



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY

18 Nov 2024

MEMORANDUM FOR US AIR FORCE ACADEMY, 10 ABW, AND PREPARATORY SCHOOL COMMANDERS AND FIRST SERGEANTS

FROM: Director, Integrated Prevention and Response, CVV

SUBJECT: Updates to Sexual Assault Reporting Options and Procedures

BLUF: The Department of Defense continues to update Sexual Assault Prevention and Response (SAPR) Program policies in response to the Independent Review Commission on Sexual Assault in the Military report to Congress and the Deputy secretary of Defense. The purpose of this memorandum is to communicate some of the more significant recent updates to DODI 6495.02, vol 1, *Adult Sexual Assault Prevention and Response: Program Procedures*.

*Note- the use of the term “victim” is to retain consistency with policy and guidance; however, it should be noted that many individuals who survive sexual violence consider themselves “survivors” and not victims.

1. Mandatory Reporting Requirement – A commander retains their duty to immediately contact the SAPR office and the Military Criminal Investigative Organization upon being notified of a sexual assault, WHETHER OR NOT the sexual assault victim or suspect is in their own chain of command (CoC). All G-series orders Commanders, regardless of CoC, are mandatory reporters. All First Sergeants and Senior Enlisted Leaders, also known as the “Command Triad,” are mandatory reporters regardless of CoC.

a. USAFA AMTs in the victim’s/survivor’s chain of command are mandatory reporters.

b. With respect to Club Officers in Charge (OICs), mandatory reporting requirements revert to the Club OICs AFSC/primary duty. Being a Club OIC does not on its own make someone a mandatory reporter.

2. “Victim’s Commander’s Package” - To convey critical victim information and any victim needs to the commander, DOD will develop and issue a standardized template for recommendations for victim care and support for unrestricted reports, “Victim’s Commander’s Package.” When this package is released for use, USAFA SAPR personnel will provide training to commanders regarding this package upon notification of receipt of an unrestricted report.

3. Law Enforcement (LE) Sexual Assault Victim Disclosure Exception – This update allows LE victims to disclose during personal conversations that they are a victim of sexual assault to other LE personnel (who are not in the victim’s chain of command), without prompting the requirement for command notification or initiation of an investigation. The LE personnel receiving the disclosure must ask the victim if they want the conversation to remain private. If so, the LE personnel receiving the information will assume a non-LE personnel role and encourage the victim to contact the SAPR office. If the LE sexual assault victim wishes to report

the sexual assault to law enforcement, then it becomes a professional conversation, and the LE Victim Disclosure Exception does not apply.

4. Sexual Assault Reporting and Services for DoD Civilians – DoD Civilians are eligible to file a Restricted or Unrestricted Report with the SAPR office, and are eligible for immediate crisis intervention, and referrals to available resources. DoD civilian employees (who are not adult dependents of Service members or in the Reserve Component) who elect to file a report of adult sexual assault will use the newly developed DD Form 2910-8, *Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault*, which aims to better clarify resources and supports available specifically for DoD Civilians.

5. Convalescent Leave – As a reminder, convalescent leave is available to sexual assault victims who file both unrestricted and restricted reports. Adult sexual assault victims who file a restricted report and wish to request convalescent leave may coordinate with the SAPR office, who will connect them with the Sexual Assault Medical Manager to triage those requests.

6. CATCH a Serial Offender Program – As a reminder, eligible adult sexual assault victims may submit a CATCH entry without having to file an unrestricted or restricted report. This may be requested via the SAPR office.

7. Retaliation – The SAPR office is available to offer resource referrals for adult victims who report retaliation, reprisal, ostracism, maltreatment, or sexual harassment.

8. If there are any questions surrounding the matters included in this memorandum, the USAFA SAPR Team is standing by to assist and provide additional training, as requested. You may contact Ms. Lisa Pokorny, Chief, Integrated Response, at lisa.pokorny@afacademy.af.edu; Ms. Heidi Huff, Sexual Assault Response Coordinator, at heidi.huff@afacademy.af.edu; Ms. Kelli Adams, at kelli.adams@afacademy.af.edu; or Capt Kyra Sedej, at: kyra.sedej@afacademy.af.edu. SAPR leadership may also be reached telephonically at 333-5389, or 24/7 via the **SAPR response hotline** at **333-7272**.

SONJA STRICKLAND, GS-15, DAF
Director, Integrated Prevention and Response