



Defense Logistics Agency **INSTRUCTION**

DLAI 6495.02
Effective Date April 12, 2017

Accountable Office: DLA Human Resources Services, DHRS-DE (J1)

SUBJECT: Sexual Assault Prevention and Response Program

References: See Enclosure 1.

1. PURPOSE.

a. Comply with Department of Defense (DoD) Directive 6495.01, Sexual Assault Prevention and Response (SAPR) Program and DoD Instruction 6495.02, DoD Sexual Assault Prevention and Response Program Procedures, (References (a) and (b)) and Defense Logistics Agency (DLA) General Order 14-16.

b. Establishes policy, assign responsibilities, and prescribe procedures for the SAPR program for all DLA personnel regardless of location.

c. Establishes SAPR Program standards, response protocols, and training requirements.

d. Establishes the multidisciplinary Sexual Assault Review Team (SART) (see Glossary) for case tracking of sexual assault reports involving DLA personnel.

e. Incorporates and cancels Directive-Type Memorandum 16-010 (Reference (f)).

2. APPLICABILITY. This Instruction applies to all DLA activities.

3. DEFINITIONS. Refer to Glossary.

4. POLICY. It is DLA policy to ensure a culture free of sexual assault through an environment of prevention, education and training, standard response protocols, victim support, and appropriate accountability that enhances the safety and well-being of all Agency personnel.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3.

7. INTERNAL CONTROLS.

a. DLA Human Resources, Enterprise Operations will assess the implementation and compliance of the SAPR program through site assist visits and quality assurance visits.

b. Required annual training will be tracked via DLA Learning Management System (LMS) for compliance.

8. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DLA Issuances Website.

9. EXPIRATION DATE. This issuance will be reissued or cancel by the fifth anniversary of its publication date. If not, it will automatically expire effective April 12, 2027.



ANDREW E BUSCH
Director, DLA

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Enclosure 1 – References

Enclosure 2 – Responsibilities

Enclosure 3 – Reporting Options and Procedures

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 6495.01, Sexual Assault Prevention and Response (SAPR) Program, dated January 23, 2012, Incorporating Change 2, January 20, 2015
- (b) DoD Instruction 6495.02, Sexual Assault Prevention and Response Program (SAPR) Procedures, dated March 28, 2013, Incorporating Change 2, July 7, 2015
- (c) DoD Instruction 6495.03, Defense Sexual Assault Advocate Certification Program (D-SAACP), September 10, 2015
- (d) DoD Instruction 5505.18, Investigation of Adult Sexual Assault in the Department of Defense, 25 January 2013, as amended
- (e) DoD Instruction 5505.19, Establishment of Special Victim Investigation and Prosecution (SVIP) Capability within the Military Criminal Investigative Organization (MCIOs), February 3, 2015, Incorporating Change 2, March 23, 2017
- (f) Directive-type Memorandum (DTM) 16-010, Defense Logistics Agency Sexual Assault Prevention and Response Program (hereby cancelled)
- (g) Directive-type Memorandum (DTM) 15-002, Commander's Critical Information Requirements (CCIR) Reporting Policy Changes, April 02, 2015, Incorporating Change 2, October 29, 2015
- (h) Air Force Instruction 90-6001, Sexual Assault Prevention and Response (SAPR) Program, May 21, 2015
- (i) Army Regulation 600-20, Chapter 8, Sexual Assault Prevention and Response Program, November 6, 2014, as amended
- (j) OPNAV Instruction 1752.1C, Navy Sexual Assault Prevention and Response Program, August 13, 2015
- (k) Marine Corps Order 1752.5B, Sexual Assault Prevention and Response (SAPR) Program, March 1, 2013

ENCLOSURE 2
RESPONSIBILITIES

1. DIRECTOR DLA (DLA-D), In Accordance With (IAW) the authority in References (a) and (b), will:

- a. Direct the implementation and maintenance of the SAPR program.
- b. Oversee the SAPR program and ensure appropriate allocation of resources to the program.
- c. Require that sexual assault victims receive appropriate and responsive care and the DLA SAPR program serves as the single point of contact for coordinating care for victims.
- d. Ensure Primary Level Field Activity (PLFA), J Code, and D Staff Directors and Commanders are accountable for implementing and executing the SAPR program consistent with this instruction.
- e. Ensure the protection of SAPR program personnel from retaliation, reprisal, ostracism, or maltreatment in the execution of their duties and responsibilities.
- f. Require special training for key personnel, including supervisors (officer, enlisted, civilian) and first responders to ensure a thorough understanding of the DLA SAPR program reporting procedures.
- g. Meet with the SAPR Program Manager (SAPR PM) within 30 days of assumption of duties and regularly after that for program updates and case status.
- h. Require a Commander's Critical Incident Report (CCIR) per Reference (g) for every alleged incident of sexual assault brought to a supervisor, commander, or director's, attention.
- i. The CCIR will meet the criteria for the DoD required Sexual Assault Incident Response Oversight (SAIRO) Report, as required per Reference (b).

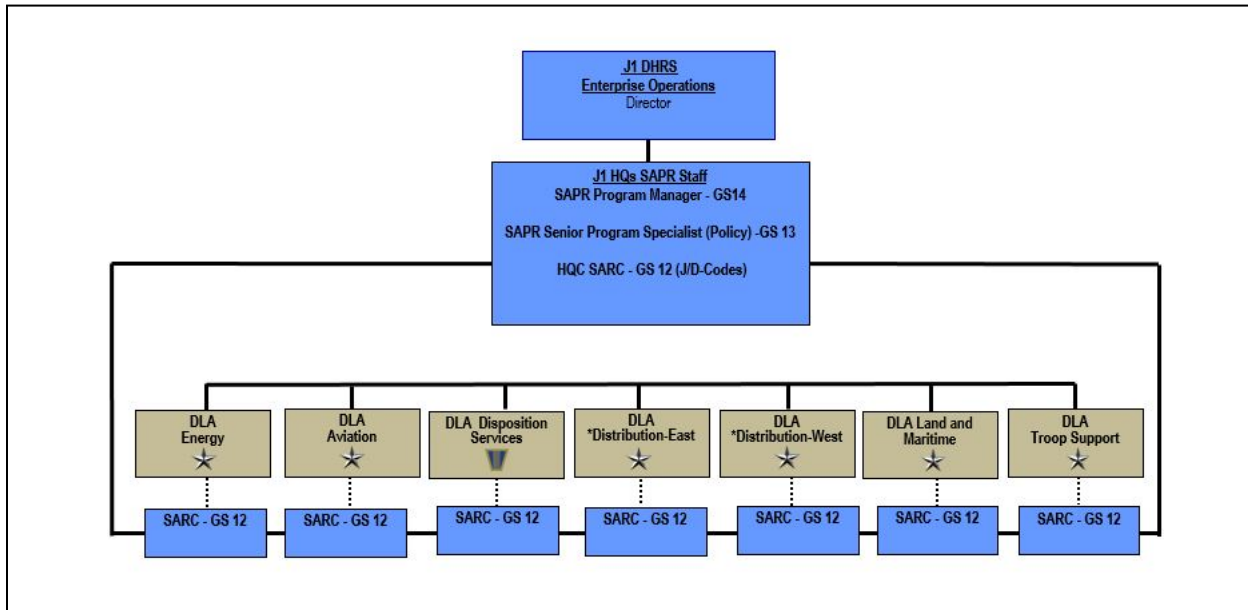
2. DIRECTOR DLA HUMAN RESOURCES (J1), under the authority, direction, and control of the Director, DLA, will:

- a. Oversee, staff, support, fund, and allocate resources to the SAPR Program, including non-labor funds for prevention and awareness materials, office supplies, training, and travel.
- b. Execute Sexual Assault Response Coordinator (SARC) recruitment, hiring, professional development, education and any other required training IAW Reference (b) and (c), for the SAPR personnel shown in Figure 1.

(1) A full-time Headquarters (HQ) SAPR PM, a full-time SAPR Program Specialist and a full-time J/D Code/Headquarters Complex (HQC) SARC.

(2) Assign a full-time SARC for each DLA PLFA to serve as the primary point of contact and subject matter expert for the SAPR program for their assigned Command Area of Responsibility (AOR). DLA Distribution will be divided into east and west regions for the SAPR program and will have two full-time SARCs.

Figure 1. Sexual Assault Prevention and Response (SAPR) Organizational Chart



- c. Meet with the SAPR PM within 30 days of assumption of duties and regularly after that for program updates.
- d. Oversee policies and procedures on response protocols and SAPR resources.
- e. Ensure the SAPR PM has direct, unimpeded access to the DLA-D for SAPR matters.
- f. Require immediate notification to the DLA SAPR Hotline at 1-800-841-0937 and/or assigned SARC for every reported incident of sexual assault allegation known to personnel in a supervisory role.
- g. Ensure the SAPR program serves as the single point of contact for coordinating care for victims of sexual assault.
- h. Include standard SAPR questions in organizational climate assessments as a probative tool to assess awareness of the SAPR program and resources. Include the HQ SAPR PM in assessment results to coordinate follow-on actions in response to results.
- i. Establish procedures to protect SAPR personnel and individuals who report an assault from retaliation, reprisal, ostracism, or maltreatment related to the execution of their duties and responsibilities.

j. Ensure SAPR is a key component in DLA Resiliency program initiatives.

k. Require Memorandums of Understanding and/or Agreement (MOU/MOA) or equivalent support agreements, when deemed necessary by legal counsel. Agreements will address the coordinated response efforts and resources, the administration of reporting options and advocacy.

l. Ensure the development of annual SAPR training, web-based LMS training and in-person training, for DLA employees utilizing the core competencies as required by DoD Sexual Assault Prevention and Response Office (SAPRO).

m. Ensure the Employee Assistance Program (EAP) is an available resource for the SAPR Program. EAP can provide limited services to include legal, counseling, and support referrals.

n. Ensure compliance with notification requirements IAW DLA CCIR policy, Category 1, Number 3, of "any known allegations of sexual assault involving DLA personnel (including the alleged perpetrator and/or victim)" outlined in Reference (g).

3. CHIEF OF STAFF DLA will:

a. Ensure implementation of SAPR policies and procedures throughout the D Staff, to include the immediate notification to the DLA SAPR Hotline at 1-800-841-0937 and/or assigned SARC for every alleged incident of sexual assault brought to a D Staff Director's or a supervisor's attention.

b. The SAPR PM is the single point of contact and subject matter expert for the Chief of Staff for all SAPR-related matters.

c. Ensure compliance with the notification requirement IAW DLA CCIR policy, Category 1, Number 3, of "any known allegations of sexual assault involving DLA personnel (including the alleged perpetrator and/or victim)" IAW Reference (g).

4. DLA PLFA COMMANDERS will:

a. Implement the SAPR program consistent with this instruction.

b. Require immediate notification to the DLA SAPR Hotline at 1-800-841-0937 and/or assigned SARC for every reported incident of sexual assault allegation(s) brought to his or her, or a supervisor's attention.

c. Comply with the notification requirements IAW DLA CCIR, Category 1, Number 3, of "any known allegations of sexual assault involving DLA personnel (including the alleged perpetrator and/or victim)" outlined in Reference (g).

(1) The victim's commander is responsible for submitting the CCIR and will use the limited SAPR CCIR distribution list and template within this Instruction. (Enclosure 5.)

(2) The SARC will coordinate with the victim's supervisor to ensure the necessary information is provided to the PLFA Commander within the required timeframe for the CCIR.

(3) If the victim is within a DLA Regional AOR, the Regional Commander is responsible for submitting the CCIR, using the limited distribution list and template in this Instruction. The Regional Commander will ensure immediate notification to the victim's PLFA Commander or J/D Code Director, as appropriate.

(4) If the alleged offender is a DLA employee and the victim is not a DLA employee, the alleged offender's commander will submit the DLA CCIR.

d. Oversee their assigned SARC and ensure implementation of the SAPR program throughout the PLFA AOR IAW this Instruction. DLA Distribution have east and west regions for the SAPR program and two full-time SARCs, IAW Figure 1.

e. Include the SARC as a member of the command team and ensure direct, unimpeded access.

(1) The SARC will be the single point of contact and subject matter expert for the PLFA Commander for all SAPR related matters.

(2) Meet with the assigned SARC within 30 days of taking command for SAPR training.

(3) Meet regularly (non-delegable below deputy) with the SARC on SAPR responsibilities and commander intent for implementation throughout the AOR. Consider command climate and culture to determine the best approach to reach the workforce.

f. Adhere to standards for command assessment of organizational climate, including periodic follow-up assessments as required. The commander will include the SARC in survey results and develop a plan to address SAPR concerns.

g. Support existing MOU/MOAs with civilian and military agencies to ensure local referrals for healthcare (including a Sexual Assault Forensic Exam (SAFE)) and support are provided to sexual assault victims. Consult with legal counsel and the SAPR PM to decide if a MOU or MOA is necessary.

h. Chair the SAPR SART (non-delegable below deputy).

i. Hold meetings monthly to address systemic concerns, response protocols, case updates and other SAPR matters. The SARC will develop agenda items and topics.

j. Attend the Case Management Group (CMG), IAW Reference (b), at the hosting military service installation when a case involving DLA personnel is being reviewed. Attendance may be in person or telephonic as needed. Coordination of attendance will occur between the military service SARC and the DLA SARC.

k. Coordinate with the SAPR PM to include SAPR awareness training in all command pre-deployment training schedules.

5. J/D CODE DIRECTORS will:

a. Ensure implementation of SAPR policies and procedures, which include immediate notification to the DLA SAPR Hotline at 1-800-841-0937 and/or assigned SARC for every alleged incident of sexual assault brought to their or a supervisor's attention.

b. Comply with notification requirement IAW DLA CCIR, Category 1, Number 3, of "any known allegations of sexual assault involving DLA personnel (including the alleged perpetrator and/or victim)" in Reference (d).

(1) Submit the CCIR and use the limited SAPR CCIR distribution list and template in this Instruction. See Enclosure 5.

(2) The SARC will coordinate with the victim's supervisor to provide the necessary information to the J or D code director within the required timeframe for the CCIR.

(3) If the alleged offender is a DLA employee/contractor and the victim is not a DLA employee or contractor, the alleged offender's J/D Code Director will submit the DLA CCIR.

c. Meet with the HQs J/D Code SARC within 30 days of assuming the Director position and regularly after that.

d. Ensure the HQ J/D Code SARC has direct, unimpeded access to the J/D Code Director for SAPR matters.

e. Use the HQ J/D Code SARC as the single point of contact and subject matter expert for all SAPR matters within your organization.

f. Participate in the SART as needed (non-delegable below deputy), and direct subordinate leaders to attend when they supervise a victim of an open case. Meetings will address systemic concerns, response protocols, case related updates and other SAPR related matters.

g. Attend the CMG, IAW Reference (b), at the hosting military service installation when a case involving DLA personnel is being reviewed.

(1) Direct the appropriate subordinate leader who supervises the victim to attend as requested by the SARC. Attendance may be in person or telephonic as needed.

(2) Coordination of attendance will occur between the military service SARC and the DLA SARC.

e. Include SAPR awareness training in all pre-deployment training schedules. Coordinate with the SAPR PM to provide the brief.

6. DLA GENERAL COUNSEL (DG) will:

a. Provide legal advice and assistance on proposed policies and guidance and other aspects of the SAPR program.

b. Assign a primary and alternate counsel at each PLFA as the subject matter expert for all SAPR matters. Ensure assigned counsel receive initial and ongoing SAPR training.

c. Ensure attendance of the appropriate counsel at each SART.

7. DLA OFFICE OF THE INSPECTOR GENERAL (DLA OIG) will:

a. Immediately notify the SARC or SAPR PM of all reports of alleged sexual assault brought to their attention. If a DLA OIG agent is notified before the SARC has contact with the victim, the DLA OIG agent will immediately offer the victim SAPR services and contact the DLA SAPR Hotline at 1-800-841-0937 or a collocated DLA SARC to speak with the victim.

b. Once the SARC engages with the victim, assist the SARC, as needed, with immediately notifying the appropriate investigative agency; military criminal investigative organization (MCIO), and/or appropriate Federal, State, or local law enforcement agency of any alleged sexual assault brought to their attention IAW References (b), (e) and (h).

(1) The SAPR PM will coordinate with DLA OIG.

(2) The SARCs cannot provide case-related and victim information to DLA OIG agents without the victim's consent. The SARC is not under any obligation or duty to inform investigators or commanders about communications with a victim and will not produce a report or disclose the communications surrounding the report. If commanders or law enforcement ask about the report, disclosures can only be made IAW exceptions to the Military Rules of Evidence (MRE) 514 or MRE 513 privilege, and exceptions to local statutes and laws, as applicable, per Reference (b).

c. Ensure the appropriate DLA OIG agent attends the monthly SART.

d. Ensure DLA OIG personnel receive specialized SAPR training IAW their duties.

8. DLA INSTALLATION SUPPORT (DS) DIRECTOR will:

a. Ensure appropriate response to all reports of sexual assault IAW this Instruction.

b. Ensure DS Site Directors provide SAPR personnel with appropriate and secure private offices and furnishings, to include a locking file cabinet.

c. Ensure DS Site Directors support SAPR community awareness campaigns.

d. Coordinate with the SAPR PM to include specialized SAPR training for the DS Site Directors to address specific areas of concern for host sites.

9. DLA INSTALLATION SUPPORT SECURITY AND EMERGENCY SERVICE (DS-S), under the authority, direction, and control of the Director, DS, will:

a. Develop and disseminate sexual assault incident response procedures IAW this Instruction and in coordination with the SAPR PM.

b. Immediately notify the DLA SAPR Hotline at 1-800-841-0937 and/or assigned SARC for every reported incident of sexual assault allegation(s) brought to their attention.

c. Develop procedures to ensure Security and Emergency Service personnel are trained at initial hire and annually after that, IAW the core competencies outlined in Reference (b). Coordinate SAPR annual training with the SAPR PM as outlined in Enclosure 7. The SAPR PM will assign a SARC to facilitate training.

10. DLA OFFICE OF THE CHAPLAIN will:

a. Provide pastoral care and/or referrals to victims of sexual assault and alleged offenders who request it, through various means such as in-person, telephonically, or video teleconference.

b. Assist in educating DLA personnel on sexual assault reporting options, where applicable, and refer individuals to the SARC as appropriate.

c. Participate in SAPR awareness campaigns and support the HQs SAPR staff with outreach initiatives.

11. DLA EQUAL EMPLOYMENT OPPORTUNITY OFFICE (DLA DO) will:

a. Coordinate with the HQ, DLA SAPR PM to help educate DLA personnel on the differences between sexual assault and sexual harassment, and the importance of seeking guidance from a SARC before seeking guidance from DLA DO to ensure protecting victim reporting options.

b. Use the preamble created in coordination with the DLA SAPR PM, to ensure individuals pursuing a sexual harassment complaint are afforded SAPR options before any potential disclosure of a sexual assault.

c. Immediately contact the SARC if a complaint of sexual harassment meets the criteria for sexual assault, defined as intentional sexual contact without the person's consent.

d. Ensure the appropriate DLA DO manager attends the monthly SART, as appropriate.

12. DLA HUMAN RESOURCES SERVICES, MILITARY PERSONNEL (DHRS-M) will:

a. Help ensure all military personnel assigned to DLA receive annual SAPR training required by their military service.

(1) Provide the SAPR PM with quarterly rosters of all military personnel assigned to DLA.

(2) Ensure SAPR training, coordinated by a DLA SARC, is entered into the service member's training record IAW the Military Service policies.

b. Include SAPR in the check-in process for all active duty military personnel attached to DLA.

(1) Provide DLA SAPR information during the check-in process.

(2) During check-in, identify service members with active DoD Sexual Assault Advocate Credentialing Program (D-SAACP) certification and give this information to the SAPR PM for follow-up contact. Service members may not be able to act as a Victim Advocate (VA) or SARC while attached to DLA because of the unique nature of the DLA SAPR program. The SAPR PM and service member's DLA leadership will decide on a case by case basis. If both approve, the SAPR PM appoints the service member in writing.

13. DIRECTOR DLA JOINT RESERVE FORCES will:

a. Ensure immediate notification to the DLA SAPR Hotline at 1-800-841-0937 and/or assigned SARC for every alleged incident of sexual assault brought to their attention. This notification will occur during drilling status, regardless of location, to ensure proper coordination of care.

b. Help ensure all military personnel assigned to DLA receive annual SAPR training as required by their military service. Coordinate with the SAPR PM to ensure meeting service specific requirements.

c. Include the SARC in the check-in process for service members.

d. Identify service members with active D-SAACP certification upon assignment to DLA and provide this information to the SAPR PM.

e. Provide the SAPR PM with annual training schedule for drilling sites and roster of Reserve Commanders for outreach and coordination of SAPR training and response.

14. DLA PUBLIC AFFAIRS (DP) will:

a. Help develop and execute a communication plan and other messaging for the SAPR Program. The communication plan serves as a means to educate DLA employees and provide information to the public on DLA's SAPR Program and policy on response to sexual assault.

b. Provide media relations advice and guidance, on request, to victims of sexual assault and SAPR personnel who may be approached by the media.

c. Safeguard the privacy of sexual assault victims and alleged offenders when dealing with the media.

15. DLA HQ SAPR PM will:

a. Have direct unimpeded access to the DLA-D on SAPR matters.

b. Serve as DLA's single point of contact for integrating and coordinating the DLA SAPR

Program, enterprise-wide.

- c. Supervise and provide guidance to the SARCs.
- d. Have and maintain the D-SAACP credentials according to Reference (b).
- e. Provide program policy, guidance, and procedures IAW all DoD SAPR policy and other related provisions as appropriate, to include but not limited to Defense Task Force on Sexual Assault in the Military Services and U.S. Government Accountability Office recommendations, and other evidence-based best practices.
- f. Track all reports of sexual assault and comply with the 24-hour notification requirements, per Reference (b), as well as the DLA CCIR requirements and DoD CCIR requirements, while maintaining appropriate confidentiality. Information on a sexual assault allegation will only be released to personnel with an official need to know or as authorized by law.
- g. Track and monitor civilian training compliance through LMS throughout the enterprise and maintain liaison with all departments.
- h. Ensure sexual assault awareness, prevention, training, and victim advocacy is available and provided to all personnel throughout the agency through coordination with service branch SAPR programs and civilian agencies.
- i. Evaluate the effectiveness of DLA's SAPR program and victim advocacy services, and report to the DLA-D, Commanders, Directors, and DLA Leadership.
- j. Coordinate with the DLA Public Affairs in developing a communications plan to inform and educate the DLA workforce about SAPR policies and awareness campaigns.
- k. Develop the non-labor budget for the SAPR program.
- l. Conduct quality assurance and program inspection visits throughout the enterprise to ensure compliance with program implementation.
- m. Coordinate annual training for SAPR staff to maintain required D-SAACP credentialing.

16. DLA SARCs will:

- a. Have direct unimpeded access to the PLFA Commander and J/D Code Directors on SAPR matters.
- b. Implement the SAPR Program for designated AOR IAW this Instruction and DLA SAPR PM guidance.
- c. Provide crisis intervention, referrals, and ongoing non-clinical support to victims of sexual assault, if requested by the victim.
- d. Coordinate SAPR training for DLA personnel upon integration/hire using military and

civilian subject matter experts and materials vetted through the HQ SAPR PM.

e. Help evaluate the effectiveness of the DLA SAPR program. Review results and concerns with commanders, DLA leadership, and the HQ SAPR PM.

f. Maintain roster of service member victim advocates and provide updates to DLA HQ SAPR PM as necessary.

g. Notify the DLA HQ SAPR PM of all sexual assault reports involving DLA personnel, using the DLA SAPR PM notification format, see Enclosure 5, and a monthly case matrix for tracking and statistical purposes. If appropriate, the SARC will ensure the SAPR PM is notified of the need for a DoD CCIR, based on the criteria provided in Enclosure 5. Sanitize notifications of Personally Identifiable Information.

h. Help the PLFA Commander and J/D Code Directors with the DLA CCIR reporting process for unrestricted reports of sexual assault IAW Reference (g). Sanitize all reports of Personally Identifiable Information

i. Notify the appropriate military SARC of service member sexual assault reports filed on the Victim Reporting Preference Statement, DD Form 2910 for case management and entry into the DoD Sexual Assault Incident Reporting Database.

j. Coordinate with the service branch installation SARC about incidents occurring on a service branch installation for necessary command notifications and case management, as necessary.

k. Have and maintain the D-SAACP credentials according to Reference (b) and (c).

APPENDIX 1: CCIR/SAIRO TEMPLATE**DLA SAPR Commander's Critical Incident Report (CCIR)
Sexual Assault Incident Report Oversight Report (SAIRO)**

VICTIM INFORMATION			Check if not applicable: <input type="checkbox"/>
Organization (PLFA or J/D Code):	Org Code:	Duty Station:	
Grade/Rank:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
SAPR Services: <input type="checkbox"/> Accepted (spoke to SARC) <input type="checkbox"/> Declined (spoke to SARC) <input type="checkbox"/> Not Offered			
VICTIM'S Commander/Director			
Notified of Incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Notified:	
Grade/Rank	Last Name	First Name	MI
Email:		Phone:	
VICTIM'S Immediate Supervisor			
Notified of Incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, Date Notified:	
Grade/Rank	Last Name	First Name	MI
Email:		Phone:	Duty Station:
Service Affiliation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, Service Branch:	Status: <input type="checkbox"/> Active Duty <input type="checkbox"/> Reservist <input type="checkbox"/> National Guard <input type="checkbox"/> Dependent	
Parent Command:		Date DD2910 Signed:	
Service SARC Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Notified:	SARC's Name:	
Did incident occur while victim was TDY? <input type="checkbox"/> Yes <input type="checkbox"/> No	Location:	Base Commander Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
ALLEGED OFFENDER INFORMATION			Check if not applicable: <input type="checkbox"/>
Organization (PLFA or J/D Code):	Org Code:	Duty Station:	
Grade/Rank:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
ALLEGED OFFENDER Commander/Director – Same as Victim's Commander/Director? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Submitting Authority? Check if YES: <input type="checkbox"/>		Date Notified:	

(Note: check only if victim has no DLA affiliation)			
Grade/Rank	Last Name	First Name	MI
Email:		Phone:	
Service Affiliation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Service Branch:	Status: <input type="checkbox"/> Active Duty <input type="checkbox"/> Reservist <input type="checkbox"/> National Guard <input type="checkbox"/> Dependent	
Parent Command:		Date Notified:	
INCIDENT INFORMATION			
Date of Incident: <input type="checkbox"/> Known: _____ <input type="checkbox"/> Estimated: _____ <input type="checkbox"/> Unknown			
Approximate Time of Incident: <input type="checkbox"/> 0000-0600 <input type="checkbox"/> 0600-1200 <input type="checkbox"/> 1200-1800 <input type="checkbox"/> 1800-2400			
General Location of Incident:			
INVESTIGATION & ADMINISTRATIVE ACTION			
Law Enforcement Agency with Jurisdiction:		If Civilian, Name of Agency:	
Law Enforcement Agency Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, Date Notified:	If NO, Why Not? <input type="checkbox"/> Victim Declined <input type="checkbox"/> Other (explain):	
Criminal Case Number:		Lead Agent (name and phone number):	
Nature/Type of Sexual Assault Investigated:			
Forensic Exam? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, Date:	Hospital/MTF Location:	
Did victim receive DD Form 2701, Initial Information for Victims and Witnesses of Crime? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Declined			

Were any of the following actions taken? If yes, provide official date of action.

- DLA No-Contact Order Issued
- Civilian Protective Order Issued
- Military Protective Order Issued
- Alleged Offender Placed on Telework
- Victim Requested Telework
- Subject Transferred to Another Department or Work Site (Location: _____)
- Victim Requested Transfer (Location: _____)
- Alleged Offender Placed on Administrative Leave (with or without pay)
- Pretrial Confinement (Location: _____)
- Alleged Offender Returned to Parent Command
- Victim returned to Parent Command
- Other (explain):

ENCLOSURE 3REPORTING OPTIONS AND SEXUAL ASSAULT REPORTING PROCEDURES

1. DOD REPORTING OPTIONS. Service members, National Guard (NG) and Reserve members, and military dependents 18-years old and older (referred to hereafter as “DoD Qualifying Victims”) who are victims of sexual assault have two reporting options: Unrestricted or Restricted Reporting. DoD favors the Unrestricted Reporting of sexual assault, however, it may represent a barrier for victims to access services if the victim desires no command or DoD law enforcement involvement. Consequently, the DoD recognizes a fundamental need to provide a confidential disclosure vehicle via the Restricted Reporting option.

a. Unrestricted Reporting. DoD Qualifying Victims have the option of electing an Unrestricted Report, as in Reference (a). This reporting option triggers an investigation by an MCIO, command notification, and allows a person who has been sexually assaulted access to healthcare treatment, the assignment of a SARC and on-going advocacy, as desired. The SARC will explain the contents of the Victim Reporting Preference Statement, DD Form 2910, and request that the victim elect a reporting option in writing. Once the victim elects the Unrestricted Reporting option, they may not change from an Unrestricted to a Restricted Report. When a sexual assault is reported through the chain of command, the SARC shall be notified immediately. The SARC will respond in-person or telephonically, depending on location, and offer the victim healthcare treatment, a SAFE (if appropriate), and inform the victim of available resources. The responsible MCIO will provide the victim a completed DD Form 2701, “Initial Information for Victims and Witnesses of Crime.” (Find DD Form 2701 at the DoD Forms Program website <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>)

b. Restricted Reporting. DoD Qualifying Victims may elect a Restricted Report, IAW Reference (a). This reporting option does NOT trigger an investigation, but does have exceptions, as annotated on the DD Form 2910. The DoD Qualifying Victim may only elect the Restricted Reporting option through SAPR personnel. The victim cannot elect a Restricted Report if there is already leadership involvement and/or a law enforcement investigation has already begun. The leadership is notified that “an alleged sexual assault” occurred, but is not given the victim’s name or other personally identifying information. Restricted Reporting allows DoD Qualifying Victims to confidentially disclose the assault to specified individuals, as defined in Reference (a), and receive medical treatment and the assignment of a SARC. A sexual assault victim can report directly to a SARC, who will respond in-person or telephonically, offer the victim appropriate healthcare and medical referral, including a SAFE, and explain to the victim the resources available through the DD Form 2910, where the reporting option is elected. Restricted Reporting may not be available if a victim first reports to a civilian facility or civilian authority, which will vary by State, territory, and overseas agreements. If a victim elects this reporting option, they may convert a Restricted Report to an Unrestricted Report at any time. Document the conversion to an Unrestricted Report with a signature by the victim and the signature of the SARC in the appropriate block on the DD Form 2910.

(1) Only a SARC, service branch SAPR VA, and military healthcare personnel have the authority to accept a Restricted Report, as defined by Reference (a).

(2) Service member victims, including NG and Reserve members, can refuse to disclose, and to prevent any other person from disclosing, a confidential communication between a victim and a SARC and SAPR VA, in a case arising under the Uniform Code of Military Justice, if such communication is made for facilitating advice or assistance to the victim IAW MRE 514.

c. Confidential Reporting. DLA Civilians that do not qualify for DoD reporting options can disclose a sexual assault to a credentialed DLA SARC and maintain confidentiality, within limits. The SARC can provide immediate crisis intervention, referrals for available resources, non-clinical support and information about appropriate options depending on the needs of the victim and the type of incident. The victim has a right to privacy, with the understanding that the communications between the SARC and the victim will adhere to state laws as required, and may be compelled by statutory or court order. The SARC must follow their professional code of ethics, to include: Recognize the interests of the victim as a primary responsibility; respect the victim's civil and legal rights, subject only to laws requiring disclosure of information to appropriate other sources; and respect the victim's rights to privacy and confidentiality, subject only to laws requiring disclosure, (Reference (c)).

(1) Limitations and exceptions for a confidential report include, but not limited to the threat or physical harm to the victim or alleged offender; military or civilian courts can order disclosure; federal and state statutes may require disclosure; if the incident involves a child under the age of 18, or an elderly victim, as defined by state law; and if the safety of the victim or others is at risk.

(2) Inform the victim that DoD civilian employees are not eligible for non-emergency medical services from a military medical treatment facility, unless the victim is a beneficiary (retiree, reserve component member, dependent, etc.). Further, inform the victim that DoD civilian employees are not eligible for a permanent change of station to another installation as an Expedited Transfer, as in Reference (b). DLA leadership may coordinate with the victim, SARC, and Human Resources to decide if the individual can be moved to a different work center or location, to promote victim recovery and safety.

d. Limit details about sexual assault incidents to only those personnel who have an official need to know.

e. Communications between the victim and a person other than the SARC, SAPR VA, healthcare personnel, assigned Special Victims' Counsel (SVC) or Victims' Legal Counsel (VLC), legal assistance officer, and/or chaplain, are NOT confidential.

f. A victim's decision to decline participation in an investigation or prosecution should be honored by all personnel charged with the investigation and prosecution of sexual assault cases, including, but not limited to, commanders, DoD law enforcement officials, and personnel in the victim's chain of command.

g. The victim's decision not to participate in an investigation or prosecution will not affect access to SARC support.

ENCLOSURE 4DLA SARC VICTIM RESPONSE PROCEDURES1. DLA SARC RESPONSE TO DOD QUALIFYING VICTIMS.

- a. Provide immediate crisis response and assess safety concerns.
- b. Complete the DoD Form 2910 and review a safety plan.
- c. Notify the DLA SAPR PM, as soon as able, of a reported sexual assault. The SAPR PM will immediately notify to the appropriate leaders, including the victim's PLFA Commander/J or D Code Director/Regional Commander and the installation commander (when applicable).
- d. If the victim desires, coordinate contact with the service branch appropriate SVC or VLC.
- e. If the victim desires, assist in obtaining a SAFE at a qualifying medical treatment facility or civilian hospital, as appropriate.
- f. Coordinate notification to appropriate MCIO or civilian law enforcement for all Unrestricted Reports of sexual assault.
- g. Complete DoD Form 2965, Defense Sexual Assault Incident Data Form.
- h. Coordinate with the SAPR PM to decide who will provide on-going advocacy and victim care and provide appropriate resource referrals. Provide warm hand-off of the victim to appropriate resources, with victim consent.
- i. Notify the closest installation SARC (or appropriate service branch SARC) for case entry into the Defense Sexual Assault Incident Database.
- j. Complete the 8-day Sexual Assault Incident Response Oversight Report (SAIRO) for all active duty and military eligible unrestricted reports by the appropriate service branch, IAW service specific SAPR policy, References (i), (j), (k), and (l).
- k. Ensure a DLA CCIR is completed, IAW DLA policy, for all unrestricted and third-party reports.
- l. Coordinate with service branch SARC to participate in the monthly Sexual Assault CMG, in-person or by telephone.
- m. Notify the victim of the possibility to request an Expedited Transfer, a military protective order (MPO), or civilian protective order.
- n. Help victims, commanders or directors in all requests for Expedited Transfers and

military and civilian protective orders. With the victim's consent, provide the necessary information to the service branch SARCs who will facilitate the Expedited Transfer process IAW service-specific policy.

o. Help victims report concerns of retaliation, reprisal, coercion, ostracism and maltreatment to DLA OIG or DoD Inspector General (IG).

2. DLA SARC RESPONSE TO DLA CIVILIAN VICTIMS WHO DO NOT QUALIFY FOR DOD REPORTING OPTIONS.

a. Provide immediate crisis response and assess safety concerns.

b. Ensure the victim does not qualify for DoD reporting options, that is the victim is not a service member, adult dependent of a service member, NG, or Reserve member.

c. Coordinate with community resources to decide victim care and resource referrals.

d. If the victim desires, coordinate with leadership and Human Resources to decide eligibility of transferring a victim within DLA or accommodating an alternate work schedule to promote safety and well-being of the victim.

e. Advise the victim he or she could request a MPO (if applicable), Civilian Protective Order and/or DLA No Contact Order, as appropriate.

f. If the victim would like to report the assault to law enforcement, coordinate with appropriate law enforcement agency.

g. Ensure the DLA CCIR is completed IAW DLA policy.

h. If the victim requests SAPR services but declines law enforcement and command notification, ensure the victim receives appropriate referrals. Ensure the victim understands the limits of confidentiality and exceptions requiring the need to notify law enforcement or leadership.

i. Help victims report all concerns of retaliation, reprisal, coercion, ostracism and maltreatment to DLA OIG or DoD IG.

3. SUPERVISOR RESPONSE REQUIREMENTS FOR ALL SEXUAL ASSAULT ALLEGATIONS.

a. Contact the DLA SAPR 24/7 Hotline, 1-800-841-0937 or DSN 427-1133, immediately.

b. Assess safety and urgent medical needs and notify emergency services, as appropriate.

c. Advise the victim that the supervisor **will** notify the SARC. The individual should speak directly to the SARC to ensure appropriate services and options are offered. Advise the victim that they can decline services to the SARC directly, once they are informed appropriately.

d. Do NOT take statements and refrain from asking detailed questions. Any exchange of information may hinder a criminal investigation and may be requested during the judicial process.

e. Coordinate with the SARC to comply with DLA CCIR notification procedures.

f. Ensure the victim is allowed time to attend medical, law enforcement, SARC, and other appointments, as appropriate.

g. Assist with administrative and logistical arrangements so that victims can access services and receive care. Only tell those with a legitimate need to know why the victim received changed location.

h. Monitor the victim's safety at work. The Command may issue an MPO to keep the alleged perpetrator away from the victim (service member offenders) and issue a DLA No Contact Order in coordination with legal counsel. Check with the SARC to see if the victim is eligible for a Civilian Protective Order, if deemed necessary.

ENCLOSURE 5DLA NOTIFICATION REQUIREMENTS

1. Commanders, Directors, Supervisors, DLA Police, OIG, and DLA DO will initiate SAPR services immediately for all alleged sexual assault incidents brought to their attention. Do this via direct phone call to the assigned SARC or to the DLA SAPR Hotline at 1-800-841-0937. If the assigned SARC is not immediately available to speak with the victim directly, report the allegation via the DLA SAPR Hotline to avoid any delay in reporting.
2. The SARC will notify the DLA HQ SAPR PM of all sexual assault reports as soon as able. The initial notification will be made by telephone with a follow up encrypted email. Sanitize all notifications of Personally Identifiable Information.
3. The SARC will ensure the SAPR PM is notified of the need for a DoD CCIR, if it meets the criteria.
4. The SAPR PM will provide an immediate email notification to the appropriate leaders, including the victim's PLFA Commander, J/D Code Director, Regional Commander and the installation commander (when applicable). For qualifying DoD victims who elect a Restricted Report, the information provided will be minimal, to advise that the victim has been offered SAPR services; medical treatment and mental health care; received a safety assessment; and explanation of the notifications in the DD Form 2910; and informed of his or her eligibility for SVC/VLC.
5. A DLA CCIR will not be completed for Restricted Reports.
6. If the victim wants to report a complaint with law enforcement and/or have command involvement, the SARC will coordinate with the SAPR PM to ensure notification to the appropriate supervisor, PLFA Commander, or J or D Code Director. Initiate the DLA CCIR notification process and use the template in this Instruction.
7. The SARC will initiate contact with the appropriate MCIO or local law enforcement agency at the victim's request.
8. The DLA HQ SAPR PM will brief the DLA-D on all notifications.

ENCLOSURE 6SEXUAL ASSAULT REVIEW TEAM (SART) AND CASE MANAGEMENT

1. SEXUAL ASSAULT REVIEW TEAM (SART) REQUIREMENTS. The SART is a multi-disciplinary group consisting of SAPR's key stakeholders. It meets on a monthly basis to review the status of all open unrestricted cases reported to, and being tracked by, a DLA SARC. The SART plays an important role in assisting with case management, case status, and tracking services provided to victims. The primary purpose for convening a SART is to review open unrestricted cases to ensure victim care; however, the SART also reviews systemic issues within the AOR (or a specific location) and trends throughout the command or directorate. This will ensure system accountability, improve reporting and help eliminate barriers for victim's access to support services. The SART is not the forum to discuss potential administrative actions involving the alleged offender unless the actions will impact the victim directly, e.g. returning to work.

a. The PLFA Commander (non-delegable below deputy) and the SARC chair each PLFA SART. The SARC sets the agenda, prepares read a heads, and maintains meeting minutes. The Director Human Resources will chair the J/D Code SART (non-delegable below deputy) and the HQ J/D Code SARC.

b. The SART consists of the following key stakeholders, as appropriate: representation from the victim's chain of command, law enforcement, DLA OIG, legal, EAP, chaplain, local service providers, Human Resources representative (Customer Account Manager/Labor Relations), DLA DO, service branch SARC (if applicable), service branch VAs (who have open cases), and other collateral stakeholders as deemed necessary by the SARC for case review.

c. The SART will convene monthly and assess trends, evaluate protocols to ensure emerging issues are addressed proactively, address implementation and logistical challenges, discuss culture and climate concerns, and share lessons learned.

d. Collateral partners and those unrelated to open cases will be dismissed and only those personnel with a need to know will remain to discuss case updates.

e. The SART members shall carefully consider and implement immediate, short-term, and long-term measures to help facilitate and assure the victim's well-being and recovery following the sexual assault. They will monitor the victim's progress and recovery, and strive to protect the victim's privacy ensuring only those with an official need to know have the victim's name and related details.

f. Review safety concerns and address accordingly. Key considerations include, but are not limited to: the alleged offender's access to victim; previous or current intimate or social relationship between the victim and the alleged offender; whether the alleged offender has made any threats of harm to himself or to the victim; identify the need for protective orders; identify the need to move work stations; known drug or alcohol abuse by either the victim or alleged offender; and known access to weapons by either the victim or the alleged offender.

g. SART participants are only authorized to share case information with those who have an official need to know.

2. CASE MANAGEMENT GROUP (CMG) REQUIREMENTS. Cases involving service members, as the victim or alleged offender, must be tracked through the service branch CMG. The SARC will ensure the service branch SARC is notified and engaged in the initial process when a sexual assault involves a service member. CMG oversight for Unrestricted Reports of adult sexual assaults is triggered by open cases in the Defense Sexual Assault Incident Database initiated by a DD Form 2910 or an MCIO. The CMG will meet on a monthly basis to review individual cases, facilitate monthly victim updates, and direct system coordination, accountability, entry of disposition and victim access to quality services. The Army Sexual Harassment and Assault Response Program refers to these meetings as the Sexual Assault Review Board.

a. The DLA victim's designated supervisor shall participate in the monthly CMG if deemed appropriate by the DLA SARC and the hosting service SARC. Participation may be in person or via teleconference.

b. The DLA SARC shall coordinate contact with the hosting service branch SARC on behalf of the supervisor/commander and also participate in the CMG when possible. At a minimum, the DLA SARC will obtain case updates from the service branch SARC and inform the leadership and the victim as necessary.

ENCLOSURE 7SAPR TRAINING REQUIREMENTS FOR DOD PERSONNEL

1. EXECUTION OF TRAINING REQUIREMENTS. Military and DoD civilian officials at each management level shall advocate a robust SAPR program and provide education and training that shall enable them to prevent and appropriately respond to incidents of sexual assault. All DLA civilian personnel will be trained annually and completion of training data will be annotated in coordination with DLA Training (DHRS-DT). Service members attached to DLA will be required to complete SAPR training IAW their service SAPR policy.

a. SAPR training is required for all DoD personnel and will be standardized by the DLA SAPR Program to ensure it meets all the DoD core competencies for the general training requirements.

b. All SAPR training will be computer-based (LMS) or in person by a DLA SARC.

c. Supervisors and Commanders will complete additional training commensurate with their position and level of leadership.

d. Specialized training will be developed by the DLA SAPR team for specific populations and audiences, including DLA Police, SART team members, pre-deployment, and new employee orientation.

e. The DoD SAPR core competencies as outlined in Reference (b) will be addressed in all DLA SAPR training. Special emphasis will be given to interactive scenarios that fully explain the available reporting options and resources.

f. SARCs will assist in coordinating service branch SAPR training at host sites to accommodate active duty service members. DLA SARCs cannot provide service specific SAPR training, per service policies and regulations.

2. GENERAL TRAINING REQUIREMENTS. The required subject matter for the training shall be appropriate to the grade of the personnel and commensurate with their level of responsibility, and will include, at a minimum, the following (full list of core competencies are in Reference (b)):

a. Defining what constitutes sexual assault. Using the term “sexual assault” as IAW Reference (a).

b. Explaining why sexual assault is a crime.

c. Defining the meaning of “consent” as in Reference (c).

d. Explaining the distinction between sexual harassment and sexual assault and that both are unacceptable forms of behavior even though they may have different penalties. Emphasizing the distinction between criminal prosecution and administrative actions.

e. Explaining available reporting options for DoD Qualifying Victims (Restricted and Unrestricted); available options for DoD civilians; and the advantages and limitations of the options.

f. Providing an awareness of the SAPR program and command personnel roles and responsibilities, including all available resources for victims on and off an installation.

g. Explanation of rape myths (see SAPR Toolkit on www.sapr.mil), facts, and trends pertaining to the DoD population.

h. Identifying prevention strategies and behaviors that may reduce sexual assault, including bystander intervention, risk reduction, and obtaining affirmative consent. Identifying strategies to safely intervene and to guard against retaliation, reprisal, ostracism, or maltreatment because of that intervention.

i. Discussing process change to ensure that all sexual assault response services are gender-responsive, culturally-competent, and recovery-oriented.

3. **FIRST RESPONDER TRAINING REQUIREMENTS.** To standardize services throughout the DoD, as required in Reference (a), all DoD sexual assault responders shall receive the same baseline training. First responders within DLA are composed of personnel in the following disciplines or positions: SARC, DLA police, DLA OIG, firefighters and emergency medical technicians. DLA general counsel and DLA chaplains are also considered first responders and will receive specialized SAPR training IAW their specific discipline requirements as outlined in Reference (b). SARCs shall facilitate all first responder training IAW DoD core competencies.

a. All first responder training shall be given in the form of initial and annual refresher training. First responder training is in addition to DLA enterprise-wide annual SAPR training.

b. All first responder training shall include, at a minimum, the following:

(1) Explain the different sexual assault response policies and critical issues for the locality and the Agency.

(2) Explain the DLA SAPR policy and the overarching DoD requirements, including the role of the SARC.

(3) Describe local policies and procedures with regards to local resources, referrals, procedures for military and civilians as well as collaboration and knowledge of resources and referrals that can be utilized at that specific geographic location.

(4) Explain the range of victim responses to sexual assault to include:

(a) Victimization process, including revictimization and secondary victimization.

(b) Counterintuitive behavior.

- (c) Impact of trauma on memory and recall.
- (d) Potential psychological consequences, including acute stress disorder and post-traumatic stress disorder.
- (5) Explain the possible flow of a sexual assault investigation and the possible outcomes of investigations of sexual assault.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CCIR	Commander's Critical Information Requirement
CMG	case management group
DLA	Defense Logistics Agency
DLAI	Defense Logistics Agency Instruction
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
D-SAACP	DoD Sexual Assault Advocate Credentialing Program
MCIO	military criminal investigative organization
MPO	military protective order
MOA	memorandum of agreement
MOU	memorandum of understanding
SAFE	sexual assault forensic exam
SAPR	Sexual Assault Prevention and Response
SARC	Sexual Assault Response Coordinator
SART	Sexual Assault Review Team
SVC	Special Victim's Counsel (Air Force, Army, NG, and Coast Guard)
VLC	Victim's Legal Counsel (Navy and Marine Corps)

PART II. DEFINITIONS

Case Management Group (CMG). A multi-disciplinary group that meets monthly to review individual cases of Unrestricted Reports of sexual assault. The group facilitates monthly victim updates and directs system coordination, accountability, and victim access to quality services. At a minimum, each group shall consist of the following military or civilian professionals working on a specific case: SARC, SAPR VA, military criminal investigator, DoD law enforcement, healthcare provider and mental health and counseling services, chaplain, command legal representative, and victim's commander.

Confidential Communication. Oral, written, or electronic communications of personally identifiable information concerning a sexual assault victim and the sexual assault incident provided by the victim to the SARC. This confidential communication includes the victim's SAFE Kit and its information.

Consent. A freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent. A sleeping, unconscious, or incompetent person cannot consent.

Crisis Intervention. Emergency non-clinical care aimed at assisting victims in alleviating potential negative consequences by providing safety assessments and connecting victims to needed resources. Either the SARC or SAPR VA will intervene as quickly as possible to assess the victim's safety, determine their needs, and connect them to appropriate referrals.

MCIOs. The U.S. Army Criminal Investigation Command, Naval Criminal Investigative Service, and Air Force Office of Special Investigations.

Personally Identifiable Information. Includes a person's name, other particularly identifying descriptions (for example, 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 (for example, a female in a particular work area when there is only one female assigned).

Restricted Reporting. Reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals (that is, SARC, SAPR VA, or healthcare personnel), and receive medical treatment, including emergency care, counseling, and assignment of a SARC and SAPR VA, without triggering an investigation. The victim's report provided to healthcare personnel (including the information acquired from a SAFE Kit), SARCs, or SAPR VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents or an established EXCEPTION applies. The Restricted Reporting option applies to service members and their military dependents 18-years of age and older and NG and Reserve members.

SAFE Kit. The medical and forensic examination of a sexual assault victim under circumstances and controlled procedures to ensure the physical examination process and the collection, handling, analysis, testing, and safekeeping of any bodily specimens and evidence meet the requirements necessary for use as evidence in criminal proceedings. The victim's SAFE Kit is treated as a confidential communication when conducted as part of a Restricted Report.

SAPRO. Serves as the DoD's single point of authority, accountability, and oversight for the SAPR program, except for legal processes and criminal investigative matters that are the responsibility of the Judge Advocates General of the Military Departments and the IG, respectively.

SAPR Program. A DoD program for the Military Departments and the DoD Components that establishes SAPR policies to be implemented worldwide. The program objective is an environment and military community intolerant of sexual assault.

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 victims of sexual assault; and tracks the services provided to a victim of sexual assault from the initial report through final disposition and resolution.

Sexual Assault. Intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority, or when the victim does not or cannot consent. As used in this Instruction, the term includes a broad category of sexual offenses consisting of the following specific Uniform Code of Military Justice offenses: rape, sexual assault, aggravated sexual

contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses.

SVC. Attorneys who are assigned to provide legal assistance and representation IAW section 1044e of Reference (d) and Service regulations. The Air Force, Army, NG, and Coast Guard refer to these attorneys as SVC. The Navy and Marine Corps refer to these attorneys as VLC.

Unrestricted Reporting. A process that a victim covered under the DoD SAPR 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 provided to healthcare personnel, the SARC, a SAPR VA, command authorities, or other persons is reported to law enforcement and may be used to initiate the official investigative process.

Victim. A person who asserts direct physical, emotional, or pecuniary harm as a result of the commission of a sexual assault.