC Course, taught at AU, no later than 6 months from appointment as the Alternate SARC **(T-1)**.

2.4.1.5.3. Civilian Alternate SARC's must have their supervisors document their volunteer status and duties, to include hours performing VVA duties, in their personnel file consistent with current procedures managed by the Civilian Personnel Office **(T-1)**.

2.4.1.5.4. If a SARC is unavailable, the installation or host wing commander will coordinate all initial appointments of Alternate SARC's with the MAJCOM SARC, to include personal data and qualifications of the appointee **(T-2)**.

2.4.1.6. When performing SARC duties, Alternate SARCs will report directly to the installation or host wing commander or equivalent and provide regular updates, assist in meeting annual SAPR training requirements and, as appropriate, provide community education publicizing available SAPR services ((T-0) for reporting to WG/CC). ((T-1) for other items).

2.4.1.7. Alternate SARCs will be trained on the confidentiality requirements of and exceptions to restricted reporting and MRE 514 (T-0).

2.4.2. Limiting career field eligibility for SARCs (Installation, Lead, Deputy, or Alternate) SAPR VAs or VVAs. Due to the potential for legal, professional, or community conflicts of interest, the following members will not serve as SARCs, SAPR VAs or VVAs: individuals on G-series orders, first sergeants, chief master sergeants, individuals assigned with or working in law enforcement or investigations (to include administrative or training personnel assigned to SFS or AFOSI), individuals assigned to the Office of the SJA or Area Defense Counsel, healthcare providers (as defined in DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures, as those who have direct patient care), individuals assigned to EO offices, individuals assigned to the Office of the Wing Chaplain or equivalent, individuals assigned as firefighters, individuals assigned as emergency medical technicians, or individuals assigned to the Inspector General (IG) (T-1).

2.5. Installation or Lead SARC Duties and Responsibilities. The SARCs role is to provide overall program management for the sexual assault prevention and response program by managing prevention, support programs and activities for sexual assault prevention and response on the installation IAW this instruction. The SARC serves as the commander's consultant and coordinator for sexual assault prevention activities assisting with institutionalizing an environment of dignity and respect. Installation SARCs will (be):

2.5.1. Supervised by the installation or host wing commander (T-0). This responsibility may be delegated to the installation or host wing vice commander, but the installation or host wing commander will not delegate it further except at Joint Bases as prescribed in Chapter 12 (T-1).

2.5.1.1. If the installation has 3 or more Air Force SARCs, then a Lead SARC, in coordination with the MAJCOM SARC, will be designated in writing by the installation or host WG/CC (T-1). The installation or host wing commander will provide the appointment letter identifying the Lead SARC to the MAJCOM SARC (T-1). At installation with an identified Lead SARC, the installation or host wing commander will determine if the Lead SARC supervises other SARCs on the installation (T-3).

2.5.1.2. DELETED

2.5.2. Responsible for a victim support system that ensures a certified advocate answers the installation SAPR response line and is capable of responding to all reported adult sexual assaults 24 hours a day, 7 days a week, occurring on or off the installation within his(her) area of responsibility to include Geographically Separated Units (GSUs) attached to or supported by the installation (T-0).

2.5.2.1. The SARC, SAPR VA, or VVA will be called immediately for every non-FAP incident of sexual assault on a military installation (T-0). A SARC, SAPR VA, or VVA will personally answer the phone, making every attempt to not miss any calls and cannot

have an answering machine or voice mail, act as, the primary response mechanism **(T-1)**. SARC's shall respond or direct a SAPR VA or VVA to respond **(T-0)**. The SARC, SAPR VA, or VVA will respond timely and in person **(T-0)**.

2.5.2.2. When contacted by the SARC, SAPR VA, and/or VVA, a sexual assault victim may decline any or all SAPR services or request a different advocate, to include gender specific, if one is available.

2.5.2.3. If a victim approaches a SARC, SAPR VA, or VVA and begins to make a report, but then changes his or her mind and leaves without signing the DD Form 2910 (selecting a reporting option), the SARC, SAPR VA or VVA will not inform investigators or commanders (or equivalent) about the conversation or disclose the communication surrounding the report **(T-0)**. Without a signed DD Form 2910 there is not an unrestricted or restricted report of sexual assault with the SAPR office. The SARC will not enter any information into DSAID nor submit a 24-hour notification in these instances **(T-0)**. If commanders (or equivalent) or law enforcement ask about the conversation, disclosures can only be made IAW exceptions to MRE 514 privilege.

2.5.2.3.1. If a SARC is approached by two individuals with allegations against each other, each individual will be provided the opportunity to make a report through signature on the DD Form 2910 with the SARC, SAPR VA or VVA **(T-1)**. In this situation, the SARC will ensure that a separate SAPR VA and/or VVA is assigned to each individual making the report **(T-1)**.

2.5.3. The SARC will:

2.5.3.1. Ensure that the SAPR Program serves as the primary point of contact for integrating and coordinating sexual assault victim services (non-FAP incidents) when a sexual assault is reported. SAPR services may begin at the initial report of sexual assault, continue through disposition and resolution of issues, or beyond as it relates to the victim's health and well-being **(T-0)**.

2.5.3.2. Provide a victim response capability that recognizes the high prevalence of pre-existing trauma (prior to the present sexual assault incident) and empowers an individual to make informed decisions about all aspects of the reporting process and provides access to available resources **(T-0)**.

2.5.3.3. Provide a response capability that is gender-responsive, culturally-competent, and recovery-oriented.

2.5.3.4. Ensure clear and accurate information is available for reporting a sexual assault, both unrestricted and restricted, throughout his or her area of responsibility **(T-0)**.

2.5.3.4.1. SARC's will provide installation agencies, such as the Command Post and Installation Operators, the SAPR 24/7 local response line and any additional roster(s) for emergency contact information. SARC's, SAPR VAs, and VVAs will not provide victims with their personal home or personal cellular phone numbers.

2.5.3.5. Assign a SAPR VA or VVA as soon as possible after a restricted or unrestricted report of sexual assault is made (non-FAP incidents) **(T-0)**. The victim shall be informed that he/she can decline being assigned an advocate and that a SAPR VA or VVA can be assigned at any time throughout the process **(T-0)**.

- 2.5.3.5.1. The SARC may direct a trained SAPR VA or VVA to respond to a victim.
- 2.5.3.5.2. VVAs will not provide advocacy services to a victim in the same unit (**T-1**).
- 2.5.3.6. Require that a non-clinical safety assessment (see glossary) be accomplished by the SAPR personnel providing the response (**T-0**).
- 2.5.3.7. Facilitate or provide continuity of care and case management in the event the victim PCSs, is deployed or redeployed (**T-0**). The SARC will not transfer case documents without written consent from the victim (**T-0**). Exceptions may apply when a victim requests an expedited transfer. See section 11.6.
- 2.5.3.7.1. For ANG victims, if the victim returns to his or her ANG unit and concurs with case transfer, the SARC will contact the state Joint Force Headquarters (JFHQ) SARC who coordinates transfer to the victim's installation SARC (**T-1**). Once completed, the SARC will notify the ANG SAPR Office of the transfer (**T-1**).
- 2.5.3.7.2. The SARC will continue support services until the victim indicates support is no longer required, or the SARC makes this determination based on the victim's lack of response to offers of assistance (**T-1**). The SARC will continue to monitor the victim's health and well-being through final disposition and/or resolution of the case (**T-0**).
- 2.5.3.8. Provide continuity of care and case management for all cases reported at the installation (**T-1**). During the initial intake with the victim, when the victim notifies SAPR personnel of a change in their initial intake regarding retaliation and prior to closing the case within DSAID, SAPR personnel are responsible for discussing the following with victims who make an unrestricted report.
- 2.5.3.8.1. The definition of retaliation and reprisal (see glossary).
- 2.5.3.8.2. Whether a victim has experienced any forms of retaliation
- 2.5.3.8.3. That a victim has a choice to decide whether or not to make a retaliation report.
- 2.5.3.8.3.1. If the victim would like to make a retaliation report, SAPR personnel must understand what office is responsible for investigating different types of retaliation and the definition of the types of retaliation to ensure allegations are properly referred to the IG, commander or appropriate MCIO (**T-0**). The IG is responsible for adjudicating allegations of reprisal. AFOSI will only have a role if the retaliation report involves a violation of the UCMJ (**T-0**). Complaints of sexual harassment or any form of discrimination should be filed with EO. Commanders should address other instances of retaliation. SAPR personnel should contact their servicing SJA if they are unsure whom to refer the victim. However, an improper referral can be changed and will not impact the merits of the investigation.
- 2.5.3.9. Be trained and perform victim advocate duties IAW MRE 514(b) (2) (B) (**T-0**).

2.5.3.10. Be prepared and available to travel, IAW the Joint Travel Regulation (JTR), when requested to provide support if a victim is traveling for Article 32 and/or court proceedings **(T-0)**.

2.5.3.10.1. Inform the victim that one non-medical escort may accompany the victim to court proceedings IAW the JTR **(T-0)**.

2.5.3.11. Advise victims who report/reported a sexual assault or seek/sought mental health treatment for a sexual assault that they have/will have the opportunity discuss any concerns/issues related to the impact of that reporting or treatment on their military career with a G/FO **(T-0)**.

2.5.4. Track the status of sexual assault cases (non-FAP incidents) in designated area of responsibility utilizing DSAID, and provide monthly updates to the installation or host wing commander and MAJCOM SARC **(T-0)**. **(T-1)** for MAJCOM SARC update). SARCs will:

2.5.4.1. Document, track, and maintain in DSAID, an account of the services referred to and requested by the victim (from medical treatment to counseling) from the time of the initial report of a sexual assault through the final case disposition or until the victim no longer desires services **(T-1)**. Should the victim return to the SARC or SAPR VA and request SAPR services after indicating that they no longer desired services, the case will be reopened and addressed at the CMG meeting **(T-0)**. The SARC will contact their MAJCOM SARC to notify that the case has been reopened **(T-0)**. MAJCOM SARCs will contact AF/CSVSO to ensure the case is reopened within DSAID.

2.5.4.1.1. A SARC will open a case in DSAID as an “open with limited information” case when there is no signed DD Form 2910 (e.g. an independent investigation or third-party report, or when a civilian victim alleged sexual assault with a service member subject) **(T-0)**. When a case with a signed DD Form 2910, not an Independent Investigation, was started as an “open with limited information” to create the initial DSAID entry must be changed to Open within 14 business days **(T-0)**.

2.5.4.2. Enter information into DSAID within 48 hours of the report of sexual assault **(T-1)**. In deployed locations, the time frame is extended to 96 hours.

2.5.4.3. May use the DD Form 2965, Defense Sexual Assault Incident Database Data Form, to ensure data-gathering of all important information. When used, the SARC will destroy the DD Form 2965 once the information has been entered into DSAID **(T-1)**.

2.5.4.4. Immediately request victim consent in writing to transfer case management documents, which should be documented on the DD Form 2910, when a victim has a temporary or PCA, PCS, an expedited transfer (either temporary or permanent), or is deployed **(T-0)**.

2.5.4.4.1. Upon receipt of victim consent, the losing SARC will transfer the case in DSAID and contact the gaining SARC to ensure continuity of care and SAPR services **(T-0)**. The SARC must strictly adhere to all Federal, DoD, and Air Force privacy regulations **(T-0)**.

2.5.4.5. When the SARC is TDY, has PCSd or deployed, victim consent is not required to transfer the case to the next SARC. Every effort should be made to inform the victim

of the case transfer. If the SARC has already closed the case and terminated victim contact, no other action necessary.

2.5.5. The Installation SARC will ensure that the SAPR VA and VVAs are knowledgeable and explain to the victim that the services of the SARC, SAPR VA, or VVA are optional and these services may be declined, in whole or in part, at any time **(T-0)**. The victim may decline advocacy services, even if the SARC, SAPR VA, or VVA holds a position of higher rank or authority than the victim. The SARC will explain to victims the option of requesting a different VVA (subject to availability, depending on local staffing) or continuing without VVA service, as well as, the available reporting options to the victim **(T-0)**. The SARC, SAPR VA, and/or VVA will:

2.5.5.1. Have the victim fill out the DD Form 2910 where the victim elects to make a restricted or unrestricted report **(T-0)**. Explain that the victim has the right and ability to consult with a SVC before deciding whether to make a restricted report, unrestricted report or no report at all. Contact the local AFOSI as soon as possible after the victim elects to make an unrestricted report and signs the DD 2910. **(T-0)**.

2.5.5.2. Inform the victim that the DD Form 2910 is uploaded to DSAID and maintained for 50 years in unrestricted reports and retained only in hard copy for 50 years in restricted reports, for the purpose of providing the victim documentation of his/her sexual assault report **(T-0)**.

2.5.5.3. Inform the victim of any local or state sexual assault reporting requirements that may limit the possibility of restricted reporting **(T-0)**. At the same time, the victim will be briefed on the protections and exceptions to MRE 514 **(T-0)**.

2.5.5.4. Inform the victim that each military member who reports having been sexually assaulted, is given the opportunity to consult with legal assistance counsel, a Special Victims' Counsel (SVC) (see eligibility criteria on AF/CVS Sharepoint) and in cases where the victim may have been involved in collateral misconduct, to consult with an ADC **(T-0)**. The SARC, SAPR VVA, and/or VVA will ensure the following when informing the victim on details of legal assistance counsel will include:

2.5.5.4.1. Information concerning the prosecution of the perpetrator is provided to victims by their commander (or equivalent), trial counsel, VWAP personnel or SVC **(T-0)**. AFI 51-504 provides SVC policy and procedures.

2.5.5.4.2. Information noting that legal assistance is optional and may be declined, in whole or in part, at any time and the victim has the option to include the SARC, SAPR VA, VVA, and/or SVC when interviewed by law enforcement, AFOSI or defense counsel **(T-0)**.

2.5.5.5. Inform the victim, in cases where the alleged the perpetrator is the commander (or equivalent) or in the victim's chain of command, they may report the incident outside their chain of command, to another commanding officer or to AFOSI **(T-0)**. **((T-1)** for AFOSI).

2.5.5.5.1. Unrestricted report notification, when the alleged perpetrator is the commander (or equivalent) or in the victim's chain of command, is provided to the next level of command.

2.5.5.6. Inform victims that they can also seek assistance from the DoD Safe Helpline **(T-0)**.

2.5.6. For each completed DD Form 2910, the SARC will:

2.5.6.1. Keep a signed copy and provide the victim a hard copy of the DD Form 2910 with the victim's signature **(T-0)**.

2.5.6.2. Advise the victim to keep the copy of the DD Form 2910 in their personnel permanent records as this form may be used by the victim to document the reported sexual assault with other agencies (e.g., Department of Veterans Affairs) or for any other lawful purpose **(T-0)**.

2.5.6.3. Store the original DD Form 2910 pursuant to storage regulations and privacy laws **(T-0)**. In the event of transitioning SARCs, the departing SARC shall inform remaining or incoming SARC(s) or the SAPR VA of the location of the DD Forms 2910, and ensure the safe transfer of the DD Forms 2910 **(T-0)**.

2.5.7. Each SARC, SAPR VA, or VVA will explain the SAFE confidentiality to victims and the confidentiality of the contents of the SAFE Kit **(T-0)**.

2.5.8. A SARC, SAPR VA, or VVA will explain to victims who make restricted reports that confiding in another person could result in a third-party report to command or AFOSI potentially resulting in an investigation **(T-0)**.

2.5.9. Provide the installation or host wing commander a 24 hour notification, IAW Section 3.9, on all unrestricted and restricted reports of adult sexual assault incidents within 24 hours **(T-0)**. No additional information (no PII) will be added to the template provided in attachment 2. In deployed environments, this notification may be extended to 48 hours **(T-0)**.

2.5.9.1. For all unrestricted reports of sexual assault, provide the 24-hour notification to the immediate commander of the victim (if a non-Air Force civilian victim, then the immediate commander of the alleged offender) **(T-1)**. No additional information will be added to the template provided in attachment 2. In deployed environments, this notification may be extended to 48 hours.

2.5.9.2. For all restricted reports, command and installation demographics shall be taken into account when determining the information to be provided. To ensure oversight of victim services for restricted report cases, the SARC will also confirm that the victim has been offered SAPR advocacy services; received a safety assessment; received explanation of the notifications in the DD Form 2910; been offered medical and mental health care; and informed of the availability for an SVC **(T-0)**.

2.5.10. Provide the installation or host wing commander CCIR information when a sexually based, alleged, or confirmed crime meets criteria identified in the CSAF OPREP-3 Reporting Matrix, Rule 3D **(T-0)**. Installation and host wing commander will NOT complete CCIRs for restricted reports **(T-0)**. Reference Paragraph 3.9. for CCIR guidance. This is a separate report from the SAIRO and may be accomplished at the same time of the SAIRO if the criteria required for a CCIR is known, as the criteria becomes apparent, or later.

2.5.10.1. The SARC will notify the MAJCOM SARC the same duty day regarding all CCIRs **(T-1)**. MAJCOM SARC will notify MAJCOM/CV and AF/CVS.

2.5.11. Provide oversight responsibility for the SAPR VAs and VVAs who respond to sexual assaults and provide victim advocacy services **(T-0)**.

2.5.11.1. The SARC and SAPR VA, together, will conduct interviews with all potential VVA applicants and the SARC is the final approval/disapproval authority on all VVA applicants **(T-1)**.

2.5.11.2. The SARC will supervise the VVAs while they are providing support to sexual assault victims per DODI 6495.02, Sexual Assault Prevention and Response Program Procedures **(T-1)**. When a VVA is performing advocacy duties, he or she will report directly to the SARC; however no change of rater is initiated **(T-1)**.

2.5.11.3. The SARC will load SAPR VA and all VVAs information into DSAID to include their training completion and D-SAACP certification dates **(T-0)**.

2.5.12. Perform victim advocacy duties on an as needed basis, after credentialing by D-SAACP **(T-0)**. The AF recognizes the SARC's authority to perform duties as a VA, even though the SARC may not be designated in writing as a SAPR VA or VVA.

2.5.12.1. The SARC will comply with D-SAACP requirements: this includes the initial 40-hour training and obtaining 32 continuing education units (CEUs) of refresher training every two years **(T-0)**.

2.5.13. Facilitate education of command personnel (e.g. Commanders (or equivalent), First Sergeants, Chief Master Sergeants, and senior civilians) on sexual assault response and victim advocacy services, and ensure training is documented and tracked in ADLS at the installation level by the UTM or UATM with copies of the sign-in sheets provided to the SARC **(T-1)**.

2.5.13.1. The SARC will meet with new commanders (or equivalent) within 30 days of taking command per Chapter 7 and DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures **(T-0)**.

2.5.14. Facilitate education of command personnel (e.g. Commanders (or equivalent), First Sergeants, Chief Master Sergeants, and senior civilians) on sexual assault response and victim advocacy services, and ensure training is documented using sign-in sheets **(T-1)**.

2.5.14.1. As requested, the SARC will facilitate training on SAPR and victim advocacy services to military dependents over 18 years old CONUS and OCONUS **(T-1)**.

2.5.14.2. As requested, the SARC will facilitate training on SAPR and victim advocacy services to civilian dependents over 18 years old OCONUS **(T-1)**.

2.5.15. Facilitate the development and collaboration of SAPR public awareness campaigns for victims of sexual assault, including planning local events for Sexual Assault Awareness and Prevention Month **(T-0)**. The SARC will publicize the DoD Safe Helpline on all outreach events **(T-0)**.

2.5.16. Coordinate medical and counseling services between military installations and deployed units related to care for sexual assault victims **(T-0)**.

2.5.17. Collaborate with other agencies and activities, both on and off the installation, to improve SAPR responses to and in support sexual assault victims **(T-0)**.

2.5.18. Maintain liaison with commanders (or equivalent), DoD law enforcement, MCIO, and civilian authorities, as appropriate, to facilitate the following protocols and procedures **(T-0)**:

2.5.18.1. Victim advocacy 24 hours a day, 7 days a week for all incidents of reported sexual assault occurring either on or off the installation involving military members and their adult dependents and other persons covered by this instruction **(T-0)**.

2.5.18.2. Collaboration on public safety, awareness, and prevention measures **(T-0)**.

2.5.18.3. Consultation with command legal representatives, healthcare personnel, and MCIOs, (or when feasible, civilian law enforcement), to assess the potential impact of state and international laws governing the reporting requirements for adult sexual assault that may affect compliance with the restricted reporting option and develop or revise applicable MOU(s) and MOA(s), as appropriate **(T-0)**.

2.5.18.4. Collaborate with MTF or MCIOs, Command Post and Base Defense Operations Center (BDOC) or Law Enforcement (LE) Desk to establish protocols and procedures to direct notification of the SARC, SAPR VA, and/or VVA for all sexual assault incidents **(T-0)**.

2.5.19. Provide installation commanders information on trends and characteristics of sexual assault crimes and relevant risk factors (e.g., published materials offensive toward specific genders and alcohol accessibility) to enable local sexual assault prevention efforts. Information provided for this purpose will be drawn from SAIROs only; information contained in other reports or maintained in other databases shall not be provided **(T-1)**.

2.5.20. Co-chair the CMG to review individual sexual assault cases IAW Chapter 8 of this instruction **(T-0)**. **((T-1)** for Chapter 8 compliance).

2.5.21. Familiarize unit commanders (or equivalent) and supervisors of the VVAs roles and responsibilities, to include the “Supervisor and Commander Statement of Understanding” section in the DD Form 2950. **(T-0)**.

2.5.22. Manage the program's budget to include Government Purchase Card (GPC) card management and purchasing in compliance with AFI 64-117, Air Force Government-Wide Purchase Card (GPC) Program **(T-1)**.

2.5.22.1. Installation SARCs must budget for prevention materials, office supplies, training, and travel (to include travel expenses related to the annual SARC Workshop noted in paragraph 7.5.2.) **(T-1)**.

2.5.22.2. SARCs are encouraged to purchase small advertising/marketing materials and products (i.e., pens, stress balls, magnets, etc.) in support of outreach and awareness support programs. These expenditures are considered authorized as long as they comply with the micro-purchase threshold requirements of AFI 64-117, Air Force Government-Wide Purchase Card (GPC) Program.

2.5.23. Use office automation software to produce and distribute a range of documents, to include monthly and quarterly reports as directed by AF/CVS **(T-1)**.

2.5.24. Establish MOU(s) or MOA(s) with other military installations or Services in proximity to the installation, if needed, to ensure a sexual assault response capability **(T-1)**.

2.5.25. If a sexual assault (1) occurs in the workplace and (2) results in a physical injury, and (3) the victim files an unrestricted report, the SARC or SAPR VA will contact the installation Safety office within 48 hours **(T-1)**. Air Force safety professionals are required to record injuries and illness that are deemed work-related if an event or exposure in the work environment either caused or contributed to the resulting condition **(T-0)**. Work relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment, unless an exception in 29 CFR 1904.5(b)(2) specifically applies. Occupational Safety and Health Administration (OSHA) forms 300, 300-A and 301, or equivalent forms are utilized.

2.5.25.1. Workplace violence acts include rape, sexual assault, robbery, aggravated assault, and simple assault in the location where victims work. Dorms, base housing, and base facilities do not qualify unless the individual is employed in the facility and on-duty at the time of the assault. These acts are recorded by Safety personnel in Air Force Safety Automated System (AFSAS) on the OSHA Form 300 when there is a defined work-relatedness IAW 29 CFR 1904, Recordkeeping. This requirement is supported and documented in DoDI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping and AFI 91-204, USAF Mishap Investigation and Reporting.

2.5.25.2. The SARC will ensure the victim's name does not appear on the OSHA 300 Log, the term "privacy case" is entered in the space normally used for the employee's name **(T-0)**. Additionally, the fact that it occurred on an installation does not necessarily mean safety documents the incident. It requires meeting the work-relatedness criteria in section 2.5.26.

2.5.25.3. The SARC or SAPR VA will coordinate with the MCIO or other law enforcement agency investigating the unrestricted report before reporting the incident to the Safety Office to ensure interference with an ongoing investigation does not happen **(T-1)**.

2.5.25.3.1. VVAs will not engage with the Safety Office directly, but immediately routes all incidents or concerns related to these incidents to the SARC **(T-3)**.

2.5.25.4. Workplace physical injuries may also be reported by the victim for Injury Compensation. The victim can work with their servicing Civilian Personnel Office to initiate the claim IAW standardized AFPC processing guidelines.

2.5.26. In coordination with installation-level SJAs, Public Affairs, MAJCOM and installation webmasters, develop a SAPR webpage and add a graphic link to the webpage from the website's home page **(T-1)**. The link on the homepage should be prominent and easy to find. The SARC must ensure PA includes the following on the webpage:

2.5.26.1. A variety of SAPR information to include, definitions, the DoD Safe Helpline, education material, SVC information, and AF/CVS website link at a minimum **(T-1)**.

2.5.26.2. An easily identifiable way to reach the installation or supporting SARC and how and to whom a victim can report a sexual assault **(T-1)**.

2.5.26.3. A link to the Judge Advocate General's (JAG) (AF/JA) webpage that contains a list of sexual assault convictions **(T-1)**.

2.5.27. When facilitating transportation for victims:

2.5.27.1. SARCs will NOT transport a victim in their privately owned vehicle **(T-1)**. Transportation is acquired individually by the victim or through government transportation.

2.5.27.2. SARCs will obtain and maintain a Government driver's license, as determined by the WG/CC **(T-3)**.

2.5.27.3. SARCs will verify that government transportation is available to transport victims per paragraph 1.7.1.23 **(T-1)**.

2.5.27.4. When transporting a victim, a third person is encouraged to ride in the vehicle. If the SARC, SAPR VA or VVA is of the opposite gender of the victim for transport, a third individual is required for transport **(T-1)**. The third party will be certified through D-SAACP or a person specifically requested by the victim **(T-1)**.

2.5.28. Attend the unit commander DEOCS in-brief and out-brief **(T-1)**. SARCs will not discuss sexual assault cases in either brief **(T-1)**. Sexual assault cases are only reviewed during the CMG as described in Chapter 8.

2.5.28.1. The SARC will not provide DEOCS results to anyone outside of the SAPR office or to VVAs **(T-1)**.

2.5.28.2. Information and questions derived from the DEOCS outside of the SAPR questions are directed to the installation EO office. The SARC is the subject matter expert on the SAPR questions.

2.5.28.3. The SARC will not maintain the DEOCS results in the SAPR Office **(T-1)**. EO is the repository for the DEOCS on each installation.

2.5.29. At installations that have an identified Lead SARC, the Lead SARC responsibilities further include:

2.5.29.1. Overseeing general SAPR training implementation and tracking;

2.5.29.2. Collaborating with civilian partners on community programs, activities, and agreements;

2.5.29.3. Overseeing awareness publications and marketing throughout the installation to ensure a consistent message is utilized;

2.5.29.4. Directing VVA cadre to include recruiting, training, and scheduling; and,

2.5.29.5. Coordinating VVA refresher training with SARCs at their locations. See Chapter 12 for further guidance for joint base locations.

2.5.30. Offer victims the opportunity to participate in surveys asking for victim feedback on the reporting experience. Inform victims regarding what the survey will ask them and uses of the data collected.

2.6. Full-Time SAPR VA Eligibility and Requirements.

2.6.1. Full-time SAPR VAs will be DoD civilian employees, in the grade of GS-11, hired using the SAPR VA SCPD (T-1).

2.6.1.1. If a SAPR VA position is vacant, a certified volunteer victim advocate may be appointed for full-time duty until the civilian position is filled. MAJCOMs and installations will not convert civilian SAPR VA positions to military positions without AF/CVS approval (T-1).

2.6.2. All SAPR VAs will comply with the screening requirements prescribed in section 2.2.1 and be D-SAACP credentialed (T-0).

2.6.3. All SAPR VAs will work directly for and be supervised by a SARC (T-0).

2.7. Full-Time SAPR VA Duties and Responsibilities. Under SARC supervision the SAPR VA serves as the installation's primary sexual assault victim advocate providing and ensuring a wide range of essential support, advocacy and liaison services are provided to eligible military and civilian sexual assault victims. SAPR VAs assist the SARC(s) with the development and delivery of sexual assault training. The SAPR VA will:

2.7.1. Recruit, screen, and co-interview, with the SARC, VVA applicants (T-1).

2.7.2. Collaborate with the SARC to provide the initial 40-hour Victim Advocate training for individuals who want to become a VVA and the 4-hour VVA Orientation for VVAs that are newly assigned to the installation (T-1). The SAPR VA will:

2.7.2.1. Track initial and recurring VVA training (T-1).

2.7.2.2. Ensure VVA folders are created and maintained for each VVA as necessary (T-1).

2.7.2.3. Develop and maintain the on-call schedule for the installation VVAs (T-1).

2.7.3. Be trained in and understand the confidentiality requirements of restricted reporting and MRE 514 (T-0). The SARC will ensure this training includes exceptions to restricted reporting and MRE 514 (T-0).

2.7.4. Conduct non-clinical safety assessments, facilitate care, provide referrals and non-clinical support to sexual assault victims, to include providing information on available options and resources so the victim can make informed decisions about his or her case (T-0).

2.7.4.1. The safety assessment will be conducted for the purposes of ensuring the victim, and possibly other persons, are not in physical jeopardy (T-0). A safety assessment will be available to all Service members, adult dependents, and civilians who are eligible for SAPR services even if the victim is not physically located on the installation (T-0).

2.7.4.1.1. For unrestricted reports, if a victim is assessed to be in a high-risk situation, the SARC will immediately notify the installation commander or the vice commander, who will immediately stand up the multi-disciplinary High-Risk Response Team (T-0). See [Chapter 8](#), paragraph 8.4.1.

2.7.4.1.2. For restricted reports, the SARC will ensure a safety assessment is conducted (T-0). If the victim is assessed to be in a high-risk situation, it may qualify

as an exception to restricted reporting, which is necessary to prevent or mitigate a serious and imminent threat to the health or safety of the victim or another person. The SARC will disclose the otherwise-protected confidential information only after consultation with the installation staff judge advocate (SJA) of the installation commander, who will advise the SARC as to whether an exception to restricted reporting applies, in accordance with the guidance in Chapter 3 (T-0). If the SJA determines that the victim is not in a high-risk situation, then the report will remain restricted.

2.7.5. Acknowledge an understanding of advocacy roles and responsibilities as described using the DD Form 2950, Department of Defense Sexual Assault Advocate Certification Program Application Packet, and provide the original to the SARC (T-0). The SAPR VA maintains a copy for their own personnel records. Instructions are provided on the DD Form 2950. The DD Form 2950 is located at the DoD Forms Management Program website at: <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>.

2.7.6. Immediately respond in person upon receipt of a report of sexual assault or assign a VVA to immediately respond to the victim (T-0). The SAPR VA, along with the SARC, must ensure that the VVAs possess appropriate knowledge and skills necessary to respond to sexual assault victims and are D-SAACP certified before responding to any victim (T-0). The SAPR VA will:

2.7.6.1. Comply with D-SAACP requirements; this includes the initial 40-hour training and obtaining 32 continuing education units (CEUs) of refresher training every two years (T-0).

2.7.6.2. Ensure an immediate and coordinated response is provided to the victim and necessary guidance and support are provided during administrative, medical, investigative and legal procedures (T-0).

2.7.6.3. Encourage victim service referrals and ongoing, non-clinical support is provided to the victim of a reported sexual assault and facilitate care IAW the Sexual Assault Response Protocols prescribed in the SAPR Policy Toolkit located on www.sapr.mil (T-0).

2.7.6.4. SAPR VAs or VVAs will not to act as a mental health counselor or an investigator (T-0).

2.7.6.5. SAPR VAs or VVAs will not transport a victim in their privately owned vehicle (T-1). Transportation is acquired individually by the victim or through government transportation.

2.7.7. Attend the installation Case Management Group and ensure the SARC is kept informed on the victim's status and case (T-1).

2.7.8. Provide the SARC any information necessary to facilitate notification to the installation or host wing commander within 24 hours of a sexual assault, the SAIRO and or a CCIR (T-1).

2.7.9. Within 24 hours, provide the SARC the DD Form 2965 (if this form is utilized) with sufficient information for the SARC to input into DSAID (T-1); completion of the DD Form 2965 is secondary to the timely law enforcement notification and subsequent evidence

preservation once a victim has elected unrestricted reporting. SAPR VA(s) must keep the SARC informed of victim care and maintain current information from case initiation to disposition to include all referrals **(T-1)**.

2.7.10. Establish and maintain relationships with local victim support agencies in order to achieve support for sexual assault victims and to promote the enhancement of the SAPR program **(T-1)**.

2.7.11. Assist the SARC with planning, scheduling, and delivery of sexual assault prevention and response training **(T-1)**. See Chapter 7.

2.7.12. All SAPR VAs will be prepared and available to travel, IAW the Joint Travel Regulation, when requested to provide support if a victim is traveling for Article 32 and/or court proceedings **(T-0)**.

2.7.13. When facilitating transportation for victims:

2.7.13.1. SAPR VAs will not transport a victim in their privately owned vehicle **(T-1)**. Transportation is acquired individually by the victim or through government transportation.

2.7.13.2. SAPR VAs will obtain and maintain a Government driver's license, as determined by the WG/CC **(T-3)**.

2.7.13.3. SAPR VAs will verify that government transportation is available to transport victims per paragraph 1.7.1.23 **(T-1)**.

2.7.13.4. When transporting a victim, a third person is encouraged to ride in the vehicle. If the SARC, SAPR VA or VVA is of the opposite gender of the victim for transport, a third individual is required for transport **(T-1)**. The third party will be certified through D-SAACP or a person specifically requested by the victim **(T-1)**.

2.7.14. Advise victims who report/reported a sexual assault or seek/sought mental health treatment for a sexual assault that they have/will have the opportunity discuss any concerns/issues related to the impact of that reporting or treatment on their military career with a G/FO **(T-0)**.

2.8. Volunteer Victim Advocates (VVAs) Eligibility and Requirements.

2.8.1. Only Reg AF military personnel, AF Reserve or ANG personnel in active status, and DoD civilian appropriated fund employees may serve as volunteer victim advocates (VVAs). Reserve Personnel assigned to the RMU may serve as VVAs if they have no patient-related duties. See Section 2.2.1. precluding some military members and civilians from serving as SARCs; these individuals are also precluded from serving as VVAs.

2.8.1.1. The SARC and SAPR VA will determine if any VVA has or develops a conflict of interest and reassign accordingly **(T-3)**. Civilian (appropriated fund) VVAs must be in the grade of GS-07 or higher **(T-1)**. Military VVAs must be E-4 and above and at least 21 years of age for enlisted and a minimum of O-2 for officers; however officers in the grade of O-1 that were prior enlisted are eligible to become VVAs **(T-1)**. VVAs that hold a current D-SAACP credentialing, prior to the date of this instruction, are grandfathered into the program and may remain as VVAs.

2.8.1.2. Civilian VVAs must have their supervisors document their volunteer status and duties, to include hours performing VA duties, in their personnel files consistent with current procedures managed by the Civilian Personnel Office **(T-1)**. Civilian VVAs are expected to maintain acceptable performance in their non-VVA job. A record of unacceptable performance by their primary supervisor results in the employee no longer participating as a VVA until their work is acceptable.

2.8.1.3. All VVAs must comply with initial and ongoing screening requirements as prescribed in 2.2. **(T-0)**.

2.8.1.4. In order to ensure continuity of care for the AF Reserve and ANG components, victim advocacy may continue through the victim's changes in status at the discretion of the victim's AF Reserve or ANG units.

2.8.1.5. Eligible personnel who are interested in volunteering must submit and complete the following requirements:

2.8.1.5.1. Sign and have their supervisor and commander (or equivalent) sign the DD Form 2950 **(T-0)**.

2.8.1.5.2. Schedule an interview with the SARC and SAPR VA **(T-1)**.

2.8.1.5.3. Complete VVA application and screening criteria before attending initial VA training **(T-1)**.

2.8.1.5.4. By signing the volunteer application, the volunteer agrees to submit to all necessary screening criteria.

2.8.1.5.5. Attend the initial 40-hour VA training **(T-0)**.

2.8.1.5.5.1. D-SAACP application is completed only when the VVA has completed the initial 40-hour VA training.

2.8.1.5.5.2. Once a VVA receives their D-SAACP certification, the VVA will be given a Special Experience Identifier (SEI) **(T-1)**. Officers will receive the code 0V and enlisted receive the code 003 **(T-1)**. The SARC will document the training on the AF Form 2096, sign the form and submit it to the Military Personnel Section **(T-1)**.

2.8.1.5.5.3. If a VVA is not D-SAACP certified, does not possess a current certification, or the certification has been revoked, the SARC will submit an AF Form 2096 to the installation or host wing commander to sign and submit the Military Personnel Section to remove the SEI code from the individual **(T-1)**.

2.8.2. The SARC will ensure all VVA documents are kept, either hard copy or electronic, in individual VVA folders **(T-1)**. The SARC will secure and maintain hard copy folders in a secured lockable file cabinet in the SAPR office **(T-1)**.

2.8.3. When a VVA is performing advocacy duties, he or she reports directly to the SARC; however, no change of rater is initiated. The SARC has sole discretion to decide whether an individual will serve as a VVA based on their advocacy role **(T-3)**.

2.8.3.1. Annually, the SARC will meet with the VVA's primary supervisor (T-3). If the VVA's role is negatively impacting duty performance, the SARC and supervisor will formally remove the member until their level of work is acceptable (T-3).

2.8.3.2. If at any time the VVA does not meet the required screening criteria to remain a VVA, the SARC will notify the primary supervisor to ensure that advocacy duties are moved from the volunteer's position description (T-1).

2.8.3.3. The SARC will refer disciplinary and adverse actions to the employee's supervisor for appropriate action (T-1).

2.8.4. VVAs will not act as a mental health provider or an investigator (T-0).

2.8.5. VVAs will obtain and maintain a Government driver's license, as determined by the WG/CC (T-3).

2.9. VVA Duties and Responsibilities. VVAs will:

2.9.1. Comply with D-SAACP requirements; this includes the completing initial 40-hour training, taught by SARC and SAPR VA, and obtaining 32 continuing education units (CEUs) of refresher training every two years (T-0).

2.9.2. Be on-call, reachable, and available to respond timely, but safely, when scheduled for duty by the SARC or SAPR VA and report to the SARC while carrying out sexual assault advocacy responsibilities (T-1).

2.9.2.1. VVAs will not respond to a victim, under any circumstances, if under the influence of alcohol or drugs (T-1).

2.9.2.2. VVAs will not transport a sexual assault victim, under any circumstances, in their privately owned vehicle (T-1).

2.9.2.3. If at any point the VVA is assigned a project or critical work by their primary supervisor preventing the availability of an immediate response, the VVA must contact the SARC or SAPR VA to be temporarily removed from the on-call roster until the project is complete (T-3).

2.9.3. Upon notification and or assignment from the SARC or SAPR VA, respond, conduct a non-clinical safety assessment and provide assistance to a report of sexual assault (T-0).

2.9.4. Provide coordination and encourage victim service referrals and ongoing, non-clinical support to the victim of a reported sexual assault and facilitate care (T-0).

2.9.5. Be trained in and understand the confidentiality requirements of restricted reporting and MRE 514 (T-0). The SARC will ensure this training includes exceptions to restricted reporting and MRE 514 (T-0).

2.9.6. Facilitate care and provide referrals and non-clinical support to the adult victim of a sexual assault (non-FAP) (T-0). Support includes providing information on available options and resources so the victim can make informed decisions about his or her case.

2.9.7. Accompany the victim, at the victim's request, during investigative interviews and medical examinations, including, but not limited to interviews with medical personnel, law enforcement, investigators, SVC, trial counsel and defense counsel (T-0).

2.9.8. Provide crisis intervention, to include providing information on available options and resources to assist the victim in making informed decisions about the case (T-0). VVAs will not provide counseling (T-0).

2.9.9. Meet with the victim as soon as possible and provide the victim information on the sexual assault response process, unrestricted reporting and the option of restricted reporting if not already accomplished by the SARC or SAPR VA (T-0).

2.9.10. Inform the victim of available healthcare to include the option of a SAFE for the collection and preservation of evidence (T-0).

2.9.11. Provide the SARC or SAPR VA all information on incidents the VVA responds to as soon as practicable after the incident, and provide all pertinent paperwork to the SARC or SAPR VA the following duty day (T-0). The installation SARC or SAPR VA will establish specific response requirements (T-3).

2.9.12. Be prepared and available to travel, IAW the Joint Travel Regulation, when requested to provide support if a victim is traveling for Article 32 and/or court proceedings (T-0).

2.9.13. If a civilian VVA, submit appropriate compensatory time (T-1).

2.9.14. When facilitating transportation for victims:

2.9.14.1. VVAs will not transport a victim in their privately owned vehicle (T-1). Transportation is acquired individually by the victim or through government transportation.

2.9.14.2. VVAs will obtain and maintain a Government driver's license, as determined by the WG/CC (T-3).

2.9.14.3. VVAs will verify that government transportation is available to transport victims per paragraph 1.7.1.23 (T-1).

2.9.14.4. When transporting a victim, a third person is encouraged to ride in the vehicle. If the SARC, SAPR VA or VVA is of the opposite gender of the victim for transport, a third individual is required for transport (T-1). The third party will be certified through D-SAACP or a person specifically requested by the victim (T-1).

2.9.15. Advise victims who report/reported a sexual assault or seek/sought mental health treatment for a sexual assault that they have/will have the opportunity discuss any concerns/issues related to the impact of that reporting or treatment on their military career with a G/FO (T-0).

2.10. Training and Special Experience Identifier (SEI) Codes.

2.10.1. Training and SEI codes are established to identify and track the specialized training, experience and certification required for SARCs, SAPR VAs and VVAs, and to match these uniquely qualified Airmen to specific duties.

2.10.2. All SARCs, SAPR VAs and VVAs will receive an SEI code after successful completion of the AF SARC, SAPR VA or VVA course and credentialing through D-SAACP (T-1).

2.10.2.1. Active Duty military personnel, AF Reserve, ANG personnel, and AF civilian SARC's (Full-time or alternate) and SAPR VAs who have completed the AF SARC course or the NGB equivalent and are D-SAACP credentialed will receive a training code QBX (T-1). Military SARC's will have their record updated to reflect a SEI code Y0Y (T-1).

2.10.2.2. Following successful VVA training and D-SAACP credentialing completion of military officer VVAs will receive a SEI code 0V and enlisted VVAs receive a SEI code 003 (T-1). The SARC will ensure the training is documented on AF Form 2096, signed, and submitted to the Military Personnel Section (T-1).

2.10.2.3. SARC's, SAPR VAs and VVAs will retain the training or SEI code if they have maintained certification through D-SAACP or their credentials have not been revoked (T-1).

2.10.2.3.1. SARC's will remove the SEI code if the SAPR VA or VVA does not possess a current D-SAACP certification (T-1). The SARC will submit an AF Form 2096 to the Military Personnel Section to remove the SEI code from the individual (T-1).

2.10.2.3.2. The installation or host wing commander (or equivalent) will remove a SARC's SEI code using an AF Form 2096 if the SARC does not maintain a current D-SAACP certification (T-1).

Chapter 3

REPORTING OPTIONS, ELIGIBILITY, PROCEDURES AND REQUIREMENTS

3.1. Reporting Options. The Air Force is committed to ensuring sexual assault victims are protected, treated with dignity and respect, and provided support, advocacy, and care. To achieve these objectives, the Air Force has two reporting options: unrestricted and restricted reporting, reference AF/CVS Sharepoint for additional guidance.

3.1.1. An unrestricted report of sexual assault activates victim services and accountability responses that are essential to eliminating this crime. However, in some cases unrestricted reporting may represent a barrier for victims to access services, when the victim desires no command or Air Force law enforcement involvement.

3.1.2. Commanders (or equivalent) and leaders need to be aware of concerns that may deter a victim from making an unrestricted report. The most common concerns are:

3.1.2.1. Lack of privacy and confidentiality;

3.1.2.2. Stigma and shame based on the nature of the crime;

3.1.2.3. Fear of being reduced (i.e. appear as weak or less competent) in the eyes of one's commander (or equivalent) or colleagues;

3.1.2.4. Fear of disciplinary action due to collateral misconduct;

3.1.2.5. Fear of re-victimization;

3.1.2.6. Fear of operational impacts on training status, security clearance, and deployment;

3.1.2.7. Fear of adverse impact on the unit or mission;

3.1.2.8. Fear of harassment or reprisal from commanders (or equivalent) or colleagues.

3.1.3. DoD has directed the implementation of confidentiality in the form of a restricted reporting option. This reporting option is intended to remove barriers to medical care and support while giving the victim additional time and increased control over the release and management of personal information.

3.1.3.1. Restricted reporting will impact investigations and the ability of the offender's commander (or equivalent) to hold the alleged offender accountable. However, such risks do not outweigh the overall interest in providing a restricted reporting option to sexual assault victims.

3.1.3.2. Commanders and SAPR personnel will maintain the confidentiality of the medical information, regardless of whether the victim elects restricted or unrestricted reporting (**T-0**).

3.1.3.3. Allegations of assault in violation of Article 128, UCMJ are not governed by this AFI.

3.1.3.3.1. Consult with the staff judge advocate, as required, for clarification and guidance concerning whether a report concerns an allegation of sexual assault.

3.2. Reporting Option Eligibility.

3.2.1. The following individuals are eligible for both the unrestricted and restricted reporting option from the SAPR Program:

3.2.1.1. Active Duty members who were sexual assault victims perpetrated by someone other than the victim's spouse, same sex domestic partner, and/or unmarried intimate partner.

3.2.1.1.1. Military members, who are active Duty, but who were sexual assault victims prior to enlistment or commissioning, are eligible to receive SAPR services under either reporting option. Support to an Active Duty Service member is available regardless of when or where the sexual assault took place.

3.2.1.1.1.1. Prior-to-military service victimization includes adult sexual assault (including stranger sexual assault and intimate partner sexual assault, if the victim is no longer in the same intimate relationship) and sexual assault that was perpetrated on the military member while he or she was still a child.

3.2.1.1.1.2. Reports of prior-to-military service sexual assault will be handled in accordance with the procedures for restricted and unrestricted reports outlined in this instruction, as appropriate based on the type of report made (restricted or unrestricted) (T-0).

3.2.1.2. Active Duty members' dependents, 18 and older, who are eligible for treatment in the military health system (MHS), at installations in the continental United States (CONUS) and outside of the continental United States (OCONUS), and who were sexual assault victims perpetrated by someone other than the victim's spouse, same sex domestic partner, and/or unmarried intimate partner.

3.2.1.3. AF Reserve and ANG members in Title 10 status who are sexually assaulted when performing active service and Inactive Duty Training will be eligible to receive full SAPR support services from a SARC, SAPR VA, and VVA and the appropriate non-medical referrals (T-0). AF Reserve and ANG members, who file a report regarding an accused, subject to the UCMJ, have access to a Special Victims' Counsel (SVC) upon request. Reports of prior-to-military service sexual assault shall be handled in accordance with the procedures for restricted and unrestricted reports outlined in this instruction, as appropriate based on the type of report made (restricted or unrestricted). AF Reserve and ANG members can report at any time, and do not have to wait to be performing active service or be in inactive duty training to file their report.

3.2.1.3.1. Reserve members to include Air Reserve Technicians (ART) and ANG members reporting a sexual assault that occurred prior to or while not performing active service or Inactive Duty Training (IDT), are eligible to receive limited SAPR support services (see glossary) from a SARC, SAPR VA, and/or VVA. Local laws and regulations apply for ANG members in Title 32 status.

3.2.1.4. AF civilian employees, both appropriated and non-appropriated, who were sexual assault victims perpetrated by someone other than the victim's spouse, same sex domestic partner, and/or unmarried intimate partner.

3.2.2. The following non-military individuals are only eligible for the unrestricted reporting option and to receive emergency medical services at a MTF, if offered at a MTF, at no cost, unless that individual is otherwise eligible as a Service member or TRICARE beneficiary:

3.2.2.1. DoD civilian employee's dependents 18 years of age and older when they are stationed or performing duties OCONUS.

3.2.2.2. U.S. citizen DoD contractor personnel when authorized to accompany the Armed Forces in a contingency operation OCONUS and their employees who are U.S. citizens.

3.2.3. Regardless of the eligibility to be able to make an unrestricted or restricted report, everyone (civilian or military), regardless of nationality or military affiliation have the ability to report a sexual assault or other criminal activity to AFOSI.

3.2.4. The Family Advocacy Program (FAP) manages sexual assault allegations when the

alleged offender is the partner in context of a spousal relationship, same sex domestic partnership, unmarried intimate partner relationship, or military dependents who are 17 years of age and younger IAW AFI 40-301, Family Advocacy. If any of the following four indicators are met, the sexual assault is considered intimate partner violence and is referred to the FAP and is outside the scope of this Instruction, no exception (T-0):

3.2.4.1. The victim is or has been married to the alleged offender. Spouse sexual assault cases present unique risk factors which must be referred and managed by the FAP.

3.2.4.2. The victim and alleged offender have a child or children together.

3.2.4.3. The victim lives or has lived with the alleged offender and is (was) engaged in a sexually intimate relationship (i.e., couple engaged in sexual intercourse or other sexual acts in the course of a romantic relationship).

3.2.4.4. The victim is a military dependent 17 years of age and younger (excludes Service members that are 17 years old).

3.2.5. The SARC and installation FAP provider discuss SAPR referrals that fall under

3.2.6.1. to assess for the potential for ongoing violence within 24 hours of the victim reporting the incident to the SARC.

3.2.6. If a potential for ongoing violence exists the SARC and FAP explain to the victim that this risk requires the case be referred to FAP. The SARC and FAP will also ensure the victim is immediately aware of all services available to help him(her) and understands the concept of informed consent that enables the victim to include anyone (for example, an SVC, friend, family member, co-worker, chaplain) they choose in appointments regarding their assault (T-1). Note, however, that only communications with an SVC or chaplain are privileged and protected by law. The SARC and FAP will ensure the victim understands that he/she can adjust/modify his/her consent to these participants as he/she feels necessary/ comfortable throughout the process without the fear of losing access or support from any supporting entity (T-1).

3.2.6.1. The following cases that initially report to SAPR personnel are referred to FAP for services:

3.2.6.1.1. If the victim is in an ongoing relationship with the alleged offender and prior to the incident they engaged in sexual intercourse or other sexual acts in the course of a romantic relationship or there is a demonstrated potential for an ongoing relationship.

3.2.6.1.2. If the alleged offender has engaged or is engaging in stalking behaviors (e.g., including but not limited to, showing up in places that are otherwise not expected that the victim is at, following the victim, texting, calling, contacting friends, co-workers or family, driving by a residence or work, Global Positioning System tracking, social networking tracking, tracking whereabouts through friends or co-workers, bullying and manipulation).

3.2.6.1.3. If the victim chooses not to engage in FAP services (for cases outlined under 3.2.6.1.) at the time of reporting, the victim can choose SARC services but the CMG must be informed of the safety risks with the victim and ensure a safety plan is coordinated by the SARC with the victim **(T-1)**.

3.2.6.2. The SARC will only enter the case into DSAID when FAP is not taking the sexual assault incident to the Central Registry Board to avoid a double count of sexual assault cases **(T-1)**.

3.2.7. Prior to service victimization (including adult sexual assault by an intimate partner if the victim is no longer in the same intimate relationship) are eligible to receive SAPR services under either reporting option.

3.2.8. The Equal Opportunity office (EO) manages all sexual harassment claims. A SARC who receives a sexual harassment claim will refer it to EO **(T-0)**.

3.3. Receiving Restricted Reports.

3.3.1. Only SARCs, SAPR VAs, VVAs, and Healthcare Personnel will receive restricted reports of sexual assault **(T-0)**. Healthcare personnel, to include psychiatrists, clinical psychologists and clinical social workers who receive a restricted report will immediately call a SARC, SAPR VA, or VVA to ensure that a victim is offered SAPR services and so that a DD Form 2910 can be completed **(T-1)**. If a victim elects this reporting option, a victim may convert a restricted report to an unrestricted report at any time. The conversion to an unrestricted report will be documented with a signature by the victim and the signature of the SARC or SAPR VA in the appropriate block on the DD Form 2910 **(T-0)**.

3.3.1.1. If a report is made to a SARC, SAPR VA, VVA, or Healthcare Personnel, and it cannot reasonably be ascertained whether the report is intended to be restricted, such a report (or visit to the MTF) will be treated as restricted, to the greatest extent possible, until the SARC can ascertain the victim's eligibility and intentions through the DD Form 2910 reporting options. A report can be made to healthcare personnel, but healthcare personnel will immediately contact the SARC or SAPR VA to fill out the DD Form 2910 **(T-0)**. Chaplains and military attorneys cannot take official reports **(T-0)**.

3.3.1.1.1. Unless a DD Form 2910 is filed with a SARC, a report to a Chaplain or military attorney may not result in the rendering of SAPR services or investigative action because of the privileges associated with speaking to these individuals. A Chaplain or military attorney should advise the victim to consult with a SARC to understand the full scope of services available or facilitate contact with a SARC, with victim's consent.

3.3.1.1.2. If an AF civilian, appropriated and non-appropriated, decide to make a report, the victim will do so utilizing the DD Form 2910. The victim will be informed during the explanation of services on the DD Form 2910 that legal representation by the SVC program depends upon statutory authorities and will be determined at the time of the request (T-0). The victim will be informed, further, that AF civilian employees are not eligible for non-emergency medical services from a MTF unless the individual reporting is otherwise a beneficiary (retiree, reserve component member, dependent, etc.) (T-0). Furthermore, the victim will be informed that AF civilian employees are not eligible for a permanent change of station to another installation as an expedited transfer (T-0). The commander may work with the victim, SARC and local civilian personnel office to determine if the individual can be detailed to a different work center to promote victim recovery.

3.3.1.2. If a victim tells someone (e.g., roommate, friend, family member) that a sexual assault has occurred, their communication does not require the individual to report the incident and does not necessarily prevent the victim from later electing to make a restricted report. However, if the person to whom the victim confided the information (e.g., roommate, friend, family member) is in the victim's chain of command, a member of DoD law enforcement, or reports the events to command or law enforcement, the victim cannot make a restricted report. It is permissible for a roommate, friend, or family member to not report the incident when the victim has expressed to that individual that he or she wishes the report to remain restricted. Air Force Instructors, with exception of USAFA instructors, are considered part of the supervisory chain (e.g. Officer Training School, Squadron Officer School, Basic Military Training, Senior Noncommissioned Officer Academy, Airmen Leadership School, First Term Airmen Course, etc.).

3.3.1.2.1. While a sexual assault victim may disclose information to whomever he or she chooses, an official report is made only when a DD Form 2910 is signed and filed with a SARC or SAPR VA, or when a MCIO investigator initiates an investigation.

3.3.1.3. A VVA who is contacted by a victim wishing to make a restricted report but who has not been assigned by the SARC or SAPR VA to serve as the VVA for that individual will not enter into a discussion of the circumstances but immediately refers the victim to the SARC (T-1). The VVA will not report the initial contact to command or law enforcement officials (T-1).

3.3.1.4. Chaplains, legal assistance attorneys and SVCs entitled to privileged communications will not accept a restricted report of sexual assault (T-0). However in the course of otherwise privileged communications with chaplains, legal assistance attorneys and SVCs, a victim may indicate that he or she wishes to file a restricted report. If this

occurs, the chaplains, legal assistance attorneys and SVCs will facilitate contact with a SARC, SAPR VA, or VVA to ensure that a victim is offered SAPR services and so that a DD Form 2910 can be completed **(T-0)**. If a victim chooses not to file a restricted report after disclosing a sexual assault in an otherwise privileged communication, the communication remains confidential.

3.3.1.5. If a victim tells Healthcare Personnel that a sexual assault has occurred, the Healthcare Personnel will notify the SARC, or in cases of domestic abuse or child abuse, the FAP **(T-1)**. Per DoD 6025.18-R, DoD Health Information Privacy Regulation, pertinent protected health information from the victim's medical records may be released to the SARC without the consent of the victim. Such release, however, requires appropriate accounting IAW Chapter 13 of the regulation. Medical providers will not disclose or provide actual medical records to the SARC **(T-0)**.

3.3.1.6. Under MRE 514, a victim has the right to refuse to disclose and to prevent any other person from disclosing a confidential communication between a victim and a SAPR VA or VVA, in a case arising under the UCMJ, if such communication is made for the purpose of facilitating advice or supportive assistance to the victim. For further guidance and questions regarding MRE 514 contact your servicing staff judge advocate.

3.3.1.7. If a victim approaches a SARC, SAPR VA, VVA, or Healthcare Personnel and begins to make a report, but then changes his or her mind and leaves without signing the DD Form 2910 (where the reporting option is selected), the SARC, SAPR VA, or VVA will not inform investigators or commanders (or equivalent) about this report and does not produce the report or disclose the communications surrounding the report **(T-1)**. The SARC will not enter the information into DSAID and nor submit a SAIRO **(T-0)**. If commanders (or equivalent) or law enforcement ask about the report, disclosures can only be made IAW exceptions to the MRE 514 privilege.

3.4. Exceptions and Confidential Disclosures of a Restricted Report.

3.4.1. A SARC, SAPR VA, VVA, or Healthcare Personnel who has received a restricted report will be prohibited from disclosing any covered communications pertaining to the sexual assault to any law enforcement official, command authority, or other entity not authorized to receive restricted reports **(T-0)**.

3.4.2. Disclosures of covered communications. Persons will access to covered communications will only disclose covered communications under the following circumstances:

3.4.2.1. Authorized by the victim in writing **(T-0)**.

3.4.2.2. Necessary to prevent or lessen a serious and imminent threat to the health or safety of the victim, to include harm to self or another person **(T-0)**. For example, a SARC receives multiple reports involving the same alleged suspect (repeat offender) may meet these criteria.

3.4.2.3. Required for fitness for duty or disability determinations **(T-0)**. This disclosure is limited to only the information necessary to process duty or disability determinations. Disclosure of a restricted report under these circumstances does not

- change the nature of the victim's restricted report, nor does it create an obligation for reporting to law enforcement or command for investigation.
- 3.4.2.4. Disclosure to a SARC, SAPR VA, VVA, or Healthcare Personnel when required for the supervision and/or coordination of direct victim treatment or services **(T-0)**.
- 3.4.2.5. Ordered by a Military, Federal, or State judge to a military or civilian court of competent jurisdiction **(T-0)**.
- 3.4.2.6. Required by officials or entities as required by Federal or State statute or applicable U.S. international agreement **(T-0)**.
- 3.4.3. The SARC will evaluate the confidential information provided under restricted reporting to determine whether an exception applies **(T-0)**.
- 3.4.3.1. The SARC will consult with the servicing SJA, using non-identifying personal information, to determine whether the exception applies **(T-0)**. The SARC will consult with their MAJCOM SARC for guidance as to whether disclosure is appropriate under this policy **(T-1)**. When there is uncertainty or disagreement on whether disclosure is appropriate, the matter is brought to the attention of the installation or host wing commander who will make a decision using non-identifying personal information **(T-1)**.
- 3.4.3.1.1. Until those determinations are made, only non-identifying information should be provided to individuals not authorized to receive confidential communications.
- 3.4.3.1.2. The SJA, or other legal advisor concerned, will analyze the impact of MRE 514 on any authorized or unauthorized disclosure of communication **(T-0)**.
- 3.4.3.2. Unauthorized disclosure of a confidential communication, improper release of medical information, and other violations of this AFI may result in administrative action, including loss of medical credentials, or action under the UCMJ.
- 3.4.3.2.1. SARCs will immediately notify the installation or host wing commander of any inadvertent unauthorized disclosure of a confidential communication **(T-1)**.
- 3.4.3.2.2. If a SAPR VA, VVA, or Healthcare Personnel makes an inadvertent, unauthorized disclosure of a confidential communication, the SARC will be notified **(T-1)**.
- 3.4.3.2.3. The SARC will notify the victim of the inadvertent disclosure and review the process or circumstance that led to the unauthorized disclosure **(T-0)**.
- 3.4.3.2.3.1. Unauthorized disclosures have no impact on the status of the restricted report. All restricted reporting information is still confidential and protected. Unauthorized or inadvertent disclosures made to a commander (or equivalent), supervisor or law enforcement will result in notification to the MCIO, which may start an investigation. An independent investigation does not, in itself, convert the restricted report to an unrestricted report.
- 3.4.3.3. SARCs and VAs will also notify victims that any disclosure of information about their sexual assault to individuals other than the SARC, SAPR VA, VVA or Healthcare Personnel may result in the initiation of an official investigation regarding the allegations of the disclosure and the victim could lose their restricted reporting

option **(T-0)**. If the chain of command of the victim or law enforcement personnel is made aware of a sexual assault, AFOSI will be contacted to initiate an investigation **(T-0)**.

3.4.3.4. The victim will acknowledge his or her understanding of the restricted reporting process; i.e., that restricted reporting necessarily limits, in an effort to protect the victim's privacy, the ability of the Air Force to investigate and take action **(T-0)**. Victims will be made aware of protections available when making unrestricted reports **(T-0)**. Use DD Form 2910; see Paragraph 3.5.4. for guidance when a victim refuses or is not in a viable condition to complete the DD Form 2910.

3.4.4. For the purposes of public safety and command responsibility, the SARC will only report non-PII concerning sexual assault incidents (without information that could reasonably lead to personal identification of the victim or the alleged offender) **(T-0)**. For notification to installation or host wing commander see 3.8.

3.4.5. The confidentiality policy does not create an actionable right for the alleged offender or the victim and does not constitute a grant of immunity for any actionable conduct by the offender or victim. Any covered communication that has been disclosed, whether disclosure was authorized or unauthorized, may be used as the basis for disciplinary action against the offender or victim as appropriate. However, disposition authorities will take these circumstances into account in determining what, if any, action may be appropriate regarding the victim **(T-0)**.

3.4.5.1. State laws may impact the ability to make a restricted report.

3.4.5.1.1. Health care may be provided and SAFE may be performed in a jurisdiction bound by state and local laws that require certain personnel (usually health care personnel) to report the sexual assault to civilian agencies or law enforcement. Law enforcement may take jurisdiction of the sexual assault case, or the civilian jurisdiction may inform the military law enforcement or investigative community of a sexual assault that was reported to it. In such instances, it may not be possible for a victim to file a restricted report or it may not be possible to maintain the report as a restricted report.

3.4.5.1.2. To the extent possible, the Air Force will honor the restricted report; however, sexual assault victims need to be aware that their restricted report is not guaranteed due to circumstances surrounding the independent investigation and requirements of individual state laws including:

3.4.5.1.2.1. A victim will not be permitted to file a restricted report after a SARC has already been informed of an ongoing independent investigation of the sexual assault **(T-0)**.

3.4.5.1.2.2. 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 remain confidential, to the extent authorized by law.

3.4.6. Independent investigations are not initiated by the victim. If information about a sexual assault comes to a commander's (or equivalent) attention from a source other than a

victim, who has elected restricted reporting or where no election has been made by the victim, that commander (or equivalent) will report the matter to an MCIO and an official (independent) investigation may be initiated based on that independently acquired information (T-0). The SARC, SAPR VA, VVA, and Healthcare Personnel will not disclose covered communications, including the existence of a restricted report or prior contact with the victim, unless the victim authorizes the disclosure in writing or another exception applies (T-0).

3.4.6.1. If there is an ongoing independent investigation, the sexual assault victim will no longer have the option of restricted reporting when:

3.4.6.1.1. DoD law enforcement informs the SARC of the investigation (T-0).

3.4.6.1.2. The victim has not already elected restricted reporting (T-0).

3.4.6.1.2.1. A victim will not be permitted to file a restricted report after a SARC has already been informed of an ongoing independent investigation of the sexual assault (T-0). To be eligible for the restricted reporting option, the victim must file a restricted report by signing a DD Form 2910 BEFORE the SARC is informed of an ongoing independent investigation of the sexual assault (T-0).

3.4.6.1.2.1.1. If a SARC is notified of an ongoing independent investigation and the victim has not signed a DD Form 2910 electing restricted report, the SARC must inform the victim that the option to file a restricted report is no longer available (T-0). However, communications between the victim and the victim advocate will remain privileged, IAW MRE 514, except for the minimum necessary to make the unrestricted report (T-0).

3.4.6.2. When the SARC, SAPR VA, or VVA learns that an official investigation has been initiated based on independently acquired information, the SARC will notify the victim as soon as possible (T-0).

3.5. Receiving Unrestricted Reports. Any report of a sexual assault made through normal reporting channels, including the victim's chain of command, law enforcement, and the AFOSI or other criminal investigative service is considered an unrestricted report. If a victim elects this reporting option, a victim will not be permitted to change from an unrestricted to a restricted report (T-0).

3.5.1. The individual to whom the report was made notifies the SARC who will assign a SAPR VA or VVA to the individual, if desired (T-0). The assigned SAPR VA or VVA will advise the victim on available SVC services (T-0).

3.5.2. Eligible victims requesting to make an unrestricted or restricted report and utilize SAPR services must do so using the DD Form 2910 (T-0).

3.5.2.1. A report can be made to healthcare personnel, but healthcare personnel must then immediately contact the SARC or SAPR VA to fill out the DD Form 2910 (T-0). Chaplains and military attorneys cannot take official reports.

3.5.3. DoD law enforcement agent will distribute to the victim, in unrestricted reporting cases, the completed DD Form 2701, Initial Information for Victims and Witnesses of Crime, which sets out victims' rights and points of contact.

3.5.4. If a victim refuses or is too incapacitated to complete the DD Form 2910, the SARC can consult with Healthcare Personnel to ascertain the victim's capacity for making the decision; consultation between the victim and Healthcare Personnel may be warranted and would be a valid cause to delay action on the DD Form 2910. If, after review and possible consultation with Healthcare Personnel, the SARC and Healthcare Personnel determine the victim is stable enough to make a decision, the SARC will inform the victim on all eligible SAPR services **(T-1)**. If the victim declines all services or refuses to complete the DD Form 2910, the SARC is not under any obligation or duty to inform investigators or commanders (or equivalent) about the report and will not produce the report or disclose the communications surrounding the report **(T-0)**. If commanders (or equivalent) or law enforcement ask about the report, the SARC will only make disclosures IAW exceptions to the MRE 514 privilege **(T-0)**.

3.5.5. When a SARC determines that an alleged offender in an unrestricted report has also been accused of committing an offense against another victim in the care of the SARC, SAPR VA or VVA, the SARC will seek immediate guidance from the appropriate SJA and not disclose this to the victims **(T-0)**.

3.6. Non-Participating Victim. For victims not selecting either restricted or unrestricted reporting, the following guidelines apply:

3.6.1. Only those personnel who have an official need to know will have access to the details regarding the incident **(T-0)**. The 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 (or equivalent), DoD law enforcement officials, and personnel in the victim's chain of command. If at any time the victim who originally chose the unrestricted reporting option declines to participate in an investigation or prosecution, that decision should be honored IAW this subparagraph. The victim should be informed by the SARC, SAPR VA, or VVA that the investigation may continue regardless of whether the victim participates.

3.6.2. The victim's decision to decline to participate in an investigation or prosecution does not limit the commander's authority to ensure good order and discipline of his or her unit. In general, commanders (or equivalent) should defer to the decision made by the victim not to participate and not order a victim to testify or answer interview questions when the victim declines to voluntarily do so. Prior to ordering a victim to participate in any stage of the investigation or prosecution, commanders (or equivalent) are required to consult with the General Court-Martial Convening Authority (GCMCA) who receives written legal advice from the servicing SJA prior to ordering a victim to participate **(T-1)**. The commander will consider the following factors prior to determining if a victim will be ordered to participate in the investigation:

3.6.2.1. Timing of the victim's declination in relation to the stage of the investigation or prosecution;

3.6.2.2. Nature of the allegation against the accused to which victim's participation could yield relevant evidence or testimony;

3.6.2.3. Evidence available for the commander (or equivalent) to hold the alleged offender appropriately accountable without the victim's participation;

3.6.2.4. Whether there are other victims in the case;

3.6.2.5. The views of the victim on issues where the victim is consulted by the government through VWAP IAW AFI 51-201, Administration of Military Justice.

3.6.2.6. The views of the victim and the victim's SVC regarding the impact of an order to testify on the victim's privacy interest as articulated by the victim and the SVC.

3.6.2.7. The degree to which an order to testify or answer interview questions may inhibit the willingness of other victims who have not yet reported their sexual assaults to seek Air Force assistance.

3.6.2.8. The degree to which ordering the victim to testify or answer interview questions may cause undue psychological trauma or stress that may negatively impact the victim's mental health status in the opinion of an appropriate behavioral health specialist .

3.7. Requirement to Report Sexual Assault. Accurate reporting of sexual assaults remains a key component of the Sexual Assault Prevention and Response program. Releasing non-personally identifiable information (PII) to the installation or host wing commander is intended to provide immediate situational awareness and general environmental information about the number and type(s) of sexual assault(s) on the installation and is to be used to provide a better understanding of incidents of sexual assault. Commanders may not initiate investigations based on information about restricted reports provided by SARCs, SAPR VAs or VVAs.

3.7.1. Within 24 hours after a victim signs a DD Form 2910 for a restricted or unrestricted report, the SARC will use the template located in Attachment 2 to notify the installation or host wing commander that "a report of a sexual assault" has occurred (**T-0**). The SAPR VA will provide notification if a SARC is unavailable (**T-1**). Notification may be extended by the commander to 48 hours when there are extenuating circumstances in deployed environments. The victim's communication with the SARC, SAPR VA and VVA is protected by MRE 514.

3.7.1.1. The SARC will report non-PII information on sexual assault incidents to the installation commander for restricted and unrestricted reports (**T-1**). The SARC will utilize the 24 hour notification template provided at Attachment 2, 24 Hour Restricted or Unrestricted Report Notification Template (**T-1**).

3.7.1.1.1. SARCs must ensure the information released for restricted reports only contains the following and may not deviate from this instruction (**T-0**):

3.7.1.1.1.1. Assault Occurred: within the last 30 days; more than 30 days ago; prior to military service;

3.7.1.1.1.2. Time of day: 0600L-1759L, 1800L-0559L, both day or night due to multiple instances or undetermined;

3.7.1.1.1.3. General location: on installation, off installation, multiple or undetermined;

3.7.1.1.1.4. Number of Victims; number of alleged assailants, if known;

3.7.1.1.1.5. Nature or type of sexual assault: Penetration, Non-Penetration or unknown at this time.

- 3.7.1.1.1.6. Victim status: protected due to restricted report;
- 3.7.1.1.1.7. Alleged assailant status: protected due to restricted report;
- 3.7.1.1.1.8. Alcohol involved: protected due to restricted report;
- 3.7.1.1.1.9. Drugs involved: protected due to restricted report; and
- 3.7.1.1.1.10. Confirm that the victim has been offered SAPR advocacy services, an explanation of the notifications in the DD Form 2910; medical and mental healthcare and informed of his/her eligibility for an SVC.

3.7.1.2. The SARC will submit the 24 hour notification for all restricted and unrestricted reports to the installation commander as a standalone report via an encrypted, unclassified e-mail **(T-1)**. The installation commander will forward a copy to the MAJCOM SARC who forwards to the MAJCOM/CV and AF/CVS **(T-1)**.

3.7.2. Within 24 hours of an unrestricted report of sexual assault, the SARC or SAPR VA will contact the victim's commander and provide the victim's name and general location of the incident (if known) **(T-1)**. The SARC will advise the victim's commander s/he may request the subject information, incident detail, and investigation information from the MCIO **(T-3)**. The SARC or SAPR VA will provide additional information to complete a SAIRO Report, if applicable, IAW section 3.9 **(T-1)**. This notification will only be provided to the victim's commander and no others **(T-0)**. If the commander is off station, the notification will be provided to the acting commander **(T-1)**.

3.7.2.1. DELETED

3.7.2.2. DELETED

3.7.2.3. DELETED

3.7.2.4. DELETED

3.7.2.5. DELETED

3.7.2.6. DELETED

3.7.2.7. DELETED

3.7.2.7.1. DELETED

3.7.2.8. DELETED

3.7.3. Any military member or civilian employee, other than those authorized to receive confidential communications or otherwise exempted by operation of law, regulation, or policy, who receives a report of an adult sexual assault incident involving a subordinate in the individual's supervisory chain will report the matter to the SARC, Commander (or equivalent) and AFOSI **(T-0)**. Air Force Instructors, with exception of USAFA instructors, are considered part of the supervisory chain (e.g. Officer Training School, Squadron Officer School, Basic Military Training, Senior Noncommissioned Officer Academy, Airmen Leadership School, First Term Airmen Course, Academy Military Training NCOs, and Academy Air Officer Commanding etc.). Failure to comply may result in administrative action or action under the UCMJ.

3.7.4. Military members or civilian employees, other than those authorized to received confidential communications or otherwise exempted by operation of law, regulation, policy, who become aware of an adult sexual assault incident, not involving a subordinate in the supervisory chain, are strongly encouraged, but not required to report the incident to the installation SARC, AFOSI or encourage the victim to do so.

3.7.4.1. If a report cannot be made to AFOSI, the report is made to Security Forces who notifies AFOSI.

3.7.4.2. A SARC, SAPR VA, or VVA, who receives a report of a sexual assault incident about an individual who is eligible to make a restricted report and who is a subordinate in either the SARC's, SAPR VA's, or VVA's supervisory chain, is not required to report the incident to DoD law enforcement or the victim's commander. However, VVAs will immediately refer these victims to the SARC or SAPR VA **(T-1)**.

3.7.4.3. A chaplain or SVC will not accept a sexual assault report; however communication related to the incident is protected **(T-0)**. Regardless, if the reporting individual is a subordinate in either the chaplain or SVC's supervisory chain or not, the chaplain and SVC are not required to report the incident to DoD law enforcement or the victim's commander.

3.7.4.4. A sexual assault victim certified under the Personnel Reliability Program (PRP) is eligible for both the restricted and unrestricted reporting options. If electing restricted reporting, the victim is required to advise the competent medical authority of any factors that could have an adverse impact on the victim's performance, reliability, or safety while performing PRP duties **(T-1)**. If necessary, the competent medical authority will inform the certifying official that the person in question should be temporarily suspended from PRP status, without revealing that the person is a sexual assault victim, thus preserving the restricted report **(T-1)**.

3.7.4.5. Healthcare personnel will initiate emergency care and treatment of sexual assault victims and notify the SARC, SAPR VA, or VVA without delaying care to the victim IAW AFI 44-102 **(T-1)**. SAPR personnel will not report to DoD law enforcement, a supervisory official, or the victim's chain of command, unless federal or state law requires other officials to be notified **(T-0)**.

3.7.4.6. Healthcare personnel who are providing healthcare services (or assisting those providing services) to subordinates who report a sexual assault are exempt from this requirement. The exemption depends on whether the subordinate victim is presenting as a patient seeking healthcare services.

3.7.4.6.1. A senior ranking member in the victim's chain of command who is providing or assisting in the provision of healthcare services is exempt from the mandatory reporting requirement.

3.7.4.6.2. If a victim reports a sexual assault to a supervisor in a subordinate-supervisor capacity (as opposed to a patient-provider capacity), the supervisor must report the sexual assault to the SARC and/or AFOSI **(T-0)**.

3.8. Sexual Assault Incident Response Oversight (SAIRO) Report. The FY14 National Defense Authorization Act (NDAA), PL 113-66, section 1743, requires an eight-day incident report in response to an unrestricted report of sexual assault in which the victim is a member of the Armed Forces. . Directive Type-Memorandum 14-007, Sexual Assault Incident Response Oversight (SAIRO) Report, implements this law for Unrestricted Reports that fall under SAPR and expands the eight-day incident report requirement to an Unrestricted Report or Independent Investigation. The purpose of the SAIRO is to detail the actions taken or in progress to provide the necessary care and support to the victim of the assault, to ensure that allegations of sexual assault are referred to the appropriate investigatory agencies, and to provide initial notification of the serious incident to appropriate commanders. Installation or host wing commander will require that a SAIRO Report is provided for all unrestricted reports and Independent Investigations, including incidents that are reported at the current time but occurred before the enlistment or commissioning of the Service member victim **(T-0)**.

3.8.1. Only one SAIRO Report is prepared per incident. The immediate commander, defined as the Squadron Commander (Sq/CC), Detachment Commander (Det/CC), HAF Director or civilian equivalent in coordination with the SARC and/or the MCIO, will prepare and submit the SAIRO Report **(T-0)**. Figure 3.8 provides the SAIRO Report responsibility matrix.

3.8.1.1. For SAIRO Reports triggered by an unrestricted report, the SARC is responsible for providing all victim information. The commander shall ask the MCIO to provide the incident data and investigation information **(T-0)**.

3.8.1.2. For SAIRO Reports triggered by an Independent Investigation, the Commander shall ask the MCIO to provide the available information; no information is provided by the SARC **(T-0)**. Incident data cannot be acquired through a command-directed investigation, which is prohibited for sexual assaults.

3.8.1.3. The SAIRO Report does not replace the SARC's mandatory 24 hour notification to the installation or host wing commander of a report of sexual assault.

3.8.1.4. A SAIRO Report, in itself, does not automatically generate an OPREP-3 unless a Commander's Critical Information Requirement (CCIR) information is provided to the Installation Command Post. A CCIR is separate from the SAIRO report.

3.8.2. The commander will utilize the SAIRO report template provided at Attachment 3, Sexual Assault Incident Response Oversight (SAIRO) Report Template **(T-1)**. The commander will ensure the memorandum's subject reads: SEXUAL ASSAULT INCIDENT RESPONSE OVERSIGHT REPORT **(T-1)**.

3.8.2.1. The commander will ensure the SAIRO report does not deviate from the information provided in Attachment 3 and does not contain any PII, victim photographs or additional incident information that could lead to personal identification of the victim or the subject **(T-0)**.

3.8.2.2. Some information may not be available from the SARC or MCIO within this timeframe; however this should not delay reporting. Information not received within the 8-day requirement is annotated on the template as "not available at time of report". The SAIRO report is initial and final; follow-on reporting is not required.

3.8.3. The immediate commander will submit the SAIRO as a standalone report via an encrypted, unclassified e-mail **(T-1)**. Once the SAIRO is created, the victim's or subject's immediate commander, as applicable, will e-mail the SAIRO to the below identified recipients **(T-1)**.

3.8.3.1. From the unit/CC (e.g. Sq/CC, Det/CC or 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).

3.8.3.1.1. 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) WG/CC **(T-0)**.

3.8.3.1.2. Victims (if service member or Air Force civilian employee) and subjects (if service member) WG/CC will forward to the first G/FO and MAJCOM SARC in the respective chain of command **(T-0)**. 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 is provided to the next higher ranking commander in the chain of command.

3.8.3.1.3. MAJCOM SARC(s) will provide to MAJCOM/CV and AF/CVS no later than the next business day. If the victim and/or subject is an Air Force Reservist, the MAJCOM SARC(s) will forward a copy to the AFRC SARC.

3.8.3.2. The commander and personnel with access to the report will ensure that information regarding the SAIRO Report is only released to personnel with an official need to know IAW section 552a of Title 5, U.S.C. or as authorized by law **(T-0)**. No one will use the information for investigative purposes or in a manner that is likely to discover, disclose, or reveal the identities being protected **(T-0)**.

3.8.4. The installation commander will ensure all group commanders, squadron and detachment commanders, and deputy commanders (to include tenants) receive SAIRO Report training from the SARC upon assuming their position **(T-1)**. The AF Joint Base Commander or Deputy Joint Base Commander (DBJC) will ensure all AF tenant group commander, unit commanders, and deputy commanders receive SAIRO Report training from the installation SARC upon assuming the position **(T-1)**.

VICTIM' IMMEDIATE COMMANDER**Figure 3.1. Commander's Required to Complete the SAIRO Report.**

Victim	Alleged Offender	Unit	Responsibility for SAIRO	Immediate CC Submits To (Recipients Reference Transmission Guidance for Follow-on Requirements)	Report Length	Trigger for 8-day Time Frame
Service Member	Service Member	Both in Same Unit	Victim's Immediate Commander	Victim's First O-6 & G/FO Subject's First O-6 & G/FO Installation SARC	Full Report	DD Form 2910, <i>Victim Reporting Preference Statement</i> , signed
Service Member	Service Member	In Different Units (Note: Only one SAIRO is prepared)	Victim's Immediate Commander	Victim's First O-6 & G/FO Subject's First O-6 & G/FO Installation SARC	Full Report	DD Form 2910, <i>Victim Reporting Preference Statement</i> , signed
Service Member	Civilian	N/A	Victim's Immediate Commander	Victim's First O-6 & G/FO Installation SARC	Full Report	DD Form 2910, <i>Victim Reporting Preference Statement</i> , signed
Service Member	Civilian	N/A	Victim's Immediate Commander	Victim's First O-6 & G/FO Installation SARC	Abbreviated Report with: Victim, Subject, Incident Data, and Investigation Information	MCIO notifies Immediate Commander
Air Force Civilian Employee who is eligible for SAPR services	Civilian	N/A	Victim's Immediate Commander	Victim's First O-6 & G/FO Installation SARC	Full Report	DD Form 2910, <i>Victim Reporting Preference Statement</i> , signed

SUBJECT'S IMMEDIATE COMMANDER

Victim	Alleged Offender	Unit	Responsibility for SAIRO	Immediate CC Submits To (Recipients Reference Transmission Guidance for Follow-on Requirements)	Report Length	Trigger for 8-day Time Frame
DoD Civilian Employee, US Citizen DoD Contractor, and Dependents who are eligible for SAPR services	Service Member	N/A	Subject's Immediate Commander	Subject's First O-6 & G/FO Installation SARC	Abbreviated Report with: Victim, Subject, Incident Data, and Investigation Information	DD Form 2910, <i>Victim Reporting Preference Statement</i> , signed
Civilian who is not eligible for SAPR services OR Service Member, DoD Civilian Employee, US Citizen DoD Contractor, or Dependents eligible for SAPR Services who has not signed a DD Form 2910 and Independent Investigation has been initiated	Service Member	N/A	Subject's Immediate Commander	Subject's First O-6 & G/FO Installation SARC	Abbreviated Report with: Victim, Subject, Incident Data, and Investigation Information	MCIO notifies Immediate Commander

3.9. Commander's (or Equivalent) Critical Information Requirement (CCIR). The CCIR provides timely information to the Secretary of the Air Force, Under Secretary of the Air Force, Chief of Staff of the Air Force, Vice Chief of Staff of the Air Force, AF/CVS, and if necessary the Chairman of the Joint Chiefs of Staff when a sexually based, alleged, or confirmed crime meets specific criteria. This is a separate report from the SAIRO Report listed above and may be accomplished at the same time of the SAIRO Report if the criteria required for a CCIR is known, or later, as the criteria becomes apparent. A CCIR is provided to the installation Command Post for submission as an OPREP-3 IAW AFI 10-206, Operational Reporting, and the current CSAF OPREP-3 Reporting Matrix, Rule 3D. The installation or host wing commander will not complete CCIRs for restricted reports (**T-0**).

3.9.1. The installation commander or host wing commander is responsible for preparing and submitting the CCIR.

3.9.1.1. The CCIR is accomplished when criteria is met. This may occur at the same time as the SAIRO Report if the criteria required for a CCIR is known, or later, as the criteria becomes apparent.

3.9.1.2. The installation commander will utilize the CCIR template provided at Attachment 4, Unrestricted Report of Sexual Assault Commander's Critical Information Requirement (CCIR) Template **(T-1)**. The installation or host wing commander will ensure the CCIR does not deviate from the information provided in the template **(T-1)**.

3.9.1.3. The installation commander will provide the CCIR, via an unclassified email, to the installation command post for submission as an OPREP-3 IAW AFI 10-206, Operational Reporting, and the current CSAF OPREP-3 Reporting Matrix **(T-1)**.

3.9.2. The installation or host wing commander will complete a CCIR for any incidents involving the following **(T-1)**:

3.9.2.1. An O-6 Commander (or equivalent) and above, SARC, SAPR VA, VVA, or any SAPR Staff member.

3.9.2.2. Warrants higher level command awareness.

3.9.2.3. An overturned conviction of a sexually based crime.

3.9.2.4. Media attention.

3.9.2.5. Congressional Involvement.

Chapter 4

PREVENTION AND RESPONSE FOR THE DEPLOYED ENVIRONMENT

4.1. Presence in an Area of Responsibility (AOR). The Air Force will identify trained military SARCs and SAPR VAs (and/or trained civilian SARC or SAPR VAs who volunteer) for Air Expeditionary Force (AEF) rotational support for global contingency operations consistent with requirements established by the Combined Forces Air Component Commander (CFACC). Each Air Expeditionary Wing (AEW) warrants at least one SARC and one SAPR VA position. For deployments smaller than an AEF, deployed commanders (or equivalent) must provide a sexual assault response capability consistent with the requirements of this AFI (**T-0**).

4.1.1. For emerging operations, when practicable, the Air Component A1 should coordinate development of any SARC requirements for emerging operations, when practicable, with AFPC/DPW and AF/CVSO. The Air Component A1 and AF/CVSO keep in mind the Commander, of the Air Forces' (COMAFFOR) responsibility to ensure theater-wide support to Airmen in smaller units at potentially isolated sites, and determine if central or regional management can be effective.

4.1.2. The Air Component A1 planner, during transition to sustained operations, will account for future rotations and coordinate those requirements with AF/CVSO (**T-1**). AF/CVSO will ensure line remarks and overlap considerations are reviewed to ensure seamless exchange between outgoing and incoming SARCs and SAPR VAs.

4.1.3. The Air Component A1 SAPR, for sustained operations, will provide functional oversight to ensure a continued response capability exists to support their AOR (**T-1**). The Air Component A1 SAPR will perform duties that include, but are not limited to:

4.1.3.1. Designate locations that require a SARC and SAPR VA and ensure that those locations are sufficient to support the AOR throughout mission fluctuations (**T-1**).

4.1.3.2. Coordinate with AF/CVSO on all SAPR issues needing resolution

4.1.3.3. Coordinate with AF/CVSO, prior to taskings, to ensure SARCs and SAPR VAs that identified to deploy are D-SAACP certified during deployment (**T-0**).

4.1.4. Deployed SARCs will:

4.1.4.1. Identify Volunteer Victim Advocates, who are D-SAACP certified, in theater and resolve with local command any gaps in this critical element of support (**T-0**).

4.2. Training. Home station unit commanders (or equivalent) must ensure deploying members are trained on annual SAPR training requirements prior to departure (**T-0**). Annual SAPR training will not be provided to deployed members in theater (**T-1**). The home station SARC will assist commanders (or equivalent) with this responsibility and coordinates these efforts with the Personnel Readiness Function (PRF) (**T-1**).

4.3. Combined Forces Air Component Commander (CFACC). The CFACC will:

4.3.1. Ensure a SAPR capability is incorporated in operational planning guidance for deployed locations (**T-0**). Include both a SARC and a SAPR VA for each AEW or equivalent (**T-1**).

4.3.2. Coordinate efforts and resources, regardless of the location of the sexual assault, to direct optimal and safe administration of unrestricted and restricted reporting options with appropriate protection, medical care, counseling, and advocacy **(T-0)**.

4.3.3. Ensure a 24 hour per day, 7 day per week response capability **(T-0)**. Require first responders to respond in a timely manner **(T-0)**.

4.3.4. Response times are based on local conditions; however, sexual assault victims are treated as emergency cases **(T-0)**.

4.3.5. Establish procedures to ensure the SARC is notified of every incident of sexual assault on the military installation, regardless of service oversight, so that a SARC or SAPR VA can respond and offer the victim SAPR services **(T-0)**.

4.3.6. Ensure sexual assault victims in deployed locations within the AOR are transported to an appropriate medical evaluation site, evaluated, treated for injuries (if any), and offered SARC and/or SAPR VA assistance and a SAFE as quickly as possible **(T-0)**.

4.3.7. Ensure appropriate capability to provide experienced and trained SARC and SAPR VA services, SAFE providers to sexual assault victims as well as the capability to conduct SAFEs on alleged sexual assault perpetrators **(T-0)**. Regardless of reporting status, if appropriate, victims will be medically evacuated to facilities with required capabilities as soon as possible after making a report **(T-0)**.

4.3.8. Ensure the availability of trained and D-SAACP certified SAPR VAs or VVAs within the ranks to respond to victims whenever a sexual assault occurs in locations where Service victim advocates are not available (e.g., when deployed for JET taskings) **(T-1)**. Trained victim advocates will report to the responsible installation SARC when performing advocate duties **(T-0)**.

4.3.9. The component commander (or equivalent) or Deputy will provide functional oversight for the SAPR program in their AOR **(T-1)**. AF/CVSO will provide supervision and professional resources to deployed SARCs, SAPR VAs, and VVAs.

Chapter 5

COLLECTION AND PRESERVATION OF EVIDENCE

5.1. Collection and Proper Handling of Evidence.

5.1.1. Healthcare providers will consider the medical condition, needs, requests, and desires of each sexual assault victim when engaging in the collection, documentation and retention of forensic evidence **(T-0)**. Criminal investigators should be consulted before evidence is collected in support of unrestricted reports.

5.1.2. Evidence collection, documentation and retention is the purview of law enforcement. Refer any questions to the assigned criminal investigator(s).

5.1.3. SARCs, SAPR VAs, and VVAs have no responsibility for the collection of evidence for either restricted or unrestricted reporting. SARCs, SAPR VAs, and VVAs will not collect or receive evidence of a sexual assault from a victim **(T-1)**.

5.1.4. Healthcare providers will offer services to eligible sexual assault victims to include the ability to elect a SAFE Kit in addition to the general medical management related to sexual assault response, and mental healthcare **(T-0)**. Only a healthcare provider who has specialized education and clinical experience in the collection of forensic evidence and treatment of these victims can conduct the SAFE **(T-0)**.

5.1.4.1. The forensic component will document the SAFE utilizing the DD Form 2911, *DoD Sexual Assault Examination Report*. This report documents the medical forensic history and examination, and collects biological and physical findings, any pertinent evidence, and may document additional follow-up evidence as needed.

5.1.4.1.1. FOIA requests for DD Forms 2911 are forwarded to HQ AFOSI/XILI for review and response.

5.1.4.2. The victim will be advised to keep a copy of the DD Form 2910 and the DD Form 2911 as these forms may be used by the victim in other matters with other agencies (e.g., Department of Veterans Affairs) or for any other lawful purpose **(T-0)**.

5.1.4.2.1. SARCs will provide the victim a replacement copy of the DD Form 2910 within seven business days upon request **(T-1)**. SARCs will forward all requests for copies of DD Forms 2911 completed in support of unrestricted cases to the appropriate law enforcement entity **(T-1)**. The SARC will document requests on the DD Form 2910 and maintain a copy of the updated form reflecting the victim's request **(T-0)**.

5.1.5. The process for collecting and preserving sexual assault evidence for the restricted reporting option is the same as the unrestricted reporting option, except that the restricted reporting option does not trigger the official investigative process.

5.1.5.1. Healthcare providers will ensure forensic evidence gathered in a restricted report is marked with the Restricted Report Control Number (RRCN) generated by the SARC, in the location where the victim's name would have otherwise been written on the SAFE kit **(T-0)**. Healthcare providers will treat the victim's SAFE and accompanying kit as a

confidential communication under this reporting option (T-0). See paragraph 5.3.3.1.1. for generating the RRCN.

5.1.6. Installation or host wing commander will ensure MOU(s) or MOA(s), with off-base, non-military facilities for the purposes of providing medical care to eligible sexual assault victims covered under this instruction, include instructions for notifying the SARC (regardless of whether a restricted or unrestricted report of sexual assault is involved), procedures for the receipt of evidence, how to request a RRCN, instructions on where to write the RRCN on the SAFE Kit, and evidence disposition back to the servicing judge advocate office (T-0).

5.2. Unrestricted Reports.

5.2.1. The SARC, SAPR VA, or VVA will contact AFOSI as soon as possible once the victim has elected to make an unrestricted report (T-1). The SARC, SAPR VA, or VVA will then inform the victim of the option of a SAFE and advise AFOSI as soon as possible the victim has elected to receive a SAFE (T-1).

5.2.2. Upon SAFE completion, the healthcare provider will provide the victim a copy of the DD Form 2911, and then package, inventory, seal, and label the evidence container(s) with the victim's name (T-0). The healthcare provider notifies the AFOSI or Military Service designated law enforcement agency the evidence is ready and will provide law enforcement personnel an inventory of the sealed SAFE kit upon pickup (T-0).

5.2.3. Healthcare Personnel will provide the SAFE Kit to AFOSI or Military Service designated law enforcement agency who log, store, and preserve the SAFE kit (T-0). Evidence retention is governed by DoDI 5505.18, *Investigation of Adult Sexual Assault in the Department of Defense*.

5.2.4. DoD law enforcement agents will distribute the completed DD Form 2701 to the victim (T-0). The DD Form 2701 can be obtained via the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2701.pdf>.

5.3. Restricted Reports.

5.3.1. When the SARC, SAPR VA, or VVA receives a sexual assault restricted report, the SARC, SAPR VA, or VVA will inform the victim of the option for a SAFE and of any other state or local sexual assault reporting requirements that may affect restricted reporting (T-0).

5.3.2. Upon completion of the SAFE in a restricted reporting case, the healthcare provider will provide a copy of the DD Form 2911 to the victim, then package, seal, and label the evidence container(s) with a RRCN to be used in lieu of PII (T-0). The healthcare provider will secure a third copy of the DD Form 2911 to the evidence container inside a sealed envelope (T-0).

5.3.3.1. The healthcare provider will use the RRCN in lieu of PII to label and identify evidence collected in a SAFE Kit (e.g., accompanying documentation, personal effects, and clothing) (T-0). The SARC will provide (or the SAPR VA if designated by the SARC) the healthcare provider with the RRCN to use in place of PII (T-0).

5.3.3.1.1. The SARC will ensure all restricted reports are assigned a RRCN (T-0). The SARC will develop the RRCN using a two-digit year, two-digit month, the first four letters of the installation name, a three-digit numerical sequence, and followed

by the letter “R” (T-0). For example, “1307RAND001R” represents the incident occurred in 2013, during July, at Randolph AFB, is the first report of this sequence, and is a restricted report.

5.3.3.1.2. When receiving transferred cases from other installations, SARCs will create and maintain an appropriate record based on the type of report (T-1). For restricted reports, SARCs will add a “T” to the end of the RRCN and ensure transferred cases are not counted as new cases (T-1).

5.3.3.2. Upon completion of the SAFE Kit, the healthcare provider will notify the AFOSI or Military Service designated law enforcement agency (T-0).

5.3.4. Healthcare personnel will provide the SAFE Kit to AFOSI or Military Service designated law enforcement agency who logs, stores, and preserves the SAFE kit (T-0). Evidence retention is governed by DoDI 5505.18, *Investigation of Adult Sexual Assault in the Department of Defense*. The DoD law enforcement agency will store the SAFE kit for 5 years from the date of the victim’s restricted report of the sexual assault (T-0).

5.3.5. The SARC will contact the victim at the 1-year mark of making a restricted report in which a SAFE kit was completed (T-0). The SARC will inquire whether the victim wishes to change his or her reporting option to unrestricted and annotate their decision on the victim’s DD Form 2910 (T-0). Once annotated the updated DD Form 2910 will be uploaded into DSAID as well as input the notification date in DSAID per the DSAID manual.

5.3.5.1. The SARC will emphasize to the victim that his or her privacy is respected and he or she will not be contacted again by the SARC (T-1). The SARC will stress it is the victim’s responsibility from that point forward, if the victim wishes to change from a restricted to an unrestricted report, to contact a SARC before the 5-year retention period elapses (T-1).

5.3.5.2. If the victim does not change to unrestricted reporting, the SARC will explain to the victim that the SAFE Kit is retained for four more years and then destroyed (T-0).

5.3.5.3. The victim will be advised again to keep copies of the DD Form 2910 and the DD Form 2911 as these forms may be used by the victim in other matters with other agencies (e.g., Department of Veterans Affairs) or for any other lawful purpose (T-0).

5.3.5.4. If the victim cannot be located at the 1-year mark, the SARC will appropriately document the efforts to locate the victim on the DD Form 2910 (T-0).

5.3.5.4.1. At the 5 year mark, the SARC is authorized to complete any documentation required from AFOSI for the destruction of evidence. The DoD law enforcement agency will destroy the evidence maintained under the victim’s RRCN in compliance with established procedures IAW DoDI 5505.18 (T-0). However, officials will maintain the DD Form 2910 and DD Form 2911 for 50 years (T-0).

5.3.6. If, before the expiration of the 5 year storage period, a victim changes his or her reporting preference to the unrestricted reporting option, the SARC will notify AFOSI or Military Service designated law enforcement agency as soon as possible and provide the victim’s assigned RRCN to enable investigators to associate any previously-seized evidence with the unrestricted report (T-0).

5.3.6.1. A victim may change his or her reporting preference after the 5-year mark however; any evidence in custody is destroyed at the 5-year mark IAW DoDI 5505.18.

Chapter 6

COMMAND ACTIONS IN RESPONSE TO SEXUAL ASSAULT

6.1. Commander (or Equivalent) Responsibilities. Commanders (or equivalent) will actively support sexual assault prevention and response programs, are responsible for victim and alleged subjects, as well as, criminal justice procedures that enable the accused to be held appropriately accountable for their actions **(T-0)**.

6.2. Commander's (or Equivalent) Response to Allegations of Sexual Assault. Commanders (or equivalent) notified of a sexual assault must take immediate steps to ensure the physical safety, emotional security, and medical treatment needs are met, and that the AFOSI or appropriate criminal investigative agency and SARC are notified **(T-0)**. The victim and alleged offender's commander(s) (or equivalent) will determine whether temporary reassignment or relocation of either the victim or alleged offender is appropriate (see Chapter 11 for ET procedures) **(T-0)**.

6.2.1. Commander's (or equivalent) will:

6.2.1.1. Protect sexual assault victims, witnesses, bystanders (who intervene), responders or other parties to the incident from coercion, ostracism, maltreatment, discrimination, reprisal (see glossary), and retaliation (see glossary) **(T-0)**.

6.2.1.1.1. For complaints received about an individual assigned to his or her unit concerning one of the above listed parties, the first commander in the chain of command will develop a plan to immediately address the issue, and forward the plan to the installation commander as well as his or her host wing commander **(T-3)**.

6.2.1.1.2. If the incident report concerns a sexual assault victim, the complaint is discussed during the victim's monthly CMG case review. Reports of coercion, retaliation, ostracism, maltreatment, or reprisal remain on the CMG agenda for status updates, until the victim's case has reached final disposition or has been appropriately addressed according to the installation inspector general and the CMG chair. Assertions of reprisal are reported to the installation inspector general and addressed in accordance with Title 10 USC 1034, DoDD 7050.06 and AFI 90-301.

6.2.1.2. Immediately refer sexual assault allegations to AFOSI or appropriate criminal investigative agency and SARC **(T-0)**. A commander (or equivalent) will not conduct internal command directed investigations on sexual assaults (i.e., no referrals to appointed command investigators or inquiry officers) or delay contacting the SARC, AFOSI or appropriate criminal investigative agency while attempting to assess the credibility of the report **(T-0)**.

6.2.1.3. Consider whether No Contact orders, Military Protective Orders (MPO - DD Form 2873) or a Civilian Protective Order (CPO) are necessary **(T-0)**. Commander shall execute the following procedures regarding MPOs:

6.2.1.3.1. Notify the appropriate civilian authorities of the issuance of an MPO and of the individuals involved in the order, in the event an 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 **(T-0)**.

6.2.1.3.1.1. An MPO issued remains in effect until the commander terminates the order or issues a replacement order.

6.2.1.3.1.2. The issuing commander shall notify the appropriate civilian authorities of any change made in a protective order, or its termination, covered by chapter 80 of *Title 10, United States Code* and the termination of the protective order (T-1).

6.2.1.3.1.3. When an MPO has been issued against a uniformed Airmen and any individual involved in the MPO does not reside on a military installation at any time during the duration of the MPO, notify the appropriate civilian authorities of the issuance of an MPO and of the individuals involved in the order. The appropriate civilian authorities includes, at a minimum, the local civilian law enforcement agency or agencies with jurisdiction to respond to an emergency call from the residence of any individual involved in the order.

6.2.1.3.2. Advise the person seeking the MPO that the MPO is not enforceable by civilian authorities off base and that victims desiring protection off base should seek a civilian protective order (CPO) (T-1). Off base violations of the MPO should be reported to the issuing commander, law enforcement, and AFOSI for investigation.

6.2.1.3.3. Provide the victim(s) and the alleged offender(s) with copies of the completed MPO (T-1). Verbal MPOs can be issued, but need to be subsequently documented as soon as possible.

6.2.1.4. Be aware of the array of personnel actions that are available and may be appropriate in these cases. These actions could include, among others: alternative duty locations, hours, or assignments within a unit; PCA on the installation; and PCS, including expedited transfers, when requested by victims having made an unrestricted report. Upon request for an expedited transfer, the commander will contact the SARC and directly counsel the service member to ensure that he or she is fully informed per Chapter 11 of this instruction (T-1).

6.2.1.5. Attend CMG for all unrestricted reports and, if necessary, chair the High-Risk Response Team (HRRT), both explained in detail in chapter 8 (T-0).

6.2.1.6. Ensure complaints of sex-related offenses against Airmen assigned to their command, regardless of grade, resulting in conviction by court-martial, non-judicial punishment or punitive administrative action (defined as a LOR) are annotated in an Airman's evaluation (EPRs, OPRs, TRs, and mandatory LOEs), which is filed in the Airman's official personnel record IAW AFI 36-2406, *Officer and Enlisted Evaluation Systems* (T-0).

6.3. Keeping the Victim Informed and Use of Information.

6.3.1. Within 72 hours after the CMG, the victim's unit commander (or equivalent) will ensure the victim receives a monthly update on the current status of all investigative, medical, legal, and command proceedings pertaining to the unrestricted case, until final sexual assault case disposition (T-0). The commander will ensure information provided is consistent with any applicable directives governing release of information and coordinated with the SARC to ensure the victim's case file is updated (T-0). At the victim's preference,

the update can be provided in person, by encrypted email, by video teleconference (VTC), or by telephone. Reference Chapter 11 for expedited transfer guidance.

6.3.1.1. For purposes of this Instruction, final disposition means the conclusion of any judicial, non-judicial, or administrative action (including administrative separation actions) taken in response to the allegation of sexual assault. These requirements are independent of other notification requirements established by law or regulation.

6.3.2. In unrestricted reports of sexual assault or in cases in which information is disclosed through an independent source, and the victim does not elect to complete a DD Form 2910, officials will ensure details of the allegation are only provided to those personnel who have an official need to know (**T-0**).

6.3.2.1. Those who have an “official need to know” in the Air Force routinely include law enforcement, the victim’s commander (or equivalent), the alleged offender’s commander, legal personnel, the SARC, SAPR VA, assigned VVA, and healthcare personnel required to provide healthcare.

6.3.2.2. Commanders (or equivalent) will examine all procedures involved in the use of sexual assault information to ensure the guidance in this AFI is met (**T-1**).

6.3.2.3. Commanders will ensure all disclosures comply with the provisions of AFI 33-332, *Air Force Privacy Program* (**T-1**).

6.4. Victim Collateral Misconduct.

6.4.1. An investigation into the facts and circumstances surrounding an alleged sexual assault may produce evidence that the victim engaged in misconduct. Collateral misconduct by a sexual assault victim is a significant barrier to reporting because of the victim’s fear of punishment. Some reported sexual assaults involve circumstances where the victim may have engaged in some form of misconduct (e.g., underage drinking or other related alcohol offenses, adultery, fraternization, or other violations of certain regulations or orders).

6.4.2. IAW the UCMJ, the Manual for Courts-Martial, and AFI(s), commanders (or equivalent) are responsible for addressing misconduct in a manner that is consistent and appropriate to the circumstances.

6.4.3. Commanders (or equivalent) with Special Court-Martial Convening Authority (SPCMCA) and who are in the grade of O-6 or higher, IAW Secretary of Defense Memorandum, dated 20 April 2012, have the authority to determine the appropriate disposition of alleged victim misconduct, to include deferring disciplinary action until after disposition of the sexual assault case (and not be penalized for such a deferral decision). When considering what corrective actions may be appropriate, commanders (or equivalent) balance the objectives of holding members accountable for their own misconduct with the intent to avoid unnecessary additional trauma to sexual assault victims and the goal of encouraging sexual assault reporting. The gravity of any collateral misconduct by the victim, and its impact on good order and discipline, should be carefully considered in deciding what, if any, corrective action is appropriate. Commanders (or equivalent) should consult with their servicing SJA prior to taking any action regarding collateral misconduct.

6.5. Sexual Assault Case Disposition Authority.

6.5.1. IAW Secretary of Defense Memorandum, dated 20 April 2012, the initial disposition authority is withheld from all commanders (or equivalent) within the DoD who do not possess at least SPCMCA and who are not in the grade of O-6 or higher, with respect to the alleged offenses of sexual assault and all attempts to commit such offenses, in violation of Articles 120, 125, and 80 of the UCMJ. The Secretary's memorandum does not withhold disposition authority with regard to the alleged offenses of aggravated sexual contact or abusive sexual contact or attempts to commit these offenses, in violation of Articles 120 and 80 of the UCMJ. Additionally, this withholding applies to other alleged offenses arising from or relating to the same incident(s), whether committed by the alleged perpetrator or the alleged victim (collateral misconduct) of the rape, sexual assault, forcible sodomy, or the attempts thereof. SPCMCA's may withhold disposition authority of other sex-related offenses not withheld by the Secretary's memorandum.

6.5.2. Consistent with the Secretary of Air Force Memorandum, dated 17 June 2013 the SPCMCA is required to provide the GCMCA in the grade of O-7 or above written notice of the initial disposition action he or she has taken in the case within 30 days following the date of the initial disposition decision **(T-1)**.

6.5.2.1. This policy applies to the alleged offenses of rape, sexual assault, forcible sodomy, and all attempts to commit such offenses, in violation of Articles 120, 125, and 80 of the UCMJ.

6.5.2.2. When disposition of the alleged offenses of rape, sexual assault, forcible sodomy, and all attempts to commit such offenses, in violation of Articles 120, 125, and 80 of the UCMJ, is complete, the GCMCA will sign the written report of command action required to be produced on all covered offenses and provides it to AFOSI **(T-1)**.

6.5.2.3. For alleged offenses of aggravated sexual contact or abusive sexual contact or attempts to commit these offenses, in violation of Articles 120 and 80 of the UCMJ, group commanders (or equivalent) or higher will sign the written report of command action required to be produced and provides it to AFOSI **(T-1)**.

6.5.3. Any commander authorized to dispose of cases involving an allegation of sexual assault will do so only after receiving the advice of the servicing SJA **(T-1)**.

6.6. Separation Actions Involving Sexual Assault Victims.

6.6.1. Separation actions involving sexual assault victims are processed IAW *AFI 36-3207, Separating Commissioned Officers; AFI 36-3208, Administrative Separation of Airmen, and AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*.

6.6.2. When a commander recommending administrative or medical separation action is aware, or is made aware by the respondent or others, that the respondent is alleging or has alleged that he or she was the sexual assault victim, the commander (or equivalent) shall notify the separation authority that the discharge proceeding involves a sexual assault victim **(T-1)**.

6.6.2.1. Commanders (or equivalent) will ensure the following statement is included in the recommendation for discharge memorandum: “The respondent, (grade and name), reported being a sexual assault victim” **(T-1)**.

6.6.2.2. The commander (or equivalent) recommending administrative or medical separation must provide sufficient information to the separation authority concerning the alleged assault and the respondent’s status to ensure a full and fair consideration of the victim’s military service and particular situation **(T-1)**. Commanders (or equivalent) should consult with AFOSI and the servicing SJA for guidance on the level of information that may be applicable.

6.6.3. An enlisted member or a commissioned officer who made an unrestricted report and is recommended for involuntary separation within 1 year of final disposition of their sexual assault allegation can request a review of their administrative or involuntary separation by the first General Officer (GO) or Flag Officer (FO) in the chain of command.

Chapter 7

SAPR TRAINING

7.1. Training. Delivering consistent and coherent messaging within our Air Force generates opportunities to create new and existing protective factors and strengthen our collective resolve to eliminate sexual assault. We will institutionalize an environment of dignity and respect by developing skills which inspire courage and confidence to confront attitudes and behaviors that erode our core values. The objective of SAPR training, therefore, is to offer a comprehensive multi-faceted approach to preserving our Air Force heritage by utilizing awareness and prevention education, recognizing and presenting effective victim advocacy, clarifying reporting options and the response process, and promoting societal change through individual and community collaboration IAW DoDI 6495.02, *Sexual Assault Prevention and Response Program Procedures*. Commanders (or equivalent), supervisors and managers at all levels shall be responsible for ensuring their personnel are trained on the SAPR program and services **(T-0)**.

7.2. General Training Requirements.

7.2.1. Trainers and curriculum developers must ensure SAPR trainings and curriculums are in line with the DoD established core competencies and learning objectives to assure consistency and effectiveness in training at all command levels **(T-0)**. Trainers and curriculum developers will ensure SAPR training, at a minimum, incorporates adult learning theory, which includes interaction and group participation and is appropriate to the Airmen's grade and commensurate with their level of responsibility, position and rank **(T-0)**. SAPR curriculums build on a continuum of education, throughout an Airmen's career, enhancing their understanding and providing necessary skills to create environments of dignity and respect.

7.2.2. AF/CVS will develop, review or update all Air Force-level SAPR lesson plans, objectives, materials and programs. Responder training, as identified in DoDI 6495.02, *Sexual Assault Prevention and Response Program Procedures*, Chapter 10 will be developed by the appropriate functional community (e.g. JA, SG, AFOSI, SFS, and HC). All training and curriculums, at a minimum, emphasize that preventing sexual assault as a mission imperative and include the mandated training requirements outlined in DoDI 6495.02.

7.2.2.1. Victim sensitivity and care are top Air Force priorities when providing any SAPR training; therefore, trainers and curriculum developers must include a disclaimer at the beginning of all SAPR trainings **(T-1)**. Trainers and curriculum developers will ensure the disclaimer allows survivors the option to receive training individually from the SAPR office and as applicable, notify audience members of the potential for graphic language of a sexual nature. Although some participants may find the topic uncomfortable or language offensive, changing attitudes and behaviors in the area of sexual assault prevention requires an open dialog among participants.

7.2.3. Any films, videos or lesson plans require approval for use in SAPR specific training. Trainers and curriculum developers must submit these resources to AF/CVSO for review **(T-1)**. A listing of approved films and videos is maintained and posted to the AF SAPR SharePoint. ANG SARCs will receive approval for any films, videos or lesson plans from the

ANG SAPR Office (T-1). (Exception: Responder training, as identified in DoDI 6495.02 does not require approval but rather coordination from AF/CVSO).

7.2.4. Sources of commission will include in their trainee/cadet curricula substantive course work that addresses honor, respect, character development, leadership, and accountability, as they pertain to the issue of preventing sexual assault and providing the appropriate response to sexual assault when it occurs (T-0).

7.3. Annual Training Requirements.

7.3.1. Commanders (or equivalent) will ensure all Military (Reg AF, Reserve and Guard) and DAF civilian personnel, both appropriated and non-appropriated fund employees receive, at a minimum, annual SAPR training (T-0). DoD contractors may be required to attend per the terms of their contract. Otherwise, DoD contractors are highly encouraged to attend the training.

7.3.1.1. SARCs, in coordination with Unit Training Managers or Unit Ancillary Training Monitors, will ensure training is offered and their supported population receives mandatory annual training per guidance provided by AF/CVS (T-1). MAJCOM SAPR Program Managers will ensure guidance, training materials, and suspenses for training completion are disseminated to the installation level.

7.3.1.2. UTMs and UATMs will provide SARCs with updates on how many and who require annual training for their assigned installation, as requested (T-1).

7.3.1.3. The SAPR office will retain rosters of annual SAPR training for a period of two years (T-1). If the SAPR office is utilizing SAPR trained facilitators to assist with training, the SARC will receive a copy and maintain the sign-in rosters within the SAPR office (T-1).

7.3.2. SAPR training delivered during Professional Military Education (PME) does not satisfy the annual training requirement.

7.3.3. The member's respective Military Service will provide for the delivery of annual training in joint environments.

7.3.4. Organizations providing SAPR training, in addition to what is prescribed IAW this instruction and DoDI 6495.02 that is 2 or more hours, must obtain AF/CVS review and approval (T-1). (Exception: Responder training, as identified in DoDI 6495.02 does not require approval from AF/CVSO).

7.4. Training for Deploying Personnel.

7.4.1. Commanders (or equivalent) will ensure their deploying personnel complete all pre- and post-deployment SAPR training requirements (T-0).

7.4.2. Pre-deployment SAPR training. Deploying personnel will receive a SAPR newcomers briefing by SAPR personnel within 7 days of arrival to the deployed location (T-0). The briefing will include area specific risk reduction factors, local trends and local resources to include contact information for the local law enforcement, legal representative, SAPR personnel, healthcare personnel and chaplains. Cultural specific training will be completed IAW the Basic Deployment Readiness – Home Station Training checklist (T-0).

7.4.2.1. Ensure annual SAPR training is complete and will not expire while deployed. Annual SAPR training will not be executed for deployed personnel while in the AOR.

7.4.2.2. Ensure Cultural Specific training is completed IAW AFGM 2015-10-01, *Expeditionary Readiness*.

7.4.3. The SARC will conduct post-deployment SAPR reintegration training within 30 days of members returning from deployment (T-0). Once personnel have arrived at their deployed location, SAPR personnel will provide them a SAPR Newcomers Orientation briefing within 7 days of arrival. The briefing will include area specific risk reduction factors, local trends and local resources to include contact information for: local law enforcement, legal representatives, SAPR personnel, healthcare personnel and chaplains.

7.4.4. Post-deployment SAPR training. Within 30 days of members returning from deployment, the SARC will conduct a "Return and Reunion" briefing (T-0).

7.5. SARC and SAPR VA Initial and Recurring Training.

7.5.1. All newly assigned SARCs and SAPR VAs will attend the next available Air Force SARC or SAPR VA Course (T-1). (Exception: ANG SARCs and SAPR VAs will be trained by appropriate NGB course that covers mandatory requirements in DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures, Enclosure 6 (T-0)).

7.5.1.1. Both Reg AF military and civilian SARCs and civilian SAPR VAs will receive a training code of QBX upon completion of formal training (T-1).

7.5.1.2. Military SARCs will have their record updated to reflect a SEI code after receiving D-SAACP certification (T-1). MAJCOM SARCs or installation SARCs will remove the SEI, with the concurrence of the installation or host wing commander, if the member does not maintain a current D-SAACP certification (T-1).

7.5.2. SARCs and SAPR VAs will attend the applicable annual AF workshops (or NGB equivalent, if applicable) to satisfy the DoD annual training requirement (T-0). SARCs and SAPR VAs are encouraged to attend additional trainings or workshops, at their installation's expense, to maintain proficiency and stay current in national or local level initiatives that address sexual assault and compliance with mandatory CEUs.

7.6. Responder Training.

7.6.1. Responders are composed of personnel in the following disciplines or positions: SARCs, SAPR VAs, VVAs, healthcare personnel, DoD law enforcement, MCIOs, judge advocates, chaplains, firefighters, and emergency medical technicians.

7.6.2. First Responders will be trained by their functional communities to meet the requirements outlined in DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures, Enclosure 10 (T-0). First Responders will receive refresher training no less than annually in addition to annual SAPR training (T-0).

7.6.2.1. SARCs will ensure SAPR policy updates and program changes are disseminated to First Responders and commanders (or equivalent), and may conduct training on an as-needed basis to ensure the functional community stays current (T-0).

7.6.3. Air Staff functionals will review current and future training opportunities to ensure their communities are prepared and report training completion metrics annually to AF/CVS.

7.7. Volunteer Victim Advocate (VVA) Training.

7.7.1. All VVAs must successfully complete the mandatory 40-hour AF VA training, IAW DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures, Enclosure 10 (T-0).

7.7.2. Volunteer Victim Advocate(s) or Alternate SARC(s) that PCS to a new installation with a current D-SAACP certification and continue as an advocate with the gaining SAPR program must complete a minimum 4-hour orientation before providing direct victim care (T-1). Orientation training should be interactive and include role plays and agency site visits, if applicable. VVAs will receive training that includes, but is not limited to:

7.7.2.1. Explain the different military sexual assault response policies, procedures and critical issues specific for that installation or location (T-1).

7.7.2.2. Describe local civilian policies and procedures with regards to resources, referrals, and procedures for handling military and civilian sexual assaults, as well as, collaboration and knowledge of resources that can be utilized at that specific geographic location (T-1).

7.7.2.3. Discuss procedures for civilian protection orders (CPO) (T-1).

7.7.2.4. Installation policies and procedures for proper documentation of a report of sexual assault within the SAPR office (T-1).

7.7.2.5. Healthcare management of sexual assault and medical resources and treatment options to include medical examination, the forensic examination, mental health and counseling referrals, pregnancy, abortions, and STD/I and HIV for that specific installation location (T-1).

7.7.2.6. Updates to policies, procedures or forms in the SAPR program (T-1).

7.7.2.7. How to obtain continuing education units (CEUs) for D-SAACP compliance (T-1).

7.8. List of Courses and Requirements. Table 7.9 identifies training courses affiliated with sexual assault prevention and response education. The identified training courses are executed by the SAPR office or other functional stakeholders. Owners of the below identified courses implement the training in accordance with the prescribed guidance and curriculum as directed by the responsible functional. For any additional SAPR training developed not included in this table see paragraph 7.3.4.

Table 7.1. Courses and Requirements.

	If the individual is a:	Curriculum package to use is:	Training is required to be accomplished face-to-face and	Minimum required hours:
1	Military member or DoD civilian employee (Appropriated and Non-Appropriated Fund employees) (T-0)	AF/CVS curriculum for SAPR annual training – see note 1	Annually, at a minimum (T-0)	1.5 hours
2	Enlisted member on his or her first permanent duty assignment (T-0)	Installation developed First Term Airmen Course (FTAC) – see note 2	Within 30 duty days of arrival	1 hour
3	Military member or DoD civilian employee upon a second or subsequent permanent change of station (PCS) (CONUS or OCONUS) (T-0)	Installation developed Newcomers Orientation - see note 2	Within 30 duty days of arrival	.5 hour
4	Deployed personnel (T-0)	Deployed installation developed Newcomers Orientation	Within 7 days of arrival	0.5 hour
5	Returning from a Deployment (T-0)	Installation developed Return and Reunion briefing	Within 30 days of returning from deployment (T-0)	.25 hour
6	Unit Key Spouse (T-0)	Installation developed training for Unit Key Spouses	During orientation course	.5 hour
7	Student attending an Enlisted Professional Enhancement (PE) Course (NCO/SNCOPE) (T-1)	Installation specific training – see note 4	Installation personnel attending PE courses	1 hour
8	Responder(s) in the following disciplines or positions: Healthcare personnel, SFS, AFOSI, JA, HC, firefighters, emergency medical technicians and SARC(s), SAPR VA(s) and VVA(s) (T-0)	Lesson plans are developed by the functional community IAW DoDI 6495.02, Enclosure 10. SARCs are only responsible for updating first responders on changes in SAPR policies - see note 3 & 6	Training may be accomplished by CBT developed by the functional community. This training is in addition to annual training.	1 hour
9	New Installation or Host Wing Commander or Vice Wing Commander (SARC supervisor) (T-0)	Installation specific Key Personnel Briefing – see note 4	Within 30 days of taking command	1 hour
	New Installation/center commander(s) (director), group	Installation Key Personnel Briefing,	Within 30 duty days of	1 hour

	If the individual is a:	Curriculum package to use is:	Training is required to be accomplished face-to-face and	Minimum required hours:
10	commander(s), squadron commander(s), detachment commander(s), section commander(s), command chief master sergeant(s), chief master sergeant(s) and first sergeant(s) (T-0)	locally at each installation or equivalents – see note 5	appointment to position or arrival on station (T-0)	
11	New Volunteer Victim Advocate(s) (VVA) – NOT D-SAACP certified (T-1)	AF/CVS curriculum for VVA course - see note 4	Must receive before D-SAACP certification to provide direct victim care at new installation	40 hours
12	Volunteer Victim Advocate(s) who transfer to a new installation and are D-SAACP certified (T-1)	AF CVS curriculum for installation specific VVA Orientation course - see note 4	Must accomplish before providing direct victim care at the installation	4 hours
13	Refresher Volunteer Victim Advocate Training (T-1)	Installation determined topics, but one hour a year must be on Ethics - see note 7	For D-SAACP certified advocates	12 hour annually
14	D-SAACP certified Volunteer Victim Advocates continuing education units (T-0)	Installation developed training or NACP approved that meet CEU requirements	Monthly VVA training may include credit for CEUs (1 hour training = 1 CEU)	16 hours a year or 32 hours every two years
15	Members of the Case Management Group (CMG) (not victim's commander) (T-0)	AF/CVS curriculum for CMG Training- see note 4	Annually for CMG members and initially for commanders new to CMG	1 hour
16	Victim's Commander attending their first CMG meeting (T-0)	AF/CVS curriculum for Commander CMG Training- see note 4	Prior to attending the first CMG meeting	0.5 hour
17	Basic Military Training (BMT) (T-0)	Accessions I – see note 6	Must receive at least 1 hour within 14 days of arrival	3 hours total
18	Airmen's Week (T-1)	Capstone Training – see note 6	The week after BMT	1.5 hours
19	Technical School (T-1)	Accessions II – see note 6	During course attendance	3 hours total
	Officer Training School (OTS)	OTS – see note 6	Must receive at	4 hours

	If the individual is a:	Curriculum package to use is:	Training is required to be accomplished face-to-face and	Minimum required hours:
20	Trainee (T-0)		least 1 hour within 14 days of arrival	
21	Reserve Officer Training Corps (ROTC) Attendee (T-0)	Accessions – see note 6	Must receive at least .5 hour within 14 days of starting the semester	4.5 hours total
22	USAFA Preparatory School (T-0)	USAFA Preparatory School curriculum – see note 6	Must receive at least 1 hour within 14 days of arrival	2 hours total
23	USAFA Basic Cadet (T-0)	USAFA Basic curriculum – see note 6	Must receive within 14 days of arrival	2 hours
24	USAFA Cadet 1-4 year (T-0)	USAFA Cadet curriculum – see note 6	For each cadet year	2.5 hours
25	Airman Leadership School student (T-0)	Lesson Plan elements from NCO PME Curriculum AFI (36-2301, <i>Developmental Education</i>) – see note 6	During ALS course attendance	2 hours
26	Student attending the Non-Commissioned Officer Academy (NCOA) student (T-0)	Lesson Plan elements from NCO PME Curriculum AFI 36-2301 – see note 6	During course attendance	2 hours
27	Senior Non-Commissioned Officer Academy (SNCOA) student (T-0)	Lesson Plan elements from NCO PME Curriculum AFI 36-2301- see note 6	During course attendance	1.5 hours
28	First Sergeant Academy student (T-0)	Lesson Plan elements in basic course curricula – see note 6	During course attendance	2 hours
29	New Command Chief (T-0)	AF/CVS curriculum for Command Chief Orientation - see note 6	Air University (AU) Command Chief Course	2 hours
30	Squadron Officer School (SOS) student (T-0)	Lesson Plan elements in basic course curricula – see note 6	During course attendance	1.5 hours
31	Air Command and Staff College (ACSC) student (T-0)	Lesson Plan elements in basic course curricula – see note 6	During course attendance	1 hour
32	Air War College (AWC) student (T-0)	Lesson Plan elements in basic course curricula – see note 6	During course attendance	1 hour
33	New Flag or General Officer	AF/CVS curriculum for	Initial executive	2 hours

	If the individual is a:	Curriculum package to use is:	Training is required to be accomplished face-to-face and	Minimum required hours:
	(F/GO) and SES personnel (T-0)	Sr. Leaders Orientation Course (SLOC)	level program (IELP) training	
34	New Wing and Group Commander(s) (T-0)	AF/CVS Pre-Command Course curriculum taught at Air University (AU)	Within 30 duty days of appointment to position or arrival on station (T-0)	3 hours
35	New Squadron Commander(s) (or equivalent) (T-0)	AF/CVS Pre-Command Course curriculum	During MAJCOM Group/Squadron Commanders Course	3 hours
36	Recruiter (T-0) as defined in DoDI 1304.33	Lesson Plan elements in basic course curricula – see note 6	During course attendance	1.5 hours
37	Military Training Instructor (MTI) - when selected to become a training instructor (T-0)	Lesson Plan elements in basic course curricula – see note 6	During course attendance	1.5 hours
38	Hired as a SARC, SAPR VA, or appointed to the position of an alternate SARC (T-0)	AF SARC or SAPR VA Course	One time requirement	Provided by AU

Notes:

- (1) AF/CVS will provide the installations with a SAPR annual training curriculum that CANNOT be modified.
- (2) Members attending FTAC do not need to attend Newcomers Orientation.
- (3) May be accomplished by AF/CVS coordinated CBT.
- (4) Installation SARC may develop the training until AF/CVS provides standard curriculum.
- (5) Large installations with frequent turnover of key personnel, may accomplish this training in small groups not to exceed 15 or one on one with the SARC or SAPR VA. Any updates on unit specific open UR cases are addressed one-on-one with the Commander.
- (6) Organizations conducting SAPR training must have AF/CVS Training Branch review the content **(T-1)**.
- (7) Reserve and Air National Guard VVAs, NOT on title 10 orders, require one hour quarterly.

Chapter 8

CASE MANAGEMENT GROUP

8.1. Purpose. The CMG is convened to address cohesive emotional, physical, and spiritual care of a victim in a collaborative environment with the collective goal of facilitating the survivor's well-being and recovery. CMGs will convene for the following persons with a report of sexual assault perpetrated by someone other than a spouse or intimate partner (**T-0**):

8.1.1. Active and reserve component Airmen, regardless of when or where the sexual assault took place;

8.1.2. CMG oversight for unrestricted reports of adult sexual assaults is triggered by open cases in DSAID initiated by a signed DD Form 2910 or an investigation initiated by an MCIO. In a case where there is an investigation initiated by an MCIO, but no corresponding unrestricted DD Form 2910 (**T-0**):

8.1.2.1. The SARC would have no information for the CMG members. During the CMG, the MCIO would provide a general description of the matter under investigation, information on the alleged offender's and victim's status (e.g. civilian living off base or active duty military member) and the status of the investigation to CMG members..

8.1.2.2. The SARC would open a case in DSAID indicating the case status as "open with limited information." The SARC will only use information from the MCIO to initiate the case in DSAID (**T-0**). In the event that there was a restricted report filed prior to the independent investigation, the SARC will not use any information provided by the victim, since that information is confidential.

8.1.3. AF civilian employees, both appropriated and non-appropriated;

8.1.4. DoD civilian family member dependents 18 years of age and older when they are stationed or performing duties outside the continental United States (OCONUS) and are eligible for treatment in the military healthcare system at military installations or facilities OCONUS;

8.1.4.1. When the victim is a DoD civilian employee dependent, the sponsor's commander (or equivalent) will attend the CMG with the victim's written request (T-1).

8.1.5. U.S. citizen DoD contractor personnel and their U.S. citizen employees, when they are authorized to accompany the Armed Forces in a contingency operation OCONUS.

8.2. CMG Process. The CMG will convene monthly to review individual cases, directing system coordination, assess victim access to quality services and assess installation sexual assault trends (**T-0**).

8.2.1. If there are no cases in a given month, the CMG will still meet to ensure training, processes and procedures are complete for system coordination (T-2).

8.2.2. For cases arising from unrestricted reports, the CMG chair will limit primary membership to the following appointed CMG positions (**T-0**). The CMG chair must obtain AF/CVS approval for any CMG membership modifications (**T-0**).

8.2.2.1. CMG Chair will be the installation or host wing commander (T-0). The installation or host wing commander will not delegate this responsibility further than the WG/CV (T-0).

8.2.2.2. CMG Co-Chair will be the installation SARC (for installations with multiple SARCs on an installation, this is the Lead SARC) or when the SARC is not available, the Deputy SARC or the Alternate SARC (T-0). The SARC will not further delegate this responsibility (T-1). All SARCs assigned to the installation will attend regardless of whether they have an assigned case being discussed (T-0).

8.2.2.3. An agent from the local AFOSI or DoD law enforcement unit with investigative responsibility, will provide updates on the investigative status of case(s) discussed during the CMG (T-0).

8.2.2.4. The full-time SAPR VAs. All SAPR VAs assigned to the installation are required to attend regardless of whether they have an assigned case being discussed (T-0).

8.2.2.5. Mental Health Flight, DPH or designee if the DPH is unavailable. DPH serves as a consultant on mental health issues to include issues regarding victim safety. At Reserve host installations the Reserve DPH will only attend if the victim is utilizing any of the services provided by the DPH (T-1). Reserve host installation SARCs serve as the consultant on mental health issues to include issues regarding victim safety.

8.2.2.6. Chaplain.

8.2.2.7. The SJA or designee if the SJA is unavailable. SJA or designee will provide a case update and case dispositions (T-0).

8.2.2.8. The CMG chair may invite additional persons to the CMG meetings if those persons have an official need to know, with the understanding that maintaining victim privacy and the integrity of the justice and disciplinary process is essential.

8.2.3. The CMG shall review each case independently bringing in only those personnel associated with the case (T-0). The following personnel will attend the CMG only for cases arising from unrestricted reports in which they are actively involved (T-0). This includes the:

8.2.3.1. Victim's squadron commander or equivalent. With the approval of the CMG Chair, a squadron section commander or higher ranking officer can attend if, and only if, the squadron commander or equivalent is off installation on approved leave, temporary duty, or deployment.

8.2.3.2. Victim's assigned VVA.

8.2.3.3. VWAP representative (or victim witness liaison or VWAP coordinator, if available).

8.2.3.4. If the installation is a joint base, has tenant commands and/or multiple wings, the commander (or equivalent) of those organizations shall be invited to the CMG meeting when a case for a member of their command is discussed (T-1). The installation or host wing commander will not delegate this responsibility further than the WG/CV (T-1).

- 8.2.3.4.1. The commander(s) (or equivalent) will provide information on support services provided to the victim at the CMG to enable the installation or host wing commander to provide the necessary supporting services **(T-0)**.
- 8.2.3.5. At the discretion of the victim's commander (or equivalent) and with the victim's written consent, the first sergeant may attend with the commander (or equivalent). This may not be delegated.
- 8.2.3.6. Victim's SVC, at the request of the victim. In situations where an SVC is not geographically located, the installation or host wing commander will ensure capability of SVC telephonic presence or availability for documents to be submitted by the SVC **(T-1)**.
- 8.2.3.7. If the CMG Chair requests, the installation Command Chief may attend. The CMG chair will not further delegate **(T-1)**.
- 8.2.4. For cases arising from a restricted report, the CMG co-chair will limit the membership to the following individuals **(T-1)**. The CMG chair will not modify this membership for restricted reports **(T-1)**.
- 8.2.4.1. All SARCs assigned to the installation (mandatory attendance regardless of whether they have an assigned victim being discussed).
- 8.2.4.2. Victim's SAPR VA or VVA.
- 8.2.4.3. Mental Health Flight Director of Psychological Health (DPH) attends as a consultant on mental health issues, unless the DPH is practicing in a state that has mandatory reporting requirements for medical professionals.
- 8.2.4.4. Victim's SVC, at the request of the victim.
- 8.2.4.5. Chaplain, at the request of the victim.
- 8.2.5. The CMG Chair will ensure the CMG members remain current on their annual SAPR training as well as receive additional SAPR training as described below for their specific role in the CMG **(T-0)**. The training explains the different sexual assault response policies and critical issues, to include:
- 8.2.5.1. Roles and responsibilities of the CMG and its members.
- 8.2.5.2. Reporting options and MRE 514.
- 8.2.5.3. Exceptions to restricted reporting and limitations.
- 8.2.5.4. Change in victim reporting preference election.
- 8.2.5.5. Victim advocacy/support resources.
- 8.2.5.6. Sensitivity and confidentiality of information discussed in CMG, as well as, improper disclosures of covered communications or improper release of CMG information.
- 8.2.5.7. Victimology, neurobiology of trauma, counterintuitive behaviors and avoiding victim blaming.
- 8.2.6. For an ANG unit not on active duty or in federal status, the case management for ANG sexual assault cases can be included in The Adjutant General's Joint Force Headquarters-State CMG monthly meetings.

8.3. CMG Procedures. The CMG members carefully consider and implement immediate, short-term, and long-term measures to facilitate the victim's well-being and recovery from the sexual assault. The CMG shall ensure these measures include:

8.3.1. Monitor the victim's recovery progress and ensuring protection of the victim's privacy **(T-0)**.

8.3.2. Ensure only individuals with an official need to know, have the victim's name or any related details of the incident **(T-0)**.

8.3.3. Review each case independently, involving only those personnel associated with the case, the mandatory attendees, and the CMG chair and co-chair **(T-0)**.

8.3.4. Have the ability to convene a short notice CMG for expedited transfer requests if the victim or installation or host wing commander request **(T-1)**. The CMG will convene within 48 hours to assist the commanders (or equivalent) with options and balancing what is in the best interest of the victim **(T-1)**.

8.3.4.1. The victim's commander (or equivalent) will provide a recommendation to the CMG Chair for a final decision **(T-1)**. See guidance on expedited transfers in Chapter 11.

8.3.5. Review, on a quarterly basis, sexual assault trends for their area of responsibility **(T-1)**.

8.3.6. The CMG chair shall:

8.3.6.1. Ensure that the alleged offender('s) commander (or equivalent) provides the Report of Command Action (RCA), to include any administrative or judicial action taken, stemming from the sexual assault investigation to the AFOSI **(T-0)**. Information provided by commander(s) (or equivalent) is used to meet the requirements for the submission of criminal history data to the Criminal Justice Information System, Federal Bureau of Investigation; and to record the disposition of offenders into DSAID.

8.3.6.1.1. The SJA will provide the disposition received in the RCA to the CMG chair, co-chair, and victim's commander (or equivalent) prior to the case being closed during the CMG **(T-1)**.

8.3.6.2. Ensure the victim's commander (or equivalent) communicates the results of the RCA received during the CMG to the sexual assault victim within 2 business days of the final disposition decision **(T-0)**. The victim's commander (or equivalent) will inform the victim on what kind of action was taken to include if it was administrative action (e.g. LOC, LOR) or non-judicial punishment administered **(T-1)**. The CMG chair will require that each RCA be submitted for every case disposition within 24 hours of publication, to facilitate SARC entry into DSAID **(T-0)**.

8.3.6.3. Ensure each CMG member involved with a specific case provides a verbal update without violating victim confidentiality or disclosing privileged communications IAW Health Insurance Portability and Accountability Act and the Privacy Act **(T-0)**.

8.3.6.3.1. The DPH will only provide consultation to the CMG and not provide information about a victim's medical/mental health treatment or appointments, or discuss if the victim is engaging in treatment at the MTF without written consent from the victim **(T-0)**.

8.3.6.3.2. The CMG chair will require SARCs and SAPR VAs to actively participate in each CMG meeting by presenting verbal updates (without disclosing protected communications and IAW MRE 514), and provide any recommendations on the case **(T-0)**.

8.3.6.3.3. The CMG chair will require that any complaints received from a victim concerning coercion, retaliation, ostracism, maltreatment, or reprisal be included on the agenda and remain on the agenda until the victim's case has reached final disposition or the complaint has been appropriately addressed according the CMG chair **(T-1)**. The inspector general will handle all allegations of reprisal and/or restriction in accordance with 10 USC 1034, DoDD 7050.06 and AFI 90-301.

8.3.6.4. Monitor and require immediate transfer of sexual assault victim information between SARCs and SAPR VAs, in the event of the SARC's, SAPR VA's, or VVA's change of duty station, to ensure continuity of SAPR services for victims **(T-0)**.

8.3.6.5. Require an update of the status of each expedited transfer request, no-contact orders, MPOs and CPOs **(T-0)**. The CMG chair will:

8.3.6.5.1. Confirm that the victims are advised that MPOs are not enforceable off-base by civilian law enforcement **(T-0)**.

8.3.6.5.2. If applicable, confirm that both the suspect and the victim have a copy of the MPO **(T-0)**.

8.3.6.5.3. Ensure SARCs receive, and are entering into DSAID, the following information on MPOs **(T-0)**:

8.3.6.5.3.1. Request date.

8.3.6.5.3.2. Issue date.

8.3.6.5.3.3. If the MPO was violated and by whom.

8.3.6.5.4. Confirm the suspect's commander provided a copy of the MPO to Security Forces for entry into the FBI's National Crime Information Center (NCIC) database, if appropriate **(T-0)**.

8.3.6.6. Require the SARC and commanders (or equivalent) to inform the CMG of the existence of a CPO, if known, and its requirements **(T-0)**.

8.3.6.7. Require effective and timely coordination and collaboration among CMG members. At each CMG meeting:

8.3.6.7.1. Confirm that the MCIO assigned to an adult sexual assault investigation (non-FAP) has notified the SARC as soon as possible, after the investigation is initiated.

8.3.6.7.2. Confirm that all unrestricted reports, initiated by a DD Form 2910 or an investigation initiated by an MCIO, are entered into DSAID within 48 hours of the DD Form 2910 being signed by the victim.

8.3.6.7.3. Confirm that commanders are providing the final disposition of sexual assault cases to MCIOs. Confirm that the installation commander or his/her

designated legal officer is providing the SARC the required information for the SARC to document the final case disposition.

8.3.6.7.4. Confirm that members of the MCIO and legal team are collaborating with SARCs and SAPR VAs during all stages of the investigative and military justice process to ensure an integrated capability, to the greatest extent possible.

8.3.6.7.5. Confirm that the SARCs and SAPR VAs have what they need to provide an effective SAPR response to victims.

8.3.7. The CMG Co-chair shall:

8.3.7.1. Provide monthly updates to the Chair that all reported adult sexual assaults, non-FAP incidents, are entered into DSAID, by the SARC or Deputy SARC, within 48-hours of the report of a sexual assault **(T-0)**. In deployed locations that have internet connectivity issues, the time frame is extended to 96-hours.

8.3.7.2. Keep minutes of the monthly meetings in DSAID to include those in attendance and issues discussed pertaining to victim care **(T-0)**. CMG participants will only share case information with those who have an official need to know **(T-0)**. The SARC will enter the victim's case information into DSAID **(T-0)**.

8.3.7.3. Confirm at the CMG, for each victim by their assigned SARC, SAPR VA, or VVA, that the victim has been informed of his or her available SAPR services to include counseling, medical, and legal resources without violating victim confidentiality **(T-0)**.

8.3.7.4. Inform the CMG Chair of participation in military justice processes and, with victim's consent, medical appointments in order to facilitate commander's (or equivalent's) support **(T-0)**.

8.3.8. The victim's commander (or equivalent) will:

8.3.8.1. Attend all CMG meetings and provide any case updates to the CMG Chair and Co-Chair **(T-0)**.

8.3.8.2. Provide a CMG update to the victim within 72 hours of the last CMG, to assure timely updates **(T-0)**. When extenuating circumstances arise (TDYs or extended leave) the updates are provided upon the victim's return. In the update the commander will include status of investigative, legal or advocacy items discussed at the CMG IAW the Health Insurance Portability and Accountability Act and the Privacy Act **(T-0)**.

8.3.8.2.1. The commander will provide a confirmation to the CMG Co-Chair within 72 hours **(T-1)**.

8.3.8.3. Update the CMG Co-Chair of any MPOs provided to either the victim or alleged offender and any violations **(T-0)**.

8.3.8.4. Immediately brief the CMG Chair if he or she believes the victim is in a high-risk situation **(T-0)**.

8.4. High Risk Response Team (HRRT). For unrestricted reports, the CMG will form an HRRT if a victim was assessed through a safety assessment (see glossary) and the SARC to be in a high-risk of harm from the suspect, people associated with the suspect or harm to self **(T-0)**.

8.4.1. The CMG chair will immediately stand up a multi-disciplinary HRRT to continually monitor the victim's safety, by assessing danger and developing a plan to manage the situation and implement the plan, as needed **(T-0)**.

8.4.2. The HRRT shall be chaired by the victim's commander (or equivalent) and, at a minimum, include the **(T-0)**. (**(T-1)** for victim's SVC and Chaplain):

8.4.2.1. Alleged offender's commander (or equivalent),

8.4.2.2. Victim's SARC,

8.4.2.3. Victim's SAPR VA or VVA,

8.4.2.4. Mental Health Flight Director of Psychological Health (DPH) or designee,

8.4.2.5. Victim's SVC,

8.4.2.6. SJA or legal representative,

8.4.2.7. AFOSI and/or DoD law enforcement that are involved with and working on a specific case,

8.4.2.8. VWAP, if assigned to the case (or victim witness liaison or VWAP coordinator, if available), and

8.4.2.9. Chaplain.

8.4.3. HRRT shall make their first report to the installation commander (or equivalent), CMG chair, and CMG co-chair within 24 hours of being activated **(T-0)**. The HRRT will determine a briefing schedule for the CMG chair and co-chair, at a minimum this is at least once a week while the victim is in high-risk status **(T-0)**.

8.4.4. The HRRT assessment of the victim shall include, but is not limited to evaluating:

8.4.4.1. The victim's safety concerns **(T-0)**.

8.4.4.2. The alleged offender's access to the victim or whether the suspect is stalking or has stalked the victim **(T-0)**.

8.4.4.3. The previous or existing relationship or friendship between the victim and the alleged offender, or the alleged offender and the victim's spouse, or victim's dependents **(T-0)**. If the existence of children in common and/or the sharing, or prior sharing, of a common domicile is concerned, the HRRT will refer the case to FAP **(T-1)**. These cases are not managed by the SARC or the CMG.

8.4.4.4. Whether the alleged offender (or the alleged offender's friends or family members) has destroyed victim's property; threatened or attacked the victim; or threatened, attempted, or has a plan to harm or kill the victim or the victim's family members; or intimidated the victim to withdraw participation in the investigation or prosecution **(T-0)**.

8.4.4.5. Whether the alleged offender or the victim has threatened, attempted, or has a plan to commit suicide **(T-0)**.

8.4.4.6. Whether the alleged offender has used a weapon, threatened to use a weapon, or has access to a weapon that may be used against the victim **(T-0)**.

8.4.4.7. Whether the victim sustained serious injury during the sexual assault **(T-0)**.

8.4.4.8. Whether the alleged offender has a history of law enforcement involvement regarding domestic abuse, assault, or other criminal behavior **(T-0)**.

8.4.4.9. Whether the victim has a CPO or command has an MPO against the alleged offender, or there has been a violation of a CPO or MPO by the alleged offender **(T-0)**.

8.4.4.10. A history of drug or alcohol abuse by either the victim or the alleged offender **(T-0)**.

8.4.4.11. Whether the alleged offender exhibits erratic or obsessive behavior, rage, agitation, or instability **(T-0)**.

8.4.4.12. Whether the alleged offender is a flight risk **(T-0)**.

8.5. Joint Locations. On a joint base or if the installation has tenant commands or multiple wings:

8.5.1. The CMG Chair will ensure a timely victim response capability is in place and assess communication and response procedures among SARCs, SAPR VAs, VVAs, and first responders in their area of responsibility **(T-0)**. See Chapter 12 for additional guidance.

8.5.2. The CMG chair will request an analysis of data to determine trends and patterns of sexual assaults and share this information with the commanders (or equivalent) on the joint base, tenant commands or multiple wings **(T-0)**. The Lead SARC will brief the CMG membership to discuss any trend data for their area of responsibility **(T-1)**. See Chapter 12 for additional guidance.

Chapter 9

DEFENSE SEXUAL ASSAULT INCIDENT DATABASE

9.1. Purpose. DSAID serves as a centralized, case-level incident database for the collection and maintenance of information regarding sexual assaults. Each installation SARC will enter information into the DSAID system (T-0) and MAJCOM SARCs will ensure accuracy and completeness of DSAID data for populations assigned to their MAJCOM.

9.2. DSAID Policy.

9.2.1. Only designated SARCs (Installation, Lead, Deputy and Alternate) and MAJCOM SARCs that have a favorable Tier 2 background investigation, are certified through the D-SAACP and have completed DSAID training shall be permitted access to DSAID (T-0).

9.2.1.1. In instances where the SARC does not have access to DSAID and an incident occurs, the MAJCOM SARC will enter the incident data into DSAID within 48 hours of being notified of the incident.

9.2.1.2. Under no circumstances will VVAs be given access to DSAID (T-0).

9.2.2. The SARC will enter any incident of sexual assault involving military victims and/or military alleged offender associated with their assigned installation(s) into DSAID (T-0) to include:

9.2.2.1. Reports of a sexual assault perpetrated by someone other than a spouse or intimate partner by victims who are:

9.2.2.1.1. Reg AF or reserve component Airmen, regardless of when or where the sexual assault took place.

9.2.2.1.2. Adult military dependents, 18 years of age and older.

9.2.2.1.3. DoD civilian employees or their dependents, 18 years of age and older, who are stationed or performing duties OCONUS, that are eligible for treatment in the military healthcare system at military installations or facilities.

9.2.2.1.4. U.S. citizens employed as DoD contractors when they are authorized to accompany the Armed Forces in a contingency operation OCONUS, if the assault was perpetrated by a military member.

9.2.2.1.5. AF civilian employees (appropriated or non-appropriated).

9.2.2.2. All cases of sexual assaults involving a military alleged offender and a civilian victim not affiliated with the DoD under investigation by a MCIO (excluding FAP incidents). The SARC will enter these cases into DSAID as "Open With Limited Information" (T-0).

9.2.2.2.1. The SARC will request the investigative case number from AFOSI (T-0).

9.2.2.2.2. The DD Form 2910, Victim Reporting Preference Statement, is not required nor will one be uploaded for these incidents.

9.2.2.2.3. The SARC is not required to discuss these types of cases during the CMG.

- 9.2.2.2.4. When the incident receives a final disposition, the SARC will obtain disposition details from the servicing legal office **(T-1)**. The SARC will then provide disposition details to the legal officer at AF/CVS **(T-1)**. The AF/CVS legal officer will input the disposition into DSAID. Once the final disposition is loaded, the SARC will close the incident in DSAID **(T-0)**.
- 9.2.2.3. The SARC will not enter the following incidents into DSAID **(T-0)**:
- 9.2.2.3.1. DoD civilians, U.S. citizens employed as a DoD contractor and their dependents 18 years of age and older in CONUS who are sexual assault victims perpetrated by someone other than a military member. The SARC will provide the victim(s) information on local resources and provide referral to local rape crisis resources **(T-0)**.
- 9.2.2.3.2. Child sexual abuse.
- 9.2.2.3.3. Incidents being currently managed by FAP and are part of the Central Registry Board to avoid a double count of sexual assault cases.
- 9.2.2.3.4. Incidents where the victim refuses to sign the DD Form 2910 and no investigation is initiated by AFOSI.
- 9.2.3. The SARC will enter incidents into DSAID within 48 hours of the report of sexual assault **(T-0)**. In deployed locations that have internet connectivity issues, the time limit is extended to 96 hours. SARCs will not interview victims to obtain the required information to enter into DSAID prior to an investigative interview by the AFOSI **(T-1)**.
- 9.2.4. The SARC may use the DD Form 2965, Defense Sexual Assault Incident Database (DSAID) Data Form, for collecting the required data for DSAID.
- 9.2.4.1. For unrestricted and restricted reports, the SARC will destroy the DD Form 2965 after the information is entered into DSAID **(T-0)**.
- 9.2.5. For unrestricted reports the DD Form 2910 is retained in DSAID for 50 years from the date the victim signed it **(T-0)**.
- 9.2.6. For restricted reports, the SARC will retain a hard copy of the DD Form 2910 for 50 years unless the report is subsequently converted to an unrestricted report **(T-0)**. The SARC will store the form in a locked file cabinet or other suitable container **(T-0)**.
- 9.2.7. When uploading the DD Form 2910 into DSAID, the SARC will use the naming nomenclature of DD Form 2910_DSAID Control Number (not including hyphens) **(T-1)**. For example, DD Form 2910_UUAF00001958201200158.
- 9.2.8. The SARC will complete all data fields in DSAID **(T-0)**. The SARC must fill in those fields that have a red circle with an "R" next to them to save the page **(T-0)**.
- 9.2.9. For records on Victim Advocates, Victims and Alleged Offenders who are at a data masked location, the SARC will use "data masked" as the assigned Unit Identification Code (UIC) and assigned unit name fields **(T-0)**.
- 9.2.10. To provide continuity of care for the victim when granted an expedited transfer or permanent change of station:

9.2.10.1. The SARC will transfer the DSAID case and case documents to the gaining SARC with written victim consent **(T-0)**.

9.2.10.2. If victim does not consent to case transfer, the originating SARC will follow case development to include any necessary coordination with the gaining command and input required documentation until the case is closed **(T-1)**.

9.2.11. Any SARC requests for system changes to DSAID will be routed through the MAJCOM SARC to the AF DSAID Program Manager in AF/CVSO for consideration at the DoD Change Control Board **(T-1)**.

Chapter 10

DEFENSE SEXUAL ASSAULT ADVOCATE CERTIFICATION PROGRAM

10.1. Purpose. The Defense Sexual Assault Advocate Certification Program (D-SAACP) ensures sexual assault victims are offered the assistance of a credentialed SARC, SAPR VA, and/or VVA who has undergone a Tier 2 background investigation IAW the entirety of section 2.2 of this instruction.

10.1.1. Before providing any direct victim care, all SARCs, SAPR VAs, and VVAs must be credentialed by the D-SAACP, possess a favorable Tier 2 background investigation, and not have a disqualifying condition for a crime of sexual assault or be required to be registered as a sex offender (**T-0**). A disqualifying condition includes:

10.1.1.1. Any state or federal conviction, or a finding of guilty in a juvenile adjudication, for a felony or misdemeanor crime of sexual assault.

10.1.1.2. Any general or special court-martial conviction for a UCMJ offense, which otherwise meets the elements of a crime of sexual assault.

10.1.1.3. Any record of non-judicial punishment or administrative action based on sexual assault, sexual harassment, physical abuse or unprofessional relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships.

10.1.1.4. Any offense that requires registration as a sex offender.

10.1.1.5. Any offense determined by the installation or host wing commander to be inconsistent with SARC, SAPR VA or VVA core duties (**T-1**).

10.1.2. Installation and host wing commanders will:

10.1.2.1. Ensure SARCs, SAPR VAs, and VVAs meet the D-SAACP certification requirements (**T-0**). D-SAACP certification requirements include the DD Form 2950, and a certificate of completion of 40 hours of National Advocate Credentialing Program approved training. Application instructions are provided on the DD Form 2950. The DD Form 2950 is located at the DoD Forms Management Program website at: <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>.

Installation and host wing commander ensure the application includes the following:

10.1.2.1.1. Certificate of completion of the Air Force Sexual Assault Response Coordinator Course or the 40-hour Air Force Victim Advocate training or the ANG equivalent required course (**T-1**). These are the only Air Force approved courses that fulfill the initial certification requirements.

10.1.2.1.2. A signed D-SAACP SARC or SAPR VA Code of Professional Ethics (**T-0**).

10.1.2.1.3. Signed letter(s) of recommendation:

10.1.2.1.3.1. SARCs. The Installation or host wing commander (or equivalent) will include the date that the Tier 2 background investigation was completed and certify that the SARC is not registered as a sexual offender in the national database, located at <http://www.nsopw.gov/> (**T-0**).

10.1.2.1.3.2. SAPR VAs and VVAs. SAPR VAs and VVAs will require two letters **(T-0)**: The first letter is completed by the supervising SARC and the second letter is from the member's Unit Commander (or equivalent **(T-1)**). The Unit Commander (or equivalent) will include the date the Tier 2 background investigation was completed and certify the VA is not registered as a sexual offender in the national database, located at <http://www.nsopw.gov/> **(T-0)**.

10.1.2.2. SARCs, SAPR VAs, and VVAs are required to self-report any incident immediately that would compromise his or her Tier 2 background check, credentialing, or the recommendation by the wing or unit commander (or equivalent) **(T-0)**. Violations of this mandatory self-disclosure may render those SARCs, SAPR VAs, and VVAs ineligible for initial certification or continued certification.

10.1.2.3. Direct all SARCs, SAPR VAs, and VVAs to apply for renewal through the D-SAACP application before the expiration of their initial 2 year certification in order to prevent any lapses of certification **(T-0)**.

10.1.2.4. Direct SARCs to maintain copies of all awarded D-SAACP certificates for SAPR VAs and VVAs, as well as their own, on file in a locked cabinet or electronically for 2 years post separation or retirement **(T-1)**. SARCs must maintain electronic files in compliance with AF regulations in maintaining personally identifiable information. If the individuals PCS, the SARC will forward the application to the gaining SARC **(T-1)**.

10.1.2.4.1. The SARC will notify the gaining SARC of changes of assignment of credentialed personnel **(T-1)**. Once an individual has transferred to another installation, the losing SARC is no longer required to maintain the application on file. The losing SARC will provide the application to the gaining SARC **(T-1)**.

10.1.2.4.2. If the SAPR VA or VVA has retired or separated from the AF, the individual cannot take the records with them without going through the FOIA process. A copy may be provided. The SARC will maintain the record for 2 years post separation or retirement **(T-1)**.

10.1.3. MAJCOM/CVs will direct MAJCOM SARCs to maintain a copy of the D-SAACP application for their SARCs (Installation, Lead, Deputy and Alternate) from within their area of responsibility in a locked cabinet or electronically for 2 years. SARC must maintain electronic files in compliance with AF regulations in maintaining personally identifiable information.

10.1.4. The installation or host wing commander will delay certification applications for individuals applying that are subjects of an open criminal or inspector general investigation, a command directed investigation relating to a violation of victim rights or with a nexus to their SARC, SAPR VA or VVA duties, until the investigation and complaint has been fully adjudicated to ensure applicants are suitable candidates for certification **(T-0)**.

10.2. Continuing Education Training for D-SAACP Renewal. All SARCs, SAPR VAs, and VVAs must receive a minimum of 32 hours of continuing education prior to submitting for D-SAACP renewal certification (**T-0**).

10.2.1. SARCs will continually document each credentialed members 32 hours every 2 years, from the date the applicant received initial certification (**T-1**). The SARC will ensure the 32 hours of training is comprised of (**T-0**):

10.2.1.1. Prevention and Advocacy Training.

10.2.1.1.1. Applicants must take 30 hours of prevention and victim advocacy courses in topics relevant to their role as a SARC, SAPR VA, or VVA (**T-0**). Training courses are not limited to sexual assault advocacy.

10.2.1.1.2. SARCs, SAPR VAs, and VVAs should seek training in emerging issues and victim-focused, trauma-informed care by taking courses that are related to prevention and response.

10.2.1.2. Ethics Training. Applicants must take 2 hours of victim advocacy ethics training (**T-0**). DoD SAPRO will provide a list of pre-approved courses or the actual training to satisfy this requirement.

10.2.1.3. Limitations to continuing education:

10.2.1.3.1. A maximum of 12 hours of Air Force specific training may be counted towards the 32-hour requirement.

10.2.1.3.2. The 40-hour SARC and VA course used to obtain initial D-SAACP certification or courses unrelated to victim advocacy or prevention does not satisfy continuing education training requirements.

10.2.1.3.3. Activities not educational in nature do not count towards the D-SAACP continuing education training course requirements (e.g., participating in a run/walk event or volunteering at an awareness table or booth).

10.2.1.4. Documentation of continuing education training:

10.2.1.4.1. The installation or host wing commander and SARC will ensure all continuing education training is documented by a certificate of completion or by using the DD Form 2950-1, Renewal Application, as proof of attendance and course completion (**T-0**). The DD Form 2950-1 can be located at <http://www.dtic.mil/whs/directives/forms/forminfo/forminfo3548.html>.

10.2.1.4.1.1. The SAPR VA verification must be by the applicant's SARC (**T-0**). The supervisor will acknowledge completion of training requirements in the letters of recommendation, which will be attached to the DD Form 2950-1 (**T-0**).

10.2.1.4.1.2. The installation or host wing commander (or civilian equivalent), MAJCOM SARC, or AF/CVSO will acknowledge completion of training requirements in the letters of recommendation submitted with the renewal application (**T-0**).

10.2.1.4.2. The installation or host wing commander and SARC will ensure all continuing education training documentation includes the date, location, and number of hours spent in training, and is signed by the trainer or training coordinator (T-0).

10.2.1.4.3. SARCs will retain this documentation for each SAPR VA and VVA in the victim advocate's folder (T-1). MAJCOM SARCs and SARCs may retain their own documentation for continuing education training.

10.2.1.4.4. SAPR VAs and VVAs that transfer to another location will carry their victim advocate folder to the gaining installation (T-1). SARCs releasing the file will retain a copy of the victim advocate 40-hour training certificate, D-SAACP application, background investigations completed at that installation, certificate of refresher training, and any documentation for continuing education training (T-1). The SARC will keep this documentation for two years after inactivation (T-1).

10.2.1.4.5. For SAPR VAs and VVAs, the SARC or Unit Commander (or equivalent) will acknowledge completion of training requirements in the letters of recommendation, which are attached to the renewal application (T-0).

10.2.1.4.6. For the SARC(s), the installation or host wing commander (T-1) will acknowledge completion of training requirements in the letters of recommendation submitted with the renewal application.

10.2.1.4.7. SARCs will review all D-SAACP applications from their installation to ensure accuracy and direct applicants to use the SARC's official military address on the DD Form 2950 or DD Form 2950-1 (T-1). The SARC will submit all D-SAACP applications to the certifying agency (T-1).

10.3. D-SAACP Certification Suspension and Revocation Guidelines. Before the suspension or revocation of a SARC, SAPR VA, or VVA certification, the installation or host wing commander (or civilian equivalent) will follow the procedures outlined in this section (T-0).

10.3.1. On receipt of a complaint alleging actions on the part of a D-SAACP credentialed member inconsistent with D-SAACP code of professional ethics, standards or misconduct or that a SARC, SAPR VA or VVA is alleged to have committed a sexual assault or any other punitive offense listed in Articles 120, 120a, 120b, 120c, or 125 of the UCMJ; or attempts to commit such acts punishable under Article 80 of the UCMJ; or the equivalent State or federal law, regardless of when the alleged offense occurred, the installation or host wing commander will:

10.3.1.1. Conduct a timely and appropriate inquiry on all matters within the commander's purview (T-0). Refer allegations of criminal misconduct as appropriate.

10.3.1.1.1. The commander may utilize the Commander Directed Investigation (CDI) guide to ensure the inquiry is conducted appropriately. The CDI guide may be obtained through the AF Portal at the Secretary of the Air Force Office of the Inspector General Complaints Resolution Directorate (SAF/IGQs) "downloads" page. AFI 90-301, *Inspector General Complaints Resolutions*, may also be used for guidance for investigation procedures and format, but will not be cited as authority to conduct CDIs.

10.3.1.2. Immediately notify the SARC, SAPR VA, or VVA in writing that a complaint has been received, an inquiry has been initiated, and their authority to perform SARC, SAPR VA, or VVA duties is suspended until reinstated by the responsible commander (or equivalent) after completion of the inquiry **(T-0)**. During this suspension the SARC, SAPR VA or VVA will have no contact with victims, victim files or access to DSAID until reinstated by the responsible commander **(T-0)**.

10.3.1.3. Report any and all allegations of sexual assault to AFOSI **(T-0)**.

10.3.1.3.1. A Commander (or equivalent) will not conduct internal command-directed investigations on a sexual assault (i.e., no referrals to appointed command investigators or inquiry officers) or delay immediately contacting OSI while attempting to assess the credibility of the report **(T-0)**.

10.3.1.3.2. The commander (or equivalent) will notify AFOSI regardless of the victim's or alleged offender's status (e.g. active duty military, federal civilian employee, contractor, etc.) to enable AFOSI to either investigate or notify the law enforcement agency with primary jurisdiction over the matter **(T-1)**.

10.3.2. The inquiry process determines whether the D-SAACP certified SARC, SAPR VA, or VVA has done one or more of the following **(T-0)**:

10.3.2.1. Violated the D-SAACP code of professional ethics provided on the DD Form 2950.

10.3.2.2. Presented a danger of immediate or serious harm to sexual assault victims or to the general public.

10.3.2.3. Intentionally made a false statement in the application for certification or renewal on the DD Form 2950.

10.3.2.4. Used a controlled substance or alcoholic beverage while serving on-call that impaired his or her ability to perform SARC, SAPR VA, or VVA duties properly.

10.3.2.5. Committed an act under Article 120 or 125, or attempted to commit such an act (Article 80) of the UCMJ, or the equivalent state or federal law.

10.3.2.6. Engaged in or solicited sexual relations with a sexual assault victim currently under the SARC's, SAPR VA's, or VVA's care.

10.3.2.7. Convicted at a court-martial of an offense under the UCMJ carrying with it a maximum sentence of confinement for greater than 1 year or punitive discharge.

10.3.2.8. Been charged, arrested or convicted of any criminal activity.

10.3.2.9. Failed to maintain the privacy of victims before, during, and after the professional relationship IAW DoDD 6495.01, Sexual Assault Prevention and Response (SAPR) Program, MRE 514 pursuant to the Manual for Courts-Martial, and applicable Federal, DoD, and Air Force privacy laws and policies.

10.3.2.10. Intentionally provided false or misleading guidance to a victim.

10.3.2.11. Demonstrated a lack of competency or ability that jeopardized the delivery of professional victim advocacy.

10.3.2.12. Received non-judicial punishment or administrative action (negative letter of reprimand (LOR), negative letter of admonishment (LOA), negative letter of counseling (LOC), or Record of Individual Counseling (RIC)):

10.3.2.12.1. Reflecting a lack of character or behavioral/emotional control.

10.3.2.12.2. Based on sexual assault, sexual harassment, physical abuse, or unprofessional relationships as defined in AFI 36-2909, Professional and Unprofessional Relationships.

10.3.2.13. Violated any screening criteria in paragraph 2.2.1, during a recurring background check.

10.3.3. If the installation or host wing commander determines, in consultation with a staff judge advocate, civilian personnel office, SARC (or in instances when it is the SARC, consult the MAJCOM SARC) and unit commander if there is compelling evidence to support the complaint, he/she will determine whether to suspend or revoke the D-SAACP certification **(T-0)**.

10.3.4. The installation or host wing commander will notify the SARC, SAPR VA, or VVA in writing when suspending or revoking a D-SAACP certification and provide a copy of the notification to AF/CVS **(T-0)**. The installation or host wing commander will ensure the letter addresses the following items:

10.3.4.1. The effective date of suspension or revocation of certification **(T-0)**.

10.3.4.2. The grounds for the suspension or revocation, including the specific misconduct, ethical violation, substandard performance, professional or personal impairment, or the reason the commander (or equivalent) lost faith and confidence in the SARC, SAPR VA, or VVA to perform the assigned duties **(T-0)**.

10.3.4.3. The direction for the SARC, SAPR VA, or VVA to surrender their D-SAACP certificate and wallet identification card within 24 hours of receipt of the letter **(T-0)**.

10.3.4.4. Description of the SARC's, SAPR VA's, or VVA's right to appeal the decision **(T-0)**.

10.3.4.4.1. SARCs, SAPR VAs, and VVAs can appeal by submitting a written response to the installation or host wing commander.

10.3.4.4.2. The installation or host wing commander shall consider the documents and render their final decision in writing to the SARC, SAPR VA, or VVA **(T-1)**.

10.3.5. The installation or host wing commander will provide a written report to the MAJCOM/CV and AF/CVSO within 3 business days of concluding an inquiry with the decision to retain, suspend, or revoke and the findings to support the decision **(T-0)**. The installation or host wing commander will ensure the report addresses the following items:

10.3.5.1. Complaint received **(T-0)**.

10.3.5.2. Facts surrounding the complaint **(T-0)**.

10.3.5.3. Findings made during the inquiry process to include the grounds for the suspension or revocation, including the specific misconduct, ethical violation, substandard performance, professional or personal impairment, or the reason the

installation or host wing commander (or civilian equivalent) has lost faith and confidence in the SARC, SAPR VA or VVA to perform assigned duties **(T-0)**. If the decision is to retain the individual's D-SAACP certification, include the findings to support this decision.

10.3.5.4. Installation or host wing commander's decision to retain, suspend, or revoke the SARCs, SAPR VAs, or VVAs D-SAACP certification **(T-0)**.

10.3.5.5. Signature of the SARC, SAPR VA or VVA acknowledging receipt of their suspension or revocation decision notice.

10.3.6. AF/CVSO will inform DoD SAPRO of a decision to suspend or revoke a SARCs, SAPR VAs, or VVAs D-SAACP certification within 5 business days **(T-0)**.

10.3.6.1. DoD SAPRO will report the suspension or revocation to the D-SAACP administrator within 5 business days of receiving notification from AF/CVS.

10.3.7. Should the complaint prove unfounded, the installation or host wing commander will reinstate the SARC, SAPR VA, or VVA's certification via a written re-issuance letter **(T-0)**.

10.4. D-SAACP Reinstatement Guidelines.

10.4.1. All allegations will be considered by the installation or host wing commander (or civilian equivalent) who will determine if they are inconsistent with SARC, SAPR VA or VVA core duties **(T-0)**.

10.4.2. In instances where a suspension or revocation of certification is due to administrative error, the installation or host wing commander (or civilian equivalent) must issue a reinstatement letter to D-SAACP to reinstate the SARC, SAPR VA or VVA. A copy of the letter will be forwarded to the MAJCOM SARC who will provide the DD Form 2950 to AF/CVSO within 3 business day **(T-0)**. AF/CVSO will provide DoD SAPRO with a copy within 5 business days of receipt. DoD SAPRO will provide the letter to the D-SAACP administrator within 5 business days of receipt from AF/CVSO **(T-0)**.

10.4.2.1. If a SARC, SAPR VA or VVA certification has been revoked, reinstatement may be requested by reapplying through the D-SAACP application process with the DD Form 2950.

10.4.2.2. AF/CVSO will provide DoD SAPRO with written notification and the DD Form 2950 within 5 business days of receiving the notification to reinstate the SARC, SAPR VA or VVA's D-SAACP certification from the MAJCOM SARC and the appropriate letter for reinstatement and include the SARC, SAPR VA or VVA signature

10.4.2.3. DoD SAPRO will forward the reinstatement letter and reappointment application, as appropriate, to the D-SAACP committee.

10.4.2.4. The D-SAACP committee and staff will process accordingly and communicate directly with the applicant about the final disposition of request for reinstatement.

Chapter 11

EXPEDITED TRANSFER

11.1. Purpose. An ET provides victims who file an unrestricted report of sexual assault the option of a permanent change of station (PCS) or a temporary or permanent change of assignment (PCA) to a location that will assist with the immediate and future welfare of the victim, while also allowing them to move to locations that can offer additional support to assist with healing, recovery, and rehabilitation. Members will only be eligible to receive one facilitated ET for an unrestricted report of sexual assault (**T-1**). Multiple reassignment requests for the same reported incident are only considered in exceptional circumstances (e.g., the alleged perpetrator is acquitted at a court-martial where the victim testified and subsequently PCSs to the same duty station as the victim).

11.1.1. ET is available to active (to include non-prior service Airmen performing initial skills training), guard, and reserve component Airmen who file an unrestricted report of sexual assault or other offense listed in UCMJ Articles 120, 120a, 120c or 125 (**T-0**). Once an ET has been approved, the change of assignment is handled IAW established Air Force regulation AFI 36-2110, Assignments. These procedures for an ET do not pertain to victims covered under the Threatened Person Assignments.

11.1.2. The installation or host wing commander considers potential transfer of the alleged offender instead of the victim if appropriate. At a minimum, the installation or host wing commander will control, as appropriate, the alleged offender's access to the victim who made the unrestricted report (**T-0**). Alleged offender reassignments are handled IAW 10 U.S.C. section 674 and AFI 36-2110, Assignments. The installation or host wing commander may delegate this requirement to the WG/CV but will not delegate it further (**T-1**).

11.1.2.1. The offender's commander (or equivalent), installation or host wing commander and AFPC will coordinate the determination to transfer of the alleged offender instead of the victim (**T-1**). Transfers for offenders are not in the duties and responsibilities of the SARC or SAPR VA.

11.1.3. In some instances retraining may be required to accommodate ET. When retraining is necessary it is completed IAW AFI 36-2626, Airman Retraining Program. Retraining actions are considered as needed; however the goal is timely reassignment actions with minimal impact to an Airmen's career.

11.1.4. Non-prior service students in technical training pipelines are eligible to request and be granted an ET. These members have additional options available to them IAW technical training reclassification procedures outlined in AFI 36-2110, Attachment 21 to ensure the member receives the benefit of formal training.

11.2. Safety of Airmen.

11.2.1. Commanders and personnel with information of a serious threat of person (to include threat to life) will immediately reported to command and DoD law enforcement authorities (includes all DOD law enforcement units, security forces, and military criminal investigative organizations) (**T-0**). A request to transfer the victim under these circumstances, as opposed to ET, is handled IAW established Air Force regulations AFI 36-2110, Assignments.

11.3. Request Process.

11.3.1. Military victims shall be informed of the expedited transfer process by the SARC, SAPR VA, VVA, SVC or the victim's commander (or equivalent), at the time of the initial report of sexual assault, or as soon as practicable **(T-0)**.

11.3.1.1. Victims may request a temporary or permanent unit transfer, a temporary or PCA, or a PCS. The victim's commander (or equivalent) shall expeditiously process a transfer request from a unit or installation **(T-1)**. The commander (or equivalent) 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 **(T-0)**. If approved, AFPC will also include on the transfer orders the Service member's dependents or military spouse (as applicable) **(T-0)**.

11.3.1.2. When the alleged perpetrator is the commander (or equivalent) or otherwise in the victim's chain of command, the SARC shall inform such victims of the opportunity to go outside the chain of command to report the offense to AFOSI, other commanding officers or an Inspector General **(T-0)**.

11.3.1.3. If a victim files a restricted report and subsequently requests an ET, the military member must change his (her) reporting option to unrestricted reporting on the DD Form 2910 in order to be eligible for an ET **(T-0)**.

11.3.2. The victim must initiate the ET request and it is facilitated by the SARC or SAPR VA and unit commander (or equivalent) **(T-0)**.

11.3.2.1. The victim's squadron commander (or equivalent) will prepare the Commander's Memorandum at Attachment 5 and consider the criteria outlined in paragraph 11.5.2 when providing their recommendation for approval or disapproval to the installation or host wing commander **(T-0)**.

11.3.2.1.1. The installation or host wing commander shall establish a presumption in favor of transferring a Service member (who initiated the transfer request) following a credible report of sexual assault **(T-0)**. The commander (or equivalent), or the appropriate approving authority, shall make a credible report (see glossary) determination at the time the expedited request is made after considering the advice of the supporting judge advocate, or other legal advisor concerned, and the available evidence based on an MCIO's investigation's information (if available) **(T-0)**.

11.3.2.2. Upon receipt of the signed ET Commander's memorandum from the squadron commander or equivalent, the installation or host wing commander (or equivalent) will make a determination to approve or disapprove the ET request **(T-1)**. Upon determination, the Commander's Memorandum is forwarded back to the SARC who will provide it to the victim **(T-1)**.

11.3.2.2.1. The installation or host wing commander (or equivalent) will approve or disapprove the victim's request within 72 hours (consecutive hours, includes weekends and holidays) of the victim initiating the request **(T-0)** **((T-1)** for host WG/CC approval/disapproval). The installation or host wing commander may delegate this responsibility to the Vice Commander (or equivalent), but will not delegated it further **(T-1)**.

11.3.2.2.1.1. The 72 hour timeline begins when the victim's commander receives the request.

11.3.2.2.1.2. The SARC will track the 72 hour timeline and document compliance on the ET tracker provided to the MAJCOM SARC (T-1). The MAJCOM SARC will provide the weekly tracker of ETs to AF/CVSO.

11.3.2.2.1.3. The 72 hour timeline ends when the signed letter from the installation or host Wing Commander or equivalent (or delegate) is returned to the victim (approving or disapproving the request).

11.3.2.3.1. If the ET request is approved, the victim will submit for the ET through the AFPC using Virtual Military Personnel Flight's (vMPF) ET process with assistance as needed from the SAPR VA, VVA or SVC (T-1).

11.3.2.3.1.1. The victim is prompted to upload the signed ET Commander's Memorandum and all documents related to the approved ET in vMPF.

11.3.2.3.1.2. Once the victim submits the ET in vMPF, the squadron commander or equivalent receives the request in vMPF. The squadron commander or equivalent will forward the ET request in vMPF to AFPC (T-1).

11.3.2.3.1.2.1. The request is sent through e-coordination to the Total Force Service Center (TFSC) who forwards it to HQ AFPC, Humanitarian and Exceptional Family Member Program Assignments Branch, (HQ AFPC/DPAPH) for execution of reassignment orders. The TFSC acts as the liaison between HQ AFPC/DPAPH and the sexual assault victim approved for ET. The TFSC will implement procedures to process ETs IAW AFI 36-2110, Assignments.

11.3.2.4. If the ET request is disapproved by the installation or host Wing Commander (or delegate):

11.3.2.4.1. The SARC or SAPR VA will inform the victim of their first right to appeal the ET denial to the victim's first or next general or flag officer (GO/FO) in their chain of command (T-0). The victim's will submit the appeal in writing utilizing the Commander's Memorandum (T-1).

11.3.2.4.1.1. The victim, with assistance of the SARC, will add a second endorsement to Commander's Memorandum (T-1).

11.3.2.4.2. The GO/FO must review and provide a decision within 72 hours of receipt of an appeal request from the victim (T-0).

11.3.2.4.3. The SARC will track the 72 hour (72 consecutive hours; including weekends and holidays) timeline (T-1).

11.3.2.5. If the G/FO approves the ET request, the G/FO will immediately return the ET Commander's Memorandum back to the SARC or SAPR VA (T-1). The SARC or SAPR VA will provide these documents to the victim who follows the procedures outlined in paragraph 11.3.2.3. (T-1). The SARC will inform the installation or host Wing Commander of the G/FO's decision (T-1).

11.3.2.6. If the ET request is disapproved by the G/FO:

11.3.2.6.1. The SARC or SAPR VA will inform the victim of their final right to appeal the ET denial to the victim's MAJCOM Vice Commander (MAJCOM/CV) (T-1). The victim will submit the appeal in writing utilizing the Commander's Memorandum (T-1).

11.3.2.6.1.1. The victim, with assistance of the SARC or SAPR VA, will add a third endorsement to the Commander's Memorandum (T-1).

11.3.2.6.2. If the G/FO disapproves the expedited transfer request and the victim does not appeal, the G/FO will annotate a brief explanation for the denial on the request (T-1). The G/FO will provide this information to the SARC (T-1). The SARC will maintain a copy of the final memorandum request with an explanation for the denial and provide the victim the original memorandum with the decision (T-1).

11.3.2.6.3. The MAJCOM/CV is the final appeal authority and must review and provide a decision within 72 hours of receipt of an appeal request from the victim.

11.3.2.6.4. The SARC will track the 72 hour timeline (T-1).

11.3.2.6.5. The 72 hour timeline ends when the signed appeal letter from the MAJCOM/CV is returned to the victim with approval/disapproval (T-1).

11.3.2.7. If the MAJCOM/CV approves the ET request, the MAJCOM/CV will immediately return the ET Commander's Memorandum back to the SARC or SAPR VA. The SARC or SAPR VA will provide these documents to the victim who follows the procedures outlined in paragraph 11.3.2.3. (T-1).

11.3.2.8. If the MAJCOM/CV disapproves the expedited transfer request, a brief explanation for the denial will be annotated on the request. The MAJCOM will send the request back to the installation or host wing commander (or equivalent) who provides it to the SARC (T-1). The SARC will maintain a copy of the final memorandum request with an explanation for the denial and provide the victim the original memorandum with the decision (T-1).

11.3.3. Reserve victims work with their supporting personnel organizational component to process ET requests which provide similar response and support as described above.

11.3.4. ANG victims will follow ET processes for Title 32 situations IAW Chief National Guard Bureau Instruction (CNGBI) 1303.01A, Expedited Transfer of Military Service Members Who File Unrestricted Reports of Sexual Assault (T-0).

11.3.5. Permanent party assigned to USAFA who make an unrestricted report of sexual assault and would like to apply for an ET will submit the initial request for an ET to the SPCMCA utilizing and following the procedures provided in this chapter (T-1). The SPCMCA has 72 hours to approve or deny the request.

11.3.5.1. If the initial request is denied, the victim may appeal to the Vice Superintendent utilizing the procedures outlined in this chapter. The Vice Superintendent has 72 hours to approve or deny the request.

11.3.5.2. If the second request is denied, the victim can request a final appeal to the Superintendent of USAFA.

11.4. SARC Duties.

11.4.1. SARCs, with the assistance from SAPR VAs will:

11.4.1.1. Immediately notify the victim's commander (or equivalent) of the pending ET request and provide guidance on the process, required documentation and timelines (**T-1**).

11.4.1.2. Inform the victim's commander (or equivalent) of the ability to convene an out of cycle CMG to discuss the ET request (T-1).

11.4.1.2.1. At the commander's (or equivalent's) request, a CMG will be convened within 48 hours, to ensure the 72-hour deadline is not missed (T-3).

11.4.1.3. Inform victims that they may seek assistance from a legal assistance attorney, SVC or the DoD Safe Helpline (**T-0**).

11.4.1.4. Provide a private workspace with a computer to complete the vMPF request, if necessary (T-1).

11.4.1.5. Return the signed Commander's Memo and other documents if needed to the victim.

11.4.1.5.1. Assist the victim with submitting the vMPF request, if necessary. See Checklist on AF/CVS Sharepoint.

11.4.1.5.2. Additional documents (i.e. Join Spouse or Exceptional Family Member Program letter) may need to be forwarded to HQAFPC/DPAPH IAW AFI 36-2110, Assignments.

11.4.1.6. Inform MAJCOM SARCs on all expedited transfer requests within two days of the installation or host wing commander's decision (**T-1**). MAJCOM SARCs will provide weekly updates to AF/CVS. See Notification template on AF/CVS Sharepoint.

11.4.1.7. Immediately notify the local AFOSI, SJA and SVC (when applicable) unit when a victim's ET request has been approved (**T-1**).

11.4.1.8. Facilitate ETs for victims that have requested an ET through the FAP. If the victim requests an ET, the FAP provider or Domestic Abuse Victim Advocate will advise the victim that a release of information form must be signed first to initiate the ET process. Only information that is relevant to the justification of the ET will be shared by FAP with the SARC and SAPR VA. A CMG meeting may be requested by the commander to inform the ET decision. (**T-0**).

11.5. Victim's Commander (or Equivalent) Duties.

11.5.1. The Victim's Commander (or equivalent) will:

11.5.1.1.1. Make every reasonable effort to minimize disruption to the normal career progression of a military member who reports that he or she is a victim of a sexual assault (**T-0**).

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

11.5.1.3. Counsel the victim, directly, to ensure that he or she is fully informed regarding:

11.5.1.3.1. Reasonably foreseeable career impacts **(T-0)**.

11.5.1.3.2. Possible effect on bonus recoupment (if, for example they are unable to work in their Air Force Specialty) **(T-0)**.

11.5.1.3.3. IAW DoD Directive 7000.14, Volume 7A, **Chapter 2**, Repayment of Unearned Portion of Bonuses and Other Benefits, if the victim was paid a bonus or special pay for a period of enlistment under a written agreement and requests an ET, the commander will make every effort to not require repayment of the unearned portion of that pay or benefit **(T-0)**. Refer to DoD Directive 7000.14 for procedures.

11.5.1.3.4. Other potential administrative impacts of granting the request **(T-0)**.

11.5.1.4. Document the date and time the ET request is received from the victim on the Commander's Memorandum **(T-1)**.

11.5.1.5. Determine if the report is credible **(T-0)**. The commander shall establish a presumption in favor of transferring an Airman (who initiated the transfer request) following a credible report (see glossary) of sexual assault IAW DoDI 6495.02 **(T-0)**. To make this determination, the victim's unit commander (or equivalent) will consider inputs from the CMG per Chapter 8 **(T-1)**.

11.5.1.5.1. The victim's commander (or equivalent) shall make a credible report determination at the time the expedited request is made after considering the advice of the supporting judge advocate, or other legal advisor concerned, and the available evidence based on an MCIO's investigation's information (if available) **(T-1)**.

11.5.1.5.2. The victim's commander (or equivalent) can request the SARC to convene a CMG, with the primary members to discuss the ET request within 48-hours to accommodate the overall 72-hour timeline.

11.5.1.6. Make a recommendation to approve or disapprove the ET request and provide his or her reasons and justification on the transfer of the victim based on a credible report of sexual assault **(T-1)**.

11.5.1.6.1. When an ET is approved, the losing commander (or equivalent) will inform the gaining commander (or equivalent) of the inbound expedited transfer **(T-1)**. The losing commander will limit the information given to known facts and care given **(T-1)**. The SARC will not transfer the case documents to the gaining SARC without written consent from the victim **(T-0)**.

11.5.1.6.1.1. Information provided by the losing commander (or equivalent) to the gaining commander will be restricted to those with an official need to know **(T-1)**.

11.5.2. When making a recommendation for approval or disapproval to the installation or host Wing Commander (or equivalent), the victim's commander (or equivalent) will consider:

11.5.2.1. Information that, considering the source and nature of the information and the totality of the circumstances, is sufficiently believable to presume that the fact or facts in question are true **(T-1)**;

11.5.2.2. Military member's preference and reasons for making the request **(T-0)**;

11.5.2.3. Nature and circumstances of the offense **(T-0)**;

11.5.2.4. Whether a temporary transfer could meet the victim's needs and the operational needs of the unit **(T-0)**;

11.5.2.5. Training status of the military member requesting the transfer **(T-0)**;

11.5.2.6. Whether member can be authorized retraining or reclassification **(T-1)**;

11.5.2.7. Availability of positions within other units on the installation **(T-0)**;

11.5.2.8. Review and consider removing any Assignment Availability Codes (AAC) or Medical Limitation Codes (MLC) of the victim **(T-1)**;

11.5.2.8.1. The victim's commander (or equivalent), in conjunction with any agency (as applicable), that generated the code placement on the airman, will ensure these AAC/MLC are addressed prior to the recommendation being made to the host or installation Wing Commander (or equivalent) **(T-1)**.

11.5.2.8.2. AACs or MLCs that preclude an Airman's eligibility to PCS are listed in AFI 36-2110, Assignments, Table 2.1.

11.5.2.9. Location of the alleged offender **(T-0)**;

11.5.2.10. Alleged offender's status (i.e. military member or civilian) **(T-0)**;

11.5.2.11. Potential transfer of the alleged offender instead of the military member requesting the transfer **(T-0)**; and

11.5.2.11.1. The offender's commander (or equivalent), WG/CV, and AFPC will coordinate the determination to transfer of the alleged offender **(T-0)**. The victim's commander nor SARC assist with this procedure. See AFI 36-2110, Assignments, for procedures.

11.5.2.11.1.1. Commanders have the authority to make a timely determination and to take action regarding whether a service member who is alleged to have committed or attempted to commit a sexual assault offense should be temporarily reassigned or removed from a position of authority or from an assignment. 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

11.5.2.11.1.2. This determination may be made at any time after receipt of notification of an unrestricted report of a sexual assault that identifies the service member as an alleged perpetrator.

11.5.2.12. Other pertinent circumstances.

11.5.3. If the ET request is based on an incident that resulted in a court -martial acquittal, the standard for recommending approval of a request is still determined on whether a credible report was filed. The commander (or equivalent) shall consider all the facts and

circumstances surrounding the case and the basis for the transfer request **(T-0)**. Consultation with the Staff Judge Advocate in making the determination is recommended.

11.5.4. Commanders of Reserve Component members will facilitate all elements of the ET program for which they have legal authority **(T-1)**. Commanders of ANG members will facilitate all elements of the ET program IAW CNGBI 1303.01A **(T-0)**.

11.5.4.1. If requested by the victim, the commander (or equivalent) will allow for separate training on different weekends or times from the alleged offender **(T-0)**. The commander (or equivalent) will also consider a different unit in the home drilling location to ensure undue burden is not placed on the victim and their family by the transfer **(T-0)**.

11.6. Continuity of Victim Care.

11.6.1. When an ET is approved, notification from the losing commander to the gaining commander will depend on whether there is an open case and continuation of services **(T-0)**. If there is neither an open case nor continuation of services, no other action is needed. If there is an open case and services are requested, then notification to the gaining commander will occur to facilitate the investigation and access to services **(T-0)**. This procedure applies to any sexual assault victim move (e.g. PCA or PCS).

11.6.1.1. When an Expedited Transfer is approved, the losing commander will NOT inform the gaining commander of the sexual assault incident unless one of the following applies:

11.6.1.1.1. Active criminal investigation.

11.6.1.1.2. Active legal proceeding.

11.6.1.1.3. Ongoing victim healthcare (medical or mental health) needs that are directly related to the sexual assault.

11.6.1.1.4. Ongoing monthly CMG oversight involving the victim or

11.6.1.1.5. Active SAPR victim support services.

11.6.2. When an ET is approved, the losing commander will inform the gaining commander of the inbound ET if any of the circumstances in paragraphs 11.6.1.1.-11.6.1.1.5. are occurring **(T-0)**. The losing commander will limit the information given to objective facts about victim care provided, status of open investigations, and the status of ongoing legal proceedings in order to provide the gaining commander with some context for victim behavior and to facilitate the victim's access to advocacy, healthcare, MCIOs, and legal counsel **(T-0)**.

11.6.2.1. SARC or SAPR VA case documents will not be transferred to the gaining SARC without consent from the victim.

11.6.2.2. The receiving commander will adopt processes to assure strict confidentiality **(T-0)**. Only the immediate commander of the victim will be notified **(T-0)**. The immediate commander may share the notification with the senior enlisted advisor, if deemed necessary to support the victim. All information shall be kept confidential to the extent authorized by law **(T-0)**. Additional personnel will be notified by the commander only if they have direct input to the monthly CMG meeting **(T-0)**. Every attempt must be

made to limit access to the information that a victim has been transferred into the unit as a result of a sexual assault report.

11.6.3. If a victim transfers from the installation, then the processes in Table 11.6.3. apply as appropriate.

Table 11.1. Victim Transfer Processes.

IF	THEN
<ol style="list-style-type: none"> 1. The victim does NOT seek continued services of a SARC or SAPR VA at the new location, and 2. The investigation or legal proceeding is ongoing at the original installation: 	<ol style="list-style-type: none"> 3. The CMG responsibility remains with the original installation's CMG chair. 4. The victim will be asked if she or he would like to receive the monthly update from the CMG meetings. 5. If the victim wants the CMG updates, then the victim's new commander will participate in person or call in to the CMG meetings and this call in will be documented in the minutes of the CMG. 6. The new commander will provide the victim a monthly update of her or his case within 72 hours of the last CMG.
<p>The victim DOES seek SAPR services at the new location:</p>	<ol style="list-style-type: none"> 7. The advocacy responsibility transfers to the receiving SARC at the victim's new installation (if the victim consents to seek SAPR services at new location), and then the CMG responsibility may transfer to the new location. 8. If the CMG does transfer to the location of the victim, then the MCIOs at the original installation (if there is an ongoing investigation) and the legal officer at the original installation (if there are ongoing legal proceedings) are required to call in to the CMG for the cases first CMG that the new location. This MCIO and legal officer call-in will be documented in the CMG notes 9. After the initial CMG, the local MCIO and legal officer will provide updates on the investigation and legal proceedings at each CMG until final disposition.

<ol style="list-style-type: none">1. The victim seeks SAPR services at the new location, and2. The Military Service determines that the CMG should stay at the original installation:	<ol style="list-style-type: none">1. The SARC at the new location must call in to the CMG meeting at the original location to report on victim services and any safety or retaliation- related issues. This SARC call-in will be documented in the CMG notes.2. The victim's new commander must also call in to the CMG meeting and must provide the victim a monthly update of her or his case within 72 hours of the last CMG.
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Chapter 12

JOINT BASES

12.1. Overview. On April 16, 2008, the Deputy Secretary of Defense provided command authorities and responsibilities supplemental guidance for implementing and operating a JB. Per the Command Authorities and Responsibilities Guidance para 4.1.5.11, the Supported Component maintains the authority and responsibility to establish a SAPR program. Through this supplemental guidance each Service was to maintain its own SAPR program. There are significant differences between the Services' SAPR programs, including but not limited to training, coverage and reporting requirements. In addition SAPR programs often interface with Service disciplinary programs. This chapter provides policy guidance for the AF SAPR program assigned to AF locations impacted by Joint Basing.

12.2. Air Force Responsibilities. In regards to the Joint Bases, with AF SAPR personnel assigned (AF SARCs, SAPR VAs and VVAs), it is Air Force policy that:

12.2.1. The AF Joint Base Commander (JBC) or the AF mission commander at each location where an AF SARC is assigned will maintain the implementation of the AF SAPR program and operational procedures for AF personnel assigned to that Joint Base location under the direction of that location/supported commander (T-1).

12.2.2. Where the AF is lead and serves as JBC, the AF Lead SARC will report directly to the JBC (T-1). This responsibility may be delegated to the Deputy Joint Base Commander (DJBC).

12.2.2.1. If the DJBC is from a sister service, and this responsibility is delegated, the DJBC will follow and implement the SAPR program IAW with this AFI as well as attend the AF-taught WG/CC Course. AF SAPR personnel and AF assigned personnel will not under any circumstances be required to be trained or to implement requirements from another service's SAPR program (T-1).

12.2.2.2. If the AF is the supported component, the SARC will report directly to the supported WG/CC (T-1). The supported wing commander may delegate this responsibility to the supported WG/CV but will not delegate it further (T-1).

12.2.2.3. If the installation has multiple Air Force SARCs see paragraph 1.4.4.2. for designation of a Lead SARC.

12.2.2.3.1. Lead SARC responsibilities are outlined in chapter 2.

12.2.2.3.2. Wing, lead or location SARC, responsibilities will include:

12.2.2.3.2.1. Direct victim services to include victim support and commander consultation;

12.2.2.3.2.2. Manage location SAPR office to include the direct report and supervision of assigned SAPR VAs; and,

12.2.2.3.2.3. Conduct location specific CMG meetings IAW chapter 8.

12.2.2.4. When a JBC or supported WG/CC requests additional SAPR personnel (e.g. SARCs or SAPR VAs) assigned to their installation, manning requests will be coordinated through AF/CVS (T-1).

12.2.3. The AF JBC will ensure that the installation has a 24 hour, 7 day per week response capability (see glossary) (T-0). All victims will be provided an immediate SAPR response regardless of service affiliation (T-0). IAW DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures, SAPR personnel will ensure a safety assessment (see glossary) is conducted at the time of initial response to the victim regardless of service affiliation (T-0).

12.2.3.1. Upon receiving notification of a case, SAPR personnel will immediately provide SAPR services regardless of the victim's service affiliation (T-0). However, the SARC should speak with the victim to address transfer of case to the victim's affiliated service. The SARC will transfer the case to the victim's affiliated service ONLY with the victim's consent (T-1). The victim may choose to remain with the Service providing the initial response; transfer of a case is not mandatory.

12.2.3.1.1. When a VVA is assigned to provide advocacy, the VVA assigned will not be assigned to the same unit as the victim (T-1).

12.2.3.1.2. The SARC from the service affiliated with the victim will enter and maintain case management and DSAID case entry unless otherwise requested by written victim consent (T-1). When an installation has multiple SARCs assigned to different locations, case management and DSAID entry are entered by the location SARC conducted and entered by the assigned location SARC.

12.3. Inter-service Responsibilities. In regards to the Joint Bases, there are responsibilities assigned to the JBC that are inter-service. The JBC may delegate these inter-service responsibilities to the DJBC. In the event the DJBC temporarily succeeds to command of the JB, the DJBC assumes these inter-service responsibilities.

12.3.1. At the discretion of the JBC, a joint SAPR hotline may be developed to provide a single number for all members of the installation that links the victim to the requested service SARC through an automated system. For example, "press 1 to speak to the Air Force SAPR office, press 2 for the Army SHARP office".

12.3.1.1. If a joint hotline is implemented, the JBC will publish standard operating procedures (SOPs) that require each victim be given the opportunity to have their case reported and managed by the victim's affiliated service (T-1).

12.3.1.2. The AF JBC must obtain AF/CVS approval for joint hotline SOPs prior to implementation (T-1).

12.3.1.2.1. The AF JBC will ensure the joint hotline SOPs will require that the SARC and SAPR VA assigned to a victim be assigned from their affiliated service unless otherwise requested by written victim consent (T-1).

12.3.2. Joint Bases are encouraged to collaborate and discuss sharing of medical, chaplain and legal services available to sexual assault victims on the installation with all unit commanders assigned, to include our sister services. However, this collaboration cannot occur at the same time as case review during a case management.

12.3.3. Joint Bases where the AF is the JBC, the CMG will be chaired by the JBC and co-chaired by the AF SARC (T-1). This responsibility may be delegated to the DJBC, who will manage the CMG in accordance with this AFI (T-1). If there are multiple locations assigned to the installation, each location SARC will co-chair the CMG while conducting case review of victims assigned to their respective location (T-1).

12.3.3.1. When reviewing opened victim cases during the CMG, personnel in the CMG will be limited to those service specific members as described in Chapter 8 (T-1). The CMG will ensure specific case information is only provided to the CMG chair, SARC and SAPR VA (T-1). If a case being managed is from a victim affiliated with a sister service, the victim's unit commander (or equivalent) must be in attendance IAW DoDI 6495.02, Sexual Assault Prevention and Response Program Procedures (T-0). If the unit commander is not assigned to the same location, electronic means (e.g. phone, VTC, etc.) may be utilized to facilitate their participation.

12.3.3.1.1. The victim's unit commander, regardless of service, is only present during the discussion of the case involving a victim from their unit. Once the case has been reviewed that commander departs, and the next case is discussed.

12.3.3.2. When having to establish a HRRT, the CMG chair will require the functional community providing services to the victim to represent their functional community on the HRRT (T-0). See Chapter 8 for required HRRT members.

12.3.3.3. All AF SARCs and SAPR VAs assigned to the installation will attend the CMG (T-0). If the installation assigns SAPR personnel by location, the SARC and SAPR VA is required to attend the CMG conducted at their assigned location. There is no requirement for a SARC to travel to another location SARC's location to participate in their CMG.

12.3.3.4. Sister Service certified SARCs and SAPR VAs may attend the CMG. However, other sister service members, as identified in [Chapter 8](#), will only remain in attendance for victim cases that pertains to their service and unit (T-1). The CMG chair and co-chair will limit PII to those with a need to know (T-0).

12.3.4. Joint Bases where the AF is the JBC, the JBC will collaborate with host WG/CC to ensure that the commander is informed when a victim of sexual assault from within the host wing has requested an ET prior to rendering the final decision within the 72 hour time requirement (T-1).

JAMES JOHNSON, Major General
Director, Air Force Sexual Assault Prevention And
Response

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

29 CFR 1904, *Recordkeeping*

CNGBI 1303.1, *Expedited Transfers of Military Service Members Who File Unrestricted Reports of Sexual Assault*, 06 August 2012

AFPD 90-60, *Sexual Assault Prevention and Response (SAPR) Program*, 4 September 2014

AFI 10-206, *Operational Reporting*, 11 June 2014

AFI 36-2406_AFGM2014-04, *Officer and Enlisted Evaluation Systems*, 17 September 2014

AFI 31-115, *Security Forces Standards and Procedures*, 5 March 2014

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 5 June 2013

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-2110, *Assignments*, 22 September 2009, as amended as amended incorporating through Change 2, 8 June 2012

AFI 36-2301, *Developmental Education*, 16 July 2010, as amended 9 July 2013, to reflect the new AFI 36-2301_AFGM2014-01, dated 31 July 2014

AFI 36-2626, *Airman Retraining Program*, 3 June 2013 incorporating through change 30 April 2014

AFI 36-2706, *Equal Opportunity Program Military and Civilian*, 5 October 2010, as amended 5 October 2011

AFI 36-2909, *Professional and Unprofessional Relationships*, 1 May 1999 to reflect AFI 36-2909_AFGM2014-01, dated 19 June 2014

AFI 36-2910, *Line of Duty (Misconduct) Determination*, 4 October 2002 incorporating through change 2, 5 April 2010

AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004 incorporating through change 6, 18 October 2011

AFI 36-3208, *Administrative Separation of Airmen* 9 July 2004 incorporating through change 7, 2 July 2013

AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005 incorporating through change 3, 20 September 2011.

AFI 40-301, *Family Advocacy*, 30 November 2009

AFI 44-102, *Medical Care Management*, 20 January 2012

AFI 44-109, *Mental Health, Confidentiality, and Military Law*, 1 March 2000, certified current 20 September 2010 to reflect AFI 44-109_AFGM2014-01, 17 July 2014

AFI 51-201, *Administration of Military Justice*, 6 June 2013, to reflect AFI 51-201_AFGM2014-01, 25 September 2014

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 20 September 2011

AFI 90-301, *Inspector General Complaints*, 23 August 2011, as amended 6 June 2012

AFI 90-201, *The Air Force Inspection System*, 2 August 2013, as amended 10 March 2014

AFI 91-204, *USAF Mishap Investigation and Reporting*, 12 February 2014, as amended 10 April 2014

AFMAN 33-363, *Management of Records*, 1 March 2008

AFRSI 36-2001, *Recruiting Procedures for the Air Force*, 1 August 2012

DoD Directive 5106.01, *Inspector General of the Department of Defense*

DoD Directive 6495.01, *Sexual Assault Prevention and Response (SAPR) Program*, 23 January 2012, as amended 30 April 2013, incorporating change 2 effective 20 January 2015

DoD Directive 7000.14-R, *Financial Management Regulation, Volume 7A, Chapter 2, Repayment of Unearned Portion of Bonuses and Other Benefits*, June 2014.

DoD Instruction 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*, 15 January 2015

DoD Instruction 5505.18, *Investigation of Adult Sexual Assault in the Department of Defense*, 25 January 2013, as amended 1 May 2013

DoD Instruction 5505.19, *Establishment of Special Victim Investigation and Prosecution (SVIP) Capability within the Military Criminal Investigative Organizations (MCIOs)*, 3 February 2015

DoD Instruction 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, 6 June 2011

DoD Instruction 6495.02, *Sexual Assault Prevention and Response Program Procedures*, 28 March 2013, as amended 12 February 2014

DoD Regulation 5210.42-R, *Nuclear Weapons Personnel Reliability Program (PRP) Regulation*, 30 June 2006, as amended 10 November 2009

DoD Regulation 6025.18-R, *DoD Health Information Privacy Regulation*, 24 January 2003

Directive Type-Memorandum 14-007, *Sexual Assault Incident Response Oversight (SAIRO) Report*, 30 September 2014

HAF Mission Directive 1-20, *The Inspector General*, 26 September 2013

Manual for Courts-Martial United States, current edition

Office of Personnel Management Federal Investigations, *"Federal Investigative Standards Implementation Plan"*, 4 November 2014

Secretary of Defense Memorandum, *"Withholding Initial Disposition Authority Under the Uniform Code of Military Justice in Certain Sexual Assault Cases"*, 20 April 2012

Prescribed and Adopted Forms

AF Form 847, *Recommendations for Change of Publication*

AF Form 2096, *Classification/On-the-Job Training Action*

DD Form 2701, *Initial Information for Victims and Witnesses of Crime*

DD Form 2873, *Military Protective Order*

DD Form 2909, *Victim Advocate and Supervisor Statement of Understanding*

DD Form 2910, *Victim Reporting Preference Statement*

DD Form 2911, *DoD Sexual Assault Forensic Examination Report*

DD Form 2950, *Department of Defense Sexual Assault Advocate Certification Program Application Packet*

DD Form 2950-1, *Department of Defense Sexual Assault Advocate Certification Program Renewal Application Packet*

DD Form 2965, *Defense Sexual Assault Incident Database Data Form*

Occupational Safety and Health Administration (OSHA) Forms 300, 300-A and 301

Abbreviations and Acronyms

AAC—Assignment Availability Codes

ADLS—Advanced Distributed Learning System

ADC—Area Defense Counsel

AEF—Air Expeditionary Force

AETC—Air Education and Training Command

AEW—Air Expeditionary Wing

AF—Air Force

AF/A1—Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services

AF/CVS—Air Force Sexual Assault Prevention and Response Office

AF/CVSO—Air Force Sexual Assault Prevention and Response Operations Division

AF/HC—Air Force Chief of Chaplains

AF/JA—Air Force Judge Advocate General

AF/SG—Air Force Surgeon General

AFCENT—Air Force Central Command

AFI—Air Force Instruction

AFOSI—Air Force Office of Special Investigations

AFPC —Air Force Personnel Center

AFPC/DPAPH—Air Force Personnel Center, Humanitarian and Exceptional Family Member Program Assignments Branch

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRC/SG—Air Force Reserve Command Surgeon General
ANG—Air National Guard
AOR—Area of Responsibility
ARC—Air Reserve Component
ART—Air Reserve Technician
AU—Air University
BOT—Basic Officer Training
CCIR—Commander Critical Information Requirement
CDI—Commander Directed Investigation
CFACC—Combined Forces Air Component Commander
CMG—Case Management Group
COMAFFOR—Commander, Air Force Forces
COT—Commissioned Officer Training
CPO—Civilian Protection Order
DAF—Department of the Air Force
DEOCS—Defense Equal Opportunity Management Institute Organizational Climate Surveys
DJBC—Deputy Joint Base Commander
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
DoJ—Department of Justice
DRU—Direct Reporting Unit
DSAID—Defense Sexual Assault Incident Database
D-SAACP—Defense Sexual Assault Advocate Certification Program
EO—Equal Opportunity
ET—Expedited Transfer
FAP—Family Advocacy Program
FBI—Federal Bureau of Investigation
FOA—Field Operating Agency
FO—Flag Officer
FAM—Functional Area Manager
GO—General Officer

GS—General Schedule
GSU—Geographically Separated Unit
GCMCA—General Courts-Martial Convening Authority
HAF—Headquarters Air Force
HHQ—Higher Headquarters
HIV—Human Immunodeficiency Virus
HRRT—High-Risk Response Team
IAW—In accordance with
IDT—Inactive Duty Training
IPT—Integrated Product Team
JAG—Judge Advocate General’s Corps
JB—Joint Base
JBC—Joint Base Commander
JET—Joint Expeditionary Tasking
JFHQ—Joint Force Headquarters
LOA—Line Of Admonishment
LOC—Line Of Counseling
LOD—Line Of Duty
LOR—Line Of Reprimand
MAJCOM—Major Command
MCIO—Military Criminal Investigation Organization
MHS—Military Health System
MLC—Medical Limitation Code
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MPO—Military Protective Order
MRE—Military Rule of Evidence
MTF—Medical Treatment Facility
NDAA—National Defense Authorization Act
NGB—National Guard Bureau
NGB/CF—Director, Air National Guard
OPR—Office of Primary Responsibility

OPREP—Operational Report
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
PII—Personally Identifiable Information
PRP—Personnel Reliability Program
PRF—Personnel Readiness Function
RCA—Report of Command Action
Reg AF—Regular Air Force (Active Duty)
RMU—Reserve Medical Unit
ROTC—Reserve Officer Training Corps
RRCN—Restricted Report Control Number
RSL—Reserve SAPR Liaison
SAAPM—Sexual Assault Awareness and Prevention Month
SAFE—Sexual Assault Forensic Examination
SAIRO Report—Sexual Assault Incident Response Oversight Report
SAF/IG—Secretary of the Air Force Office of the Inspector General
SAF/IGQ—Secretary of the Air Force Office of the Inspector General Complaints Resolution Directorate
SAF/GC—Secretary of the Air Force Office of the General Counsel
SAPR—Sexual Assault Prevention and Response
SAPRO—DoD Sexual Assault Prevention and Response Office
SAPR VA—Sexual Assault Prevention and Response Victim Advocate
SARC—Sexual Assault Response Coordinator
SART—Sexual Assault Response Team
SPCMCA—Special Court-Martial Convening Authority
SJA—Staff Judge Advocate
SOP—Standard Operating Procedure
SVC—Special Victims' Counsel
SEI—Special Experience Identifier
STD/I—Sexually Transmitted Diseases/Infections
TDY—Temporary Duty
TFSC—Total Force Service Center
UATM- Unit Ancillary Training Monitor—**UIC**—Unit Identification Code

USAFA—United States Air Force Academy

UTM—Unit Training Manager

vMPF—Virtual Military Personnel Flight

VTC—Video Teleconference

VVA—Volunteer Victim Advocate

VWAP—Victim and Witness Assistance Program

WG/CC—Wing Commander

WG/CV—Vice Wing Commander

WIPT—Working Integrated Product Team

Terms

Air Reserve Component (ARC)—The Air National Guard of the United States (ANGUS), the Air National Guard (ANG) while in the service of the United States, and the Air Force Reserve.

Certification—Refers to the process by which the Department credentials SARC and SAPR VAs, assesses the effectiveness of sexual assault advocacy capabilities using a competencies framework, and evaluates and performs oversight over SARC and SAPR VA training. The certification criteria are established by the Department in consultation with subject-matter experts.

Case Management Group (CMG)—A multi-disciplinary group that meets monthly to review individual cases of sexual assault, chaired by the installation or host wing commander, this may be delegated to the vice wing commander but no further. This group facilitates monthly victim updates and directs system coordination, accountability, and victim access to quality services. For unrestricted case review the CMG shall consist of the following: Chair, SARC, SAPR VA, Chaplain, military criminal investigator, DoD law enforcement, DPH, SJA or designee if the SJA is unavailable, VWAP and victim's commander, VVA and SVC. For restricted case review the CMG membership is limited to all SARCs assigned to the installation, victim's SAPR VA or VVA, DPH, victims SVC and chaplain. Any deviations to this CMG for restricted cases must be approved by AF/CVS.

Collateral Misconduct—Victim misconduct that might be in time, place, or circumstance associated with the victim's sexual assault incident. 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. Some reported sexual assaults involve circumstances where the victim may have engaged in some form of misconduct (e.g., underage drinking or other related alcohol offenses, adultery, fraternization, or other violations of certain regulations or orders).

Consent—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.

Covered Communication—Verbal, written, or electronic communications of personally identifiable information concerning a sexual assault victim or alleged offender provided by the victim to the Sexual Assault Response Coordinator (SARC), SAPR Victim Advocate (SAPR VA), Volunteer Victim Advocate (VVA) or Healthcare Personnel related to his or her sexual assault.

Credible Information—Information that, considering the source and nature of the information and the totality of the circumstances, is sufficiently believable to presume that the fact or facts in question are true.

Credible Report—Either a written or verbal report made in support of an Expedited Transfer that is determined to have credible information.

Defense Sexual Assault Incident Database—A DoD database that captures uniform data provided by the Military Services and maintains all sexual assault data collected by the Military Services. This database shall be a centralized, case-level database for the uniform collection of data regarding incidence of sexual assaults involving persons covered by this Directive and Reference (c). DSAID will include information when available, or when not limited by restricted reporting, or otherwise prohibited by law, about the nature of the assault, the victim, the offender, and the disposition of reports associated with the assault. DSAID shall be available to the SAPRO and the DoD to develop and implement congressional reporting requirements. Unless authorized by law, or needed for internal DoD review or analysis, disclosure of data stored in DSAID will only be granted when disclosure is ordered by a military, Federal, or State judge or other officials or entities as required by a law or applicable U.S. international agreement.

Family Advocacy Program (FAP)—A DoD program designated to address child abuse and domestic abuse in military families and child maltreatment in DoD-sanctioned activities in cooperation with civilian social service agencies and military and civilian law enforcement agencies. Prevention, advocacy, and intervention services are provided to individuals who are eligible for treatment in military medical treatment facilities.

Final Disposition—The conclusion of any command action, including judicial, nonjudicial, and administrative action, to include separation action taken in response to the offense, whichever is later in time, or a no action determination.

Healthcare Personnel—Includes those individuals who are employed or assigned as healthcare professionals, or are credentialed to provide healthcare services, at a medical or dental treatment facility or who are providing such care elsewhere at a deployed location or otherwise in an official capacity. The term also includes individuals assigned to the Military Treatment Facility (MTF) who are directed by or assigned to assist or otherwise support healthcare professionals in providing healthcare services. Personnel who otherwise fall under this definition may perform duties that are not healthcare related such as command or supervisory duties. When doing so, they are not “Healthcare Personnel” for the purposes of receiving a restricted report unless a victim notifies them he or she intends to make a restricted report to them as a provider not a member of their chain of command. Healthcare providers may include, but are not limited to:

Licensed physicians practicing in the MHS with clinical privileges in obstetrics and gynecology, emergency medicine, family practice, internal medicine, pediatrics, urology, general medical

officer, flight surgeon, psychiatrists, or those having clinical privileges to perform pelvic examinations or treat mental health conditions.

Licensed advanced practice registered nurses practicing in the MHS with clinical privileges in adult health, family health, midwifery, women's health, mental health, or those having clinical privileges to perform pelvic examinations.

Licensed physician assistants practicing in the MHS with clinical privileges in adult, family, women's health, or those having clinical privileges to perform pelvic examinations.

Licensed registered nurses practicing in the MHS who meet the requirements for performing a SAFE as determined by the local privileging authority. This additional capability shall be noted as a competency, not as a credential or privilege.

A psychologist, social worker or psychotherapist licensed and privileged to provide mental health care or other counseling services in a DoD or DoD-sponsored facility.

Limited Sexual Assault Prevention and Response Services—The assistance of a Sexual Assault Response Coordinator (SARC) and a SAPR Victim Advocate (VA) while undergoing emergency care.

Non-Personally Identifying Information (non-PII)—Includes those facts and circumstances surrounding the sexual assault incident or information about the individual that enables the identity of the victim or alleged offender to remain anonymous.

Personally Identifiable Information (PII)—This term applies to the alleged victim or alleged offender in a sexual assault, and is that information which would disclose or have a tendency to disclose the person's identity. Identifying personal information includes the person's name or a particularly identifying description (e.g., physical characteristics or identity by position, rank, or organization), or other information about the person or the facts and circumstances involved that could reasonably be understood to identify the person (e.g., a female in a particular squadron or barracks when there is only one female assigned).

Qualifying Conviction—For the purposes of this Instruction, a State or Federal conviction for a felony crime of sexual assault or any general or special court-martial conviction for a UCMJ offense which otherwise meets the elements of a crime of sexual assault, even though not classified as a felony or misdemeanor.

Report—While a sexual assault victim can disclose information to many personnel, an official report is made only when a DD Form 2910 is filed with a SARC or SAPR VA, or when an MCIO begins an independent investigation. For restricted and unrestricted reporting purposes, a report can be made to healthcare personnel, but healthcare personnel then immediately contact the SARC or SAPR VA to fill out the DD Form 2910. Chaplains and military attorneys cannot take official reports.

Reprisal—Taking or threatening to take an unfavorable personnel action, or withholding or threatening to withhold a favorable personnel action, for making, preparing to make, or being perceived as making or preparing to make a protected communication.

Responders—Includes first responders, who are generally composed of personnel in the following disciplines or positions: SARCs, SAPR VAs, healthcare personnel, law enforcement, and MCIOs. Other responders are judge advocates, chaplains, and commanders, but they are usually not first responders.

Respond, response, or response capability—All locations, including deployed areas, have a 24 hour, 7 day per week sexual assault response capability. The SARC shall be notified, respond, or direct a SAPR VA to respond, assign a SAPR VA, and offer the victim healthcare treatment and a SAFE. In geographic locations where there is no SARC onsite, the on-call SAPR VA shall

respond, offer the victim healthcare treatment and a SAFE, and immediately notify the SARC of the sexual assault. The initial response is general composed of personnel in the following disciplines or positions: SARCs, SAPR VAs, healthcare personnel, law enforcement, and MCIOs. Other responders are judge advocates, chaplains, and commanders. When victims are geographically detached from a military installation, the SARC or SAPR VA will refer to local civilian providers or the DoD Safe Helpline for resources.

Retaliation—

1. The taking or threatening to take an adverse personnel action, or withholding or threatening to withhold a favorable personnel action, with respect to a military member because the member reported a criminal offense or;
2. Ostracizing a military member, to include excluding from social acceptance, privilege or friendship with the intent to discourage reporting of a criminal offense or otherwise discourage the due administration of justice or;
3. Maltreating a military member, to include treatment by peers or by other persons, that, when viewed objectively under all the circumstances, is abusive or otherwise unnecessary for any unlawful purpose, that is done with the intent to discourage reporting of a criminal offense or otherwise discourage the due administration of justice, and that results in physical or mental harm or suffering, or reasonably could have caused physical or mental harm or suffering.

Restricted Reporting—A process used by a Service member 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, Healthcare Personnel, or a VA will not be reported to law enforcement to initiate an official investigation unless the victim consents or an established exception is exercised under DoDD 6495.01. (SAPR restricted reports require a signed DD Form 2910)

Re-victimization—A pattern wherein the victim of abuse or crime has a statistically higher tendency to be victimized again, either shortly thereafter or much later in adulthood in the case of abuse as a child. This latter pattern is particularly notable in cases of sexual abuse.

Safety Assessment—An assessment performed by personnel appointed by the CMG chair to determine if a sexual assault victim is in immediate danger of harm. The non-clinical safety assessment will evaluate the following areas from the perspective of the victim, including, but not limited to: concerns for the victim's safety; the subject's access to the victim and any concern of stalking; previous or existing relationship or friendship between the subject and the victim, the victim's spouse, or victim's children; a threat, attempt, or plan by the victim or subject to commit suicide; the use, threat, or access of a suspect to a weapon; serious injury sustained by the victim; the subject's history of law enforcement involvement regarding domestic abuse, assault, or other criminal behavior; a CPO or MPO against the subject, or violation of such an order; history of drug or alcohol abuse by either the subject or victim; the demonstration by the subject of erratic or obsessive behavior, rage, agitation, or instability; and flight risk of the suspect.

Sexual Assault—Intentional sexual contact characterize by 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 any of these acts.

Sexual Assault Prevention and Response Victim Advocate (SAPR VA)—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.

Sexual Assault Response Coordinator (SARC)—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 sexual assault victims covered under this AFI; and tracks the services provided to a victim of sexual assault, covered under this AFI, from the initial report through final disposition and resolution.

Special Victims' Counsel—attorneys who are assigned to provide legal assistance to sexual assault victims through independent representation; builds and sustains victim resiliency; empowers victims; increases the level of legal assistance provided to victims.

Trauma Informed Care—An approach to engage people with histories of trauma that recognizes the presence of trauma symptoms and acknowledges the role that trauma has played in their lives. Trauma-informed services are based on an understanding of the vulnerabilities or triggers of trauma survivors that traditional service delivery approaches may exacerbate, so that these services and programs can be more supportive and avoid re-traumatization.

Unrestricted Reporting—A process that an individual covered by this policy uses to disclose, without requesting confidentiality or restricted reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim's report and any details provided to the SARC, Healthcare Personnel, a VA, command authorities, or other persons are reported to law enforcement and may be used to initiate the official investigation process. (SAPR unrestricted reports require a signed DD Form 2910)

Victim—For the purpose of this Instruction, a victim is a person who alleges direct physical, emotional, or pecuniary harm as a result of the commission of a sexual assault and who has a connection with the installation. If the victim is incompetent or incapacitated, the term "victim" includes one of the following representatives (in preferred order): spouse, legal guardian, parent, child, sibling, another family member, or another person designated by a court. Victims will be eligible for and provided services by the Air Force consistent with their legal status. The services contemplated range from referral to the appropriate civilian or foreign agency to the provision of all services available to an AD member. Nothing in this policy shall be construed to authorize or require the provision of specific services (such as medical care or therapeutic counseling) unless the victim has an independent entitlement to such services under relevant statutes or Department of Defense directives. The terms "victim" and "alleged victim" have the same meaning and are interchangeable in this Instruction.

Volunteer Victim Advocate (VVA)—Military and DoD civilian employees who are selected, trained and credentialed to 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 VVA, 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.

Victim and Witness Assistance Program (VWAP)—The program to mitigate the physical, psychological, and financial hardships suffered by victims and witnesses of offenses investigated by U.S. Air Force authorities; foster cooperation between victims, witnesses, and the military justice system; and ensure best efforts are extended to protect the rights of victims and witnesses.

Attachment 2**24-HR RESTRICTED OR UNRESTRICTED REPORT NOTIFICATION TEMPLATE**

The SARC will complete and submit the 24-hr Notification for all restricted or unrestricted reports to the Installation Commander as a standalone report via an encrypted, unclassified email. The Installation Commander will forward a copy to the MAJCOM SARC who will forward to the MAJCOM/CV and AF/CVS. Do not include PII.

- (1) Assault Occurred: Choose one below
 - a. Assault occurred within the last 30 days
 - b. Assault occurred more than 30 days ago
 - c. Assault occurred prior to military service
- (2) Time: Choose one below
 - a. Daytime; 0600L – 1759L
 - b. Nighttime; 1800L – 0559L
 - c. Multiple (Both day/night due to multiple instances)
 - d. Undetermined
- (3) General Location: Choose one below
 - a. On installation (Includes USAF owned/operated property/transportation)
 - b. Off installation
 - c. Multiple (Both on/off due to multiple instances)
 - d. Undetermined
- (4) Victim Status: Choose one below
 - a. Military (Regardless of Component, Service or Status)
 - b. Civilian (Contractor, DoD Civilian, Military Dependent (18 yrs and Older only), Non-Service affiliated civilian)
 - c. Protected due to restricted report
 - d. Undetermined
- (5) Number of Victim(s):
- (6) Alleged Assailant Status: Choose one below
 - a. Military (Regardless of Component, Service or Status)
 - b. Civilian (Contractor, DoD Civilian, Military Dependent (18 yrs and older only), Non-Service affiliated civilian)
 - c. Protected due to restricted report
 - d. Undetermined
- (7) Number of Alleged Assailant(s): (Number or Unknown)
- (8) Nature/Type of Sexual Assault: Choose one below
 - a. Penetration
 - b. Non-Penetration
 - c. Unknown at this time

- (9) Alcohol Involved: Choose one below
- Yes
 - No
 - Protected due to restricted report
 - Unknown at this time
- (10) Drugs Involved: Choose one below
- Yes
 - No
 - Protected due to restricted report
 - Unknown at this time

- (11) Confirmation that victim was:
- Offered advocacy Services: (Yes/No)
 - An explanation of the DD Form 2910: (Yes/No)
 - Offered medical and mental healthcare: (Yes/No)
 - Informed of eligibility for an SVC: (Yes/No)

PLEASE NOTE: Item 12 is ONLY answered for Unrestricted Reports.

- (12) Commander's Critical Information Requirement (CCIR). Does the sexually based, alleged or confirmed, crime meet one of the following criteria (see note):
- 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
 - Incident warrants higher level command awareness? Yes/No
 - An overturned conviction of a sexually based crime? Yes/No
 - Media Attention? Yes/No
 - Congressional Involvement? Yes/No

Note: If the above answers to the CCIR questions are/or become "Yes" the Installation Commanders will provide CCIR information IAW section 3.9. of this instruction 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.

UNRESTRICTED REPORT BODY EXAMPLE:

- Assault Occurred: Assault occurred within the last 30 days
- Time: Nighttime; 1800L-0559L
- General Location: Off installation
- Victim Status: Military
- Number of Victims: 1
- Alleged Assailant Status: Military - ANG
- Number of Alleged Assailants: 2
- Nature/Type of Assault: Non-Penetration
- Alcohol Involved: Yes
- Drugs Involved: Yes

11. The victim was offered the following:
 - a. Advocacy Services: Yes
 - b. An explanation of the DD Form 2910: Yes
 - c. Medical Services: Yes
 - d. Mental Health services: Yes
 - e. Information on services and eligibility for an SVC: Yes
12. CCIR Criteria Met: No. If yes, state what CCIR criteria was met.

RESTRICTED REPORT BODY EXAMPLE:

1. Assault Occurred: Assault occurred within the last 30 days
2. Time: Nighttime; 1800L-0559L
3. General Location: Off installation
4. Victim Status: Protected due to restricted report
5. Number of Victims: 1
6. Alleged Assailant Status: Protected due to restricted report
7. Number of Alleged Assailants: 2
8. Nature/Type of Assault: Penetration
9. Alcohol Involved: Protected due to restricted report
10. Drugs Involved: Protected due to restricted report
11. The victim was offered the following:
 - a. Advocacy Services: Yes
 - b. An explanation of the DD Form 2910: Yes
 - c. Medical Services: Yes
 - d. Mental Health services: Yes
 - e. Information on services and eligibility for an SVC: Yes

Note: Answer all items on the template and DO NOT add additional information

Attachment 3**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).

Note¹: 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.

Note²: 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)

Date

MEMORANDUM FOR VICTIMS FIRST O-6 ORGANIZATIONAL SYMBOL
SUBJECTS FIRST O-6 ORGANIZATIONAL SYMBOL
INSTALLATION 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.

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.
 - 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.

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
 - a. On installation (Includes USAF owned/operated property/transportation)
 - b. Off installation
 - c. Multiple (Both on/off due to multiple instances)
 - d. Undetermined
- c. Date Assault Occurred.
- d. Time. Choose one below:
 - a. Daytime; 0600L – 1759L
 - b. Nighttime; 1800L – 0559L
 - c. Multiple (Both day/night due to multiple instances)
 - d. 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.
- 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).

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.
- Victim offered medical care and date referred.
 - Victim offered mental health services and date referred.
 - 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:
- 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.
 - 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:
- Date the victim's safety assessment was conducted.
 - High-Risk Response Team assembled? Yes/No
 - Military Protective Order issued? Yes/No, Date issued
 - 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:
- Date victim is informed of ET option.
 - Date requested ET (If requested within 8-days).
 - 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:
- Date the victim was informed of Special Victim's Counsel.
 - 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
 - e. Congressional Involvement? Yes/No

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

Info Copies:

1. 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.
2. Victim and subjects wing commanders forward to the first G/FO and the MAJCOM SARC in the respective chain of command.
3. MAJCOM SARC will provide to the MAJCOM/CV and AF/CVS.

Attachment 4**COMMANDERS CRITICAL INFORMATION REQUIREMENT (CCIR) TEMPLATE
FOR SEXUAL ASSAULTS**

The Installation Commanders will complete the CCIR and submit to the Installation Command Post via an unclassified email. CCIRs are NOT completed for restricted reports.

- (1) Incident type to include which of the four criteria identified is met.
- (2) Who is involved:
 - a. Alleged offender (s). Provide grade, gender, unit of assignment, position, and any other relevant information.
 - b. Victim(s). Provide generic identifiers ONLY (e.g., grade or rank; gender). Do NOT include names, addresses, and any other personally identifiable information, even if public knowledge or in the news.
- (3) What: description of incident (short narrative case synopsis);
- (4) When: date and time of incident and/or report;
- (5) Where: location of incident (no personal addresses);
- (6) Actions Taken: response to date, if applicable; and,
- (7) Any Other Factors: e.g., international interest.

Attachment 5**COMMANDER'S MEMORANDUM FOR EXPEDITED TRANSFERS**

MEMORANDUM FOR XX WG/CC DATE/Time

FROM: XX SQ/CC

SUBJECT: Expedited Transfer of Military Service Member

1. Name:
2. Grade:
3. SSAN:
4. AFSC:
5. Time and Date of Request:
6. Does the member have assignment action/limitation codes in his/her personnel file? (If so, please explain)
7. Does the member have an assignment action pending? (If so, please explain)
8. Does the member request join spouse? (If so, please have spouse and spouse's commander complete the join spouse letter. Sample can be found on the SAPR SharePoint site. This additional letter will be required to complete the member's vMPF application.)
9. Military Spouse Name and SSAN:
10. Is the member currently protected under Family Advocacy Program for the expedited transfer assignment action IAW DoDD 6400-1, DoDI 6400.06, AFGM 5, and AFI 40-301?
11. Are there any potential factors that could disqualify or restrict Airman from performance of duties? If yes, please explain.
12. I have considered the needs of the Air Force, the Airman's career, and the Airman's healing process and I endorse the following assignment preferences:
(Note: If the victim is requesting an OCONUS location, please refer to AFI 36-2110, *Assignments*)
 - 1)
 - 2)
 - 3)

13. Airmen must meet retainability requirements IAW AFI 36-2110 para 2.29. in conjunction with Table 2.5.. I have counseled the Airmen on this requirement. (Any retainability inquiries may be addressed via the Airman's servicing MPS)
14. I have considered the circumstances regarding the incident, current circumstances driving the request and how the reassignment provides the support that the victim is seeking. I recommend **approval/disapproval** of this request.
 - (1) If denied, the CC must provide a reason for the denial. This may be accomplished on this memo or under a separate attachment. Denial justification must be provided to the SARC for forward to MAJCOM SARC.
15. If you have questions please contact me at (insert Commander's contact information).

Please Note: Once signed, the letter will be delivered back to the SARC. Please note that the process, including the Wing Commanders signature, must be accomplished within 72 hours (consecutive hours; including weekends and holidays) IAW NDAA FY12 (Public Law 112-81 – Dec 31, 2011, section 673). Any additional review level must be accomplished within 72 hours, as well.

Squadron Commander Signature Block

DATE/TIME

1st Ind, XX WG/CC

MEMORANDUM FOR HQ AFPC/DPAPH

I **approve/disapprove** the reassignment for (insert VICTIM NAME).

If denied, then a brief reason for the denial must be included. The SARC must provide this to the MAJCOM SARC.

Installation or Host Wing Commander Signature Block

DATE/TIME

2d Ind, XX XX/CC

MEMORANDUM FOR HQ AFPC/DPAPH

(Include date and time that request was sent to higher level review and document the date and time the review was received back to SARC)

I **approve/disapprove** the reassignment for (insert VICTIM NAME).

If denied, then a brief reason for the denial must be included. The SARC must provide this to the MAJCOM SARC.

GO/FO Signature Block

DATE/TIME

3rd Ind, XX XX/CV

MEMORANDUM FOR HQ AFPC/DPAPH

(Include date and time that request was sent to higher level review and document the date and time the review was received back to SARC)

I **approve/disapprove** the reassignment for (insert VICTIM NAME).

If denied, then a brief reason for the denial must be included. The SARC must provide this to the MAJCOM SARC.

MAJCOM/CV Signature Block