



DEPARTMENT OF THE AIR FORCE  
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OFFICE OF THE ASSISTANT SECRETARY

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30 September 2022

MEMORANDUM FOR DISTRIBUTION C

FLDCOMs/MAJCOMs/FOAs/DRUs

FROM: SAF/MR

1660 Air Force Pentagon  
Washington, DC 20330-1660

SUBJECT: Department of the Air Force Guidance Memorandum to Department of the Air Force Instruction (DAFI) 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*

By Order of the Secretary of the Air Force, this Department of the Air Force Guidance Memorandum immediately redesignates this publication as Department of the Air Force Instruction (DAFI) 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, dated 15 July 2021, Interim Change 1, and implements changes to this DAFI to add Chapter 13, Confidential Reporting and Advocacy Options for Military Sexual Harassment Victims.

This publication applies to Department of the Air Force civilian employees and military members of the United States Space Force, Regular Air Force, Air Force Reserve, and Air National Guard, in a federalized capacity. All references to United States Air Force terminology, units, grades, and positions will also apply to the equivalent in the United States Space Force, as appropriate. For example, references to Airmen (military and civilian) will also apply to Guardians. References to major command (MAJCOM) or Numbered Air Forces (NAFs) will also apply to field commands (FLDCOMs). References to wings will also apply to deltas. Air Staff roles and responsibilities (e.g., AF/A1, etc.) may also apply to the equivalent Office of the Chief of Space Operations (Space Staff) position or office (e.g., SF/S1, etc.), as deemed appropriate.

Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Department of the Air Force (DAF) publications, the information herein prevails, in accordance with DAFI 90-160, *Publications and Forms Management*. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Failure to obey with paragraph 13.4.3 constitutes a violation of Article 92(1), UCMJ—failure to obey lawful order or regulation. Article 92(1) of the UCMJ

does not apply to members of the ANG while in Title 32 status (that is, activated for state duty under state command), but ANG members may be subject to an equivalent article under a state military justice code.

The attachment to this Memorandum implements the expansion of victim advocacy services to Service member sexual harassment victims, including crisis intervention and safety assessments, by allowing Service members to report sexual harassment through a Restricted (confidential) or Unrestricted Reporting option with the Sexual Assault Prevention and Response (SAPR) office.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon incorporation by interim change to, or rewrite of DAFI 90-6001, *Sexual Assault Prevention and Response (SAPR) Program*, whichever is earlier.

JOHN A. FEDRIGO, SES  
Principal Deputy Assistant Secretary  
(Manpower and Reserve Affairs)

Attachment:  
Guidance Changes

## **Chapter 3**

### **3.3.4 (DELETED)**

## **Chapter 13 (ADDED)**

### **CONFIDENTIAL REPORTING AND ADVOCACY OPTIONS FOR MILITARY SEXUAL HARASSMENT VICTIMS**

**13.1. (ADDED) Overview.** To improve the care and expand support resources across the DAF, the Sexual Assault Prevention and Response Program will offer Restricted (confidential) and Unrestricted Reporting options and victim advocacy to Service member sexual harassment victims. This expansion of victim advocacy services to Service members implements § 532 of the Fiscal Year 2021 National Defense Authorization Act, (Title 10, United States Code, § 1561b) *Confidential reporting of sexual harassment*, and the Independent Review Commission Cross Cutting Recommendation 1, *DoD should immediately make sexual harassment victims eligible for Sexual Assault Prevention and Response (SAPR) services and undertake a review of all policies and structures.* **(T-0)**

**13.1.1. (ADDED)** The installation Sexual Assault Prevention & Response (SAPR) Office will expand services to provide confidential access to SAPR personnel, offer Restricted and Unrestricted Reporting options, and advocacy to Service members who experience incidents of sexual harassment. Victim advocacy services via the SAPR program do not replace the Military Equal Opportunity (MEO) complaint processes available to Service members, as described in DAFI 36-2710, *Equal Opportunity Program*. Service members electing an Unrestricted Report with the SAPR program may receive sexual harassment victim advocacy and may also choose to file a separate MEO complaint alleging sexual harassment through the Equal Opportunity (EO) office or can go directly to their commander to report the allegation. **(T-1)**

**13.1.2. (ADDED)** The DAF Equal Opportunity (EO) Program does not have confidentiality with respect to allegations of unlawful discrimination, or harassment (including sexual harassment). Information provided as part of a MEO complaint will be Controlled Unclassified Information and the privacy of individuals will be protected to the extent permitted by law, directive, instruction, and policy. **(T-0)** The DAF EO Program does not provide victim advocacy services and cannot take Restricted Reports. **(T-0)**

**13.1.3. (ADDED)** Installation EO offices will continue to process MEO sexual harassment complaints in accordance with DAFI 36-2710. **(T-0)**

**13.1.4. (ADDED)** SAPR offices will ensure that commanders at all levels are:

**13.1.4.1. (ADDED)** Informed of the options for Service members to elect a Restricted or Unrestricted Report for sexual harassment and to receive victim advocacy services through the SAPR office. **(T-1)**

13.1.4.2. **(ADDED)** Equipped to connect sexual harassment victims to care and support services, with their consent. Referrals to supportive services can be accomplished in-person, virtually, or telephonically, based on the individual's preference. **(T-1)**

**13.2. (ADDED) Eligibility.** Victim advocacy reporting options for sexual harassment with the SAPR office are available to:

13.2.1. **(ADDED)** Active-Duty Airmen, Guardians, and Reserve. These Service members will be able to elect either a Restricted or Unrestricted Report. **(T-0)**. Air National Guard members are eligible in a federalized status. The Air National Guard in a non-federalized status (Title 32/State Active Duty, etc.) will follow Chief, National Guard Bureau guidance. **(T-0)**

13.2.2. **(ADDED)** Service members who inquire about sexual harassment but have not filed a MEO complaint with the installation EO office, retain the option to file a Restricted Report for sexual harassment with the SAPR Office. **(T-1)**

13.2.3. **(ADDED)** Pre-existing MEO sexual harassment complainants are eligible to elect an Unrestricted Report of sexual harassment and can request victim advocacy services with the SAPR office. **(T-1)**

13.2.4. **(ADDED)** DAF civilians, Service member dependents, and retirees may be eligible to use EO complaint process for allegations of sexual harassment, but are not eligible for Restricted or Unrestricted Reporting or advocacy services through the SAPR office. Appropriate local or online resources or referrals will be provided. **(T-1)**

13.2.5. **(ADDED)** The SAPR office will regularly communicate with the EO office and other stakeholders (e.g., commanders, judge advocate, etc.), as appropriate, to ensure that guidance set forth in this issuance on sexual harassment procedure is streamlined, communicated, and implemented across their respective installations. **(T-1)** Great care will be taken to ensure that the victim's privacy is maintained.

**13.3. (ADDED) Reporting Procedures.** The SAPR program will offer Restricted and Unrestricted Reporting options and advocacy services to service members who have experienced sexual harassment. **(T-0)**. Eligible members will elect a reporting option and request advocacy services through the SAPR Program by completing and signing the *Military Sexual Harassment Victim Reporting Preference Statement*, herein referred to as the *Preference Statement*, with a SARC or SAPR VA. An eligible individual may elect either a Restricted or Unrestricted Report. **(T-0)** These documents can be obtained from AFPC/DPFZ at <https://usaf.dps.mil/sites/afpc-home/DPF/DPFZ/SitePages/Sexual-Assault-Prevention-and-Response.aspx?e=4%3Aef9e6c6bc3854ac6afc4530edeac5c>.

**13.3.1. (ADDED) *Restricted Report*** - This reporting option allows a Service member to confidentially report sexual harassment to a SARC or SAPR VA and receive victim advocacy services from that office. This reporting option does not trigger an investigation or notification to the Service member's command or installation EO office, unless there is written consent from the Service member or, if there is a clear and present risk to health and safety to the Service member or another person, as determined in consultation with the servicing legal office. **(T-0)**

13.3.1.1. **(ADDED)** SARCs and SAPR VAs will inform victims of sexual harassment that sharing information about the sexual harassment incident with individuals other than those covered by a legal privilege (e.g., chaplains, victims' counsel (VC)) may initiate an official inquiry or investigation and may impact the victim's eligibility to make a Restricted Report. **(T-1)**

13.3.1.2. **(ADDED)** SARCs and SAPR VAs will provide a notification to the Installation or Host wing commander within 24-hours of a report IAW 13.5.1. This notification is for awareness purposes only and will not provide any personally identifiable information (PII) that could reasonably identify the victim or alleged subject.

**13.3.2. (ADDED) *Unrestricted Report*** - This reporting option allows a Service member to report sexual harassment to a SARC or SAPR VA and receive victim advocacy services from that office. This reporting option will result in the SARC or SAPR VA notifying and conducting an in-person, virtual or telephonic referral with the Service member's commander and installation EO office to initiate an investigation (or clarification report via EO processes) of the sexual harassment allegation(s). **(T-1)**

13.3.2.1. **(ADDED)** If the Unrestricted Report is made outside of the EO office's duty hours, the SARC or SAPR VA will contact the EO office and the Service member's commander the next duty day, unless a safety concern is present. **(T-1)**

13.3.2.2. **(ADDED)** For Reserve and National Guard Members, notifications may be extended to the next regularly scheduled drill (RSD) or Unit Training Assembly (UTA). **(T-0)**

13.3.3. **(ADDED)** If the SARC or SAPR VA has determined there is an immediate safety concern, they will immediately refer the Service member to the appropriate entity (e.g., mental health, emergency room, etc.) to manage the safety of the individual. If the victim is assessed to be at a high-risk of harm from the alleged subject, harm from people associated with the alleged subject, or harm to self, through a safety assessment by the SARC or SAPR VA, personnel will follow the procedures outlined in **paragraph 13.8.2.**

13.3.4. **(ADDED)** Victims may change their mind and choose not to sign the *Preference Statement* and decline sexual harassment advocacy services. **(T-1)**. The SARC or SAPR VA will not make any notifications, maintain any records, or disclose communications without the member's consent or otherwise required by law. **(T-0)**. This interaction will not be documented in the SAPR Related Inquiry (SRI) module of the Defense Sexual Assault Incident Database (DSAID) but will be documented in the *Military Sexual Harassment Advocacy (MSHA) Database*.

13.3.5. **(ADDED)** When a service member elects to make either a Restricted or Unrestricted Report for sexual harassment, the SARC or SAPR VA will complete a *Military Sexual Harassment Advocacy Services Intake*, herein referred to as the *Intake*, the Preference Statement, and MSHA Database entry. The documents and database can be found at <https://usaf.dps.mil/sites/afpc-home/DPF/DPFZ/SitePages/Sexual-Assault-Prevention-and-Response.aspx?e=4%3Aef9e6c6bc3854ac6afc4530edeac5c>. **(T-1)**

13.3.6. **(ADDED)** All documents will be secured IAW DAF guidelines for controlled unclassified information. **(T-1)**. The victim will be provided a hard copy of the reporting preference statement signed by the victim and the SARC or SAPR VA. The SARC or SAPR VA will advise the victim that the signed reporting preference statement may be used by the victim to document the reported sexual harassment with other agencies (e.g., Department of Veterans Affairs) or for any other lawful purpose(s). **(T-1)**

**13.4. (ADDED) Confidentiality of Sexual Harassment Reports, Exceptions, and Confidential Disclosures of Restricted Reports.** SARCs and SAPR VAs will maintain the confidentiality of sexual harassment information, regardless of whether the victim elects a Restricted or Unrestricted Report. **(T-0)**

13.4.1. **(ADDED)** In accordance with the Department of Defense Instruction (DoDI) 6495.03, *Defense Sexual Assault Advocate Certification Program (D-SAACP)* , DoDI 6495.02, *Sexual Assault Prevention and Response: Program Procedures*, and Department of Defense (DD) Forms 2950 and 2950-1 *Department of Defense Sexual Assault Advocate Certification Program*, communications between a victim of sexual harassment and SARCs and/or SAPR VAs will remain confidential except for the purpose of making command and EO notifications consistent with an Unrestricted Report. **(T-0)**

13.4.2. **(ADDED)** A SARC, SAPR VA, or healthcare personnel may only disclose otherwise protected confidential information after consultation with the servicing Staff Judge Advocate (SJA) **(T-1)**.

13.4.3. (ADDED) The following exceptions to authorize a disclosure of sexual harassment Restricted Report apply only after consultation with the servicing SJA and if one or more of the following conditions apply:

13.4.3.1. (ADDED) Authorized by the victim in writing. (T-0)

13.4.3.2. (ADDED) Necessary to prevent or mitigate a serious and imminent threat to the health or safety of the victim or another person; for example, multiple reports involving the same alleged offender (repeat offender) could meet this criterion. (T-0)

13.4.3.3. (ADDED) Required for fitness for duty or disability determinations. This disclosure is limited to only the information necessary to process duty or disability determinations for Service members. 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. (T-0)

13.4.3.4. (ADDED) Required for the supervision of coordination of direct victim healthcare or services. The SARC, SAPR VA, or healthcare personnel can disclose specifically requested information to those individuals with an official need to know, or as required by law or regulation. (T-0)

13.4.3.5. (ADDED) Ordered by a military official (e.g., a duly authorized subpoena in a UCMJ case), Federal or State judge, or as required by a Federal or State statute or applicable U.S. international agreement. The SARC, SAPR VA, and healthcare personnel will consult with servicing SJA to determine if the exception criteria apply and whether a duty to disclose the otherwise protected information is present. Until those determinations are made, only non-PII shall be disclosed. (T-0)

13.4.4. (ADDED) The SARC or SAPR VA shall inform the victim when an exception to disclosure is made. Whenever possible, the victim should be notified in advance of the disclosure. (T-1)

13.4.5. (ADDED) Unauthorized disclosure of a confidential communication, improper release of sexual harassment information, and other violations of the DoDI 6495.02, DoDI 6495.03, the SAPR Code of Ethics set forth in DD Form 2950 and 2950-1, and this instruction may result in disciplinary action. (T-0)

13.4.6. (ADDED) If a SARC or SAPR VA makes an inadvertent or unauthorized disclosure of a confidential communication, the Major Command (MAJCOM)/Field Command (FLDCOM) SAPR Program Manager (PM) and AFPC/DPFZ will be notified immediately. (T-1). If the

disclosure of confidential communication involves a MAJCOM/FLDCOM SAPR PM, the supervisor will immediately contact AFPC/DPFZ.

13.4.6.1. **(ADDED)** Without revealing any PII, SARCs will immediately notify the installation or host wing commander and the MAJCOM/FLDCOM SAPR PM of any unauthorized disclosure of a confidential communication by a SARC or SAPR VA. **(T-1)**

13.4.6.2. **(ADDED)** The SARC will notify the victim of the unauthorized disclosure and review the process or circumstance that led to the disclosure. **(T-1)**

13.4.7. **(ADDED)** Unauthorized disclosures do not automatically convert a Restricted Report to an Unrestricted Report; all Restricted Reporting information remains confidential and protected. **(T-1)**. The initiation of a Command Directed Investigation or the MEO complaint process does not convert a Restricted Report to an Unrestricted Report.

### **13.5. (ADDED) Initial Notifications.**

13.5.1. **(ADDED) EO Office Notification for Unrestricted Reports.** To preserve the victim's ability to elect to file an informal or formal MEO complaint with the EO office, the SARC or SAPR VA will first notify the EO office before notifying the installation or host wing commander or the victim's commander within the 24-hour notification period. **(T-1)** The SARC or SAPR VA will only convey the victim's name, contact information, and commander's name to the EO office. **(T-1)**. No additional incident information, if known, will be provided by the SARC or SAPR VA to the EO office. If the Unrestricted Report is made outside of EO office's duty hours, the SARC or SAPR VA will contact the EO office the next duty day. Notification via email is not authorized. **(T-1)**. In spite of an unrestricted report notification to EO, a victim may decline to file an MEO complaint.

13.5.1.1. **(ADDED)** The *Preference Statement* will provide the victim contact information for the EO office and inform the victim of the nature and extent of the SAPR notification to the installation EO office. The SARC or SAPR VA will only convey the victim's name, contact information, and commander's name to the EO office. **(T-1)** No additional incident information will be conveyed. The SARC will document EO notification in the *MSHA Database*. Notification via email is not authorized. **(T-1)**

13.5.1.2. **(ADDED)** At the victims request the SARC or SAPR VA will ensure the Service member is connected with the EO office either in-person, virtually, or telephonically. The SARC will document this referral and the *Intake* in the *MSHA Database*. **(T-1)**



13.5.2. **(ADDED) Installation or Host wing commander notification:** After the SARC or SAPR VA has notified the EO office, within 24 hours of a signed *Preference Statement*, the SARC or SAPR VA will notify the installation or host wing commander (may be delegated to the vice commander) that a sexual harassment report has been made and the victim received an overview of SAPR advocacy services. **(T-1)**

13.5.2.1. **(ADDED)** The notification to the installation or host wing commander will provide the commander an awareness of the service member's Restricted or Unrestricted reporting election on the *Preference Statement* and confirm that the victim received an overview of SAPR sexual harassment advocacy services. **(T-1)**

13.5.2.2. **(ADDED)** This notification provides the commander an awareness of the number of sexual harassment Restricted and Unrestricted Reports made to the SAPR office and that the victim have been informed of and offered SAPR advocacy services. No additional information is authorized to be shared. **(T-1)**

13.5.2.3. **(ADDED)** The notification time frame may be extended to 48 hours in deployed locations, if necessary. The SAPR VA will provide the notification if a SARC is unavailable. The SARC will document the notification in the *MSHA Database*. Notification via email is not authorized. **(T-1)**

13.5.3. **(ADDED) Notification to Service Member's Commander.** Within 24 hours of an unrestricted report of sexual harassment and after EO has been notified, the SARC or SAPR VA will contact the victim's commander. Command notification will only include the victim's name and confirmation that the victim received an overview of SAPR advocacy services. No additional incident information is authorized. **(T-1)**. If the commander is off station, the notification will be provided to the acting commander. The SARC will document this notification in MSHA Database. Notification via email is not authorized **(T-1)**

### 13.6. (ADDED) Advocacy Services.

**Table 13.1. (ADDED) SAPR Advocacy Services.**

SAPR Advocacy Services		
Advocacy Services	Service Member Sexual Harassment	Sexual Assault
Advocacy Support Services	Yes	Yes
Catch a Serial Offender (CATCH) Program	No	Yes (Restricted Reports (RR) only or Unrestricted Reports (URs) when the alleged subject was not disclosed or uncovered by Law Enforcement)
Chaplain Resources	Yes	Yes
Civilian Protective Order (CPO)	Yes (UR Only) *	Yes (UR Only) *see notes
Expedited Transfers	No	Yes (UR Only)
Medical Assistance	Yes	Yes
Mental Health Providers	Yes	Yes
Military Protective Order (MPO)	Yes (UR Only)	Yes (UR Only)
Restricted and Unrestricted Reporting Options	Yes	Yes
Retaliation Reporting	Yes (UR Only)	Yes (UR Only)
Safe to Report Policy	No	Yes (UR Only)
Safety Assessment	Yes	Yes
Victims' Counsel (VC)	Yes *see notes	Yes
<p><b>Notes:</b> (UR - Unrestricted Reports) (RR - Restricted Reports)            *CPO - This may be available but will depend on the facts and circumstances of an incident and applicable local laws.            *MPO - This may be available but will depend on the facts and circumstances of an incident and consultation with JA. A No Contact Order IAW DAFI 50- 201, <i>Administration of Military Justice</i>, may be more appropriate in some situations. Contact the servicing legal office additional questions or assistance.            *VC for SH/offer limited scope, minimum one-time consultation. Requests for broader scope victims' counsel representation is considered on a case-by-case basis as an extraordinary circumstances request (ECR). Any request for full VC representation arising from a limited scope consultation is processed as an ECR when other support agencies are not adequate to support the victim. If an ECR is approved, VC representation is limited to advice and assistance through the military justice process. <b>(T-0)</b></p>		

### **13.7. (ADDED) Documentation.**

13.7.1. **(ADDED)** Storage of all *Preference Statements* and *Intake* documents will be maintained electronically IAW AFI 33-322, *Records Management and Information Governance Program*. **(T-1)**

13.7.2. **(ADDED)** The SARC or SAPR VA will assign a Sexual Harassment Report Number (SHRN) to each SAPR sexual harassment report. The SARC or SAPR VA will develop the SHRN by documenting the Restricted Report of Sexual Harassment (RRSH) or Unrestricted Report of Sexual Harassment (URSH), the fiscal year (FY) the incident was reported, the first four letters of the installation name, and a four-digit numerical sequence. **(T-1)**

13.7.2.1. **(ADDED)** For example, “RRSH22RAND0001” represents a restricted report of sexual harassment, the reported in Fiscal Year 2022, at JBSA Randolph, and is the first report of the sequence.

13.7.2.2. **(ADDED)** Numerical sequence will reset to 0001 at the beginning of each FY.

13.7.2.3. **(ADDED)** SHRN report numbers will be annotated on the *Preference Statement*.

13.7.2.4. **(ADDED)** Restricted Reports of sexual harassment which are converted to Unrestricted Reports of sexual harassment will be designated by adding a “C” to the beginning of the SHRN. Example: CRRSH22RAND0001.

13.7.2.5. **(ADDED)** When receiving transferred reports from other installations, due to the member PCSing and requesting continued advocacy at the gaining installation, SARCs will add a “T” to the beginning of the SHRN and ensure transferred reports are not counted as new reports. Example: TRRSH22RAND0001 or TURRSH22RAND0001.

13.7.2.6. **(ADDED)** To transfer a report, the losing SARC will send the *Preference Statement* and the *Intake* via DoD SAFE to the gaining SARC. Once the losing SARC has confirmed the documents have been received by the gaining SARC, the losing SARC may destroy the documents. The gaining SARC should contact AFPC/DPFZ to gain access to the report in the database.

13.7.3. **(ADDED)** SARCs and SAPR VAs will:

13.7.3.1. **(ADDED)** Track the status of SAPR sexual harassment reports by utilizing the *MSHA Database*. **(T-1)**

13.7.3.2. **(ADDED)** Document, track, and maintain the MSHA database, including the services requested by the victim and service-referrals made to the victim, from the time of the initial report or until the victim no longer desires services. **(T-1)** If a victim returns to the SARC or SAPR VA after indicating services are no longer required, the SAPR sexual harassment report will be reopened. **(T-1)**

13.7.3.3. **(ADDED)** Contact AFPC/DPFZ if a SAPR sexual harassment report must be reopened.

13.7.3.4. **(ADDED)** Comply with data calls and other requests to support congressional, DoD, and DAF reporting requirements or inquiries about sexual harassment victim advocacy services. **(T-1)**

### **13.8. (ADDED) Sexual Harassment Advocacy Case Management and High Risk Response.**

13.8.1. **(ADDED)** SARCs will not convene a sexual harassment Case Management Group (CMG) meeting and will not include individual sexual harassment report information during the monthly and quarterly sexual assault CMG meetings IAW DoDI 6495.02, Vol 3 *Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases*. **(T-0)** SARCs may present the total number of SAPR Restricted and Unrestricted sexual harassment reports and referrals at quarterly CMG meetings.

13.8.2. **(ADDED)** Sexual Harassment High-Risk Response Team (SH-HRRT). The SH-HRRT will address safety issues that may arise related to an Unrestricted Report of sexual harassment. An SH-HRRT will be convened if the victim is assessed to be at high-risk of harm from the alleged subject, harm from people associated with the alleged subject, or harm to self. **(T-1)**

13.8.2.1. **(ADDED)** The victim's commander will immediately stand-up and chair a multi-disciplinary SH-HRRT to address and continually monitor the victim's safety. The SH-HRRT will assess the risk or threat to safety, develop a plan to manage the situation, and implement the plan. **(T-1)**

13.8.2.2. **(ADDED)** The SH-HRRT will provide the installation or host wing commander (may be delegated to the vice commander) and the SARC a report within 24 hours of being activated and provide updates at least once a week while the victim is on high-risk status. SARC will document the report(s) utilizing the *MSHA Database*. SARCs are not authorized to retain additional documents. **(T-1)**

13.8.2.3. **(ADDED)** SH-HRRT membership will include the SARC and SAPR VA, victim's immediate commander, the staff judge advocate, Victims' Counsel (if applicable), healthcare or mental health care provider, Air Force Office of Special Investigations agent, and Security Forces lead (if applicable). **(T-1)** The subject's commander will be included only if the safety concern involves the subject (or the subject's family or friends).

13.8.2.4. **(ADDED)** SH-HRRT members may not delegate their obligation to attend and actively participate in SH-HRRT meetings **(T-1)**

13.8.2.5. **(ADDED)** For any unrestricted SH-HRRT where a victim has an MEO complaint with the EO office, the SARC will notify the EO office of any safety issues to ensure the safety of all parties involved. **(T-1)**

13.8.3. **(ADDED)** Should a victim who elects a Restricted Report be deemed high risk, the SARC will consult with the servicing legal office to determine if an exception to Restricted Reporting applies. **(T-0)**. If an exception exists, the SARC will follow the notification procedures outlined in the Preference Statement and in **paragraph 8.3.6** of this instruction. **(T-0)**

### **13.9. (ADDED) Retaliation Allegations Related to Unrestricted Reports of Sexual Harassment**

13.9.1. **(ADDED)** Retaliation may consist of the following acts: reprisal, ostracism, maltreatment, cruelty, criminal acts (stalking and harassment) and restriction for a retaliatory purpose in connection with an alleged sex-related offense or sexual harassment; or for performance of duties concerning an alleged sex-related offense or sexual harassment. **(T-0)**

13.9.2. **(ADDED)** If a commander is aware of retaliation related to a report of sexual harassment, the commander will refer the retaliation complaint to the installation IG office. **(T-0)**

13.9.3. **(ADDED)** The SARC will not make any notifications if the retaliation victim is pursuing action relating to allegations with the IG (installation or DoD), the Military Criminal Investigations Office (MCIO), or command, especially if the commander is the subject in the retaliation report. **(T-0)**

13.9.4. **(ADDED)** Retaliation Procedures. If the victim comes to an SARC or SAPR VA to discuss perceived retaliation associated with an Unrestricted Report of sexual harassment, the SARC/SAPR VA will:

13.9.4.1. **(ADDED)** Discuss the nature of the perceived retaliation. **(T-0)**

13.9.4.2. **(ADDED)** Provide information about the various forms of retaliation and investigative entities (installation IG, DoD IG, law enforcement, MCIO, and command). **(T-0)**

13.9.4.3. **(ADDED)** Explain that the individual can go to an IG at any time during the process. Visits to the IG may range from consultation to filing a complaint. **(T-0)**

13.9.4.4. **(ADDED)** Offer assistance throughout the process, to include providing in-person, telephonic, or virtual referrals (e.g., VC or legal assistance) and SAPR advocacy, if requested. **(T-0)**

### ***TERMS***

**(ADDED) Restricted Report (Sexual Harassment)**—This reporting option allows a Service member to confidentially report sexual harassment to a SARC or SAPR VA and receive victim advocacy services from that office. This reporting option does not trigger an investigation or notification to the Service member's command or installation EO office, unless there is written consent from the Service member or, if there is a clear and present risk to health and safety to the Service member or another person, as determined in consultation with the servicing legal office.

**(ADDED) Unrestricted Report (Sexual Harassment)**—This reporting option allows a Service member to report sexual harassment to a SARC or SAPR VA and receive victim advocacy services from that office. This reporting option will result in the SARC or SAPR VA notifying and conducting an in-person, virtual, or telephonic referral with the Service member's commander and installation equal opportunity (EO) office to initiate an investigation (or clarification report via EO processes) of the sexual harassment allegation(s).

### ***REFERENCES***

**(UPDATED)** DoDI 6495.02, Vol 3 *Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases*, 24 June 2022

**(DELETED)** AFI 36-2706, *Equal Opportunity Program Military and Civilian*, 5 February 2020

**(ADDED)** DAFI 36-2710, *Equal Opportunity Program*, 18 June 2020

**(ADDED)** Assistant Secretary of the Air Force Manpower and Reserve Affairs Memorandum, *Department of the Air Force Sexual Assault Prevention and Response Victim Advocacy Services and Confidential Reporting for Military Sexual Harassment*, 6 July 2022

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

**AIR FORCE INSTRUCTION 90-6001**

**15 JULY 2020**

*Incorporating Change 1, 26 March 2021*



***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, *Sexual Assault Prevention and Response (SAPR) Program*. This instruction applies to all levels of command and all AF organizations including the Regular Air Force (RegAF), AF government civilian employees, United States AF Academy, and Air National Guard (ANG) and AF Reserve. Consistent with the Presidential Memorandum, *Implementing the Prison Rape Elimination Act*, 17 May 2020, sexual assaults in Department of Defense (DoD) confinement facilities involving Service members will be governed by Title 28, Code of Federal Regulations, **Part 115**, *Prison Rape Elimination Act National Standards*. Send comments and recommended changes regarding this publication through the appropriate functional chain of command using AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility, AF Integrated Resilience Office (AF/A1Z). 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*, 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 Office of Primary Responsibility (OPR) for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by DoD Instruction 6495.02, *Sexual Assault Prevention and Response Program* and the Freedom of Information Act (FOIA) (DoD Manual (DoDM) 5400.07\_AF Manual (AFMAN) 33-302, *DoD Freedom of Information Act Program*). The applicable System of Records Notice F036 AF DP G, Equal Opportunity and Sexual Assault Prevention and Response Records is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>

## **SUMMARY OF CHANGES**

This interim change revises AFI90-6001 by adding Service Academy Transfer Requests for Victims of Sexual Assault or Related Offenses, per Title 10, United States Code, Section 9461(e), *Policy on sexual harassment and sexual violence*, para (e). 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 SAPR Program. The SAPR Program reinforces the AF'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 AF is committed to introducing comprehensive prevention initiatives with continued focus on building both individual and community collaboration to promote social change. When sexual assault does occur, the AF's goal is to provide exemplary support throughout victim reporting, response, victim advocacy, investigations, and offender accountability.

**1.2. Applicability and Scope.** This instruction applies to eligible victims 18 years and older who are victims of sexual assault perpetrated by someone other than a spouse or intimate partner.

#### **1.3. Total Force Roles and Responsibilities.**

1.3.1. Airmen will strive to eliminate sexual assault by fostering a culture of dignity and mutual respect and creating environments free of sexual harassment and sexual assault.

1.3.2. At all locations, including deployed areas; 24 hours a day, 7 days per week; access to a trained and certified SAPR team, with immediate sexual assault response capability will be available. Training and certification must be from a D-SAACP, in accordance with DoDI 6495.03, *Defense Sexual Assault Advocate Certification Program (D-SAACP)*. SAPR teams include a SARC, Sexual Assault Prevention and Response Victim Advocate (SAPR VA), and/or a Volunteer Victim Advocate (VVA). **(T-0)**. For each sexual assault report, when SAPR assistance is requested by victims, the responding 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)**.

1.3.3. AF personnel (Service members and civilian employees) and adult military dependents who file a 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)**.

1.3.4. All sexual assault victims shall be given priority and treated as emergency cases for medical treatment. **(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)**. Victims 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)**.

1.3.5. The enlistment and commissioning of personnel into the AF who have a qualifying conviction for a sexual assault crime is prohibited. No waivers are authorized. **(T-0)**. For additional information, see AFI 36-2002, *Enlisted Accessions* and AFI 26-2005, *Officer Accessions*.

1.3.6. Commanders and any AF personnel with information about a serious threat to a person (to include a threat to life) will immediately report that information to the Air Force Office of Special Investigations (AFOSI), Security Forces, and/or local law enforcement. **(T-0)**.

### 1.3.7. The AF SAPR Program will:

1.3.7.1. Execute a proactive and comprehensive sexual assault prevention program, in coordination and collaboration with Violence Prevention Integrators (VPI) and Community Action Teams (CAT), to enable mission readiness and reduce, with a goal to eliminate, sexual assault from the AF. (T-0).

1.3.7.2. Ensure SAPR response services are victim-focused, gender-inclusive, culturally competent, and recovery-oriented. (T-0).

1.3.7.3. Offer non-confidential and confidential reporting through Unrestricted and Restricted Reporting respectively. (T-0).

1.3.7.4. Notify the installation or host Wing Commander within 24 hours of all reported incidents of sexual assault that fall under the SAPR program in accordance with DoDI 6495.02 and Chapters 2 and 3 of this instruction. (T-0).

1.3.7.5. Verify that all SARCs, SAPR VAs and VVAs meet and maintain requirements and screening criteria for appointment as outlined in DoDI 6495.02, DoDI 6495.03 and Chapter 2 of this instruction. (T-0).

1.3.7.6. Ensure the SARC enters all sexual assault reports in the Defense Sexual Assault Incident Database (DSAID) in accordance with requirements outlined in the DoDI 6495.02 and Chapter 9 of this instruction. (T-0).

1.3.7.7. Require commanders, SARCs, SAPR VAs, VVAs and all personnel with information to safeguard the confidentiality of sexual assault victims, within the bounds of law and AFI 33-332, *Air Force Privacy and Civil Liberties Program*. (T-0).

1.3.7.8. Retain SAPR records in accordance with DoDI 6495.02, AFI 33-322, and applicable laws. (T-0).

## 1.4. Headquarters Air Force (HAF) Roles and Responsibilities.

1.4.1. **The Chief of Staff of the AF (AF/CC)** serves as the senior uniformed officer responsible for overseeing and providing recommendations to the Secretary of the AF on sexual assault policy matters to include prevention, response, oversight, standards, training, and program requirements.

1.4.2. **The Vice Chief of Staff of the AF (AF/CV)** serves as an agent of the Secretary of the AF 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.

1.4.3. **Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR)** provides strategic, long-range, personnel and manpower oversight for policies that impact the health and well-being of RegAF, Reserve, ANG, and civilian members to include families. SAF/MR advocates for DoD policy and legislative changes through the Office of Secretary of Defense to promote and sustain the Comprehensive Airman Fitness framework.

1.4.4. **The Office of the Inspector General (SAF/IG)** is responsible for providing oversight and guidance with DoDI 5505.18, *Investigation of Adult Sexual Assault in the Department of Defense*, to AFOSI in accordance with Headquarters AF Mission Directive 1-20, *The Inspector General*, and Air Force Policy Directive, 71-1, *Criminal Investigations and CI*.

1.4.4.1. The Commander of AFOSI is responsible for ensuring the AFOSI special agents are appropriately trained to investigate sexual offenses.

1.4.4.2. SAF/IG will ensure inspection of the SAPR Program in accordance with AFI 90-201, *The Air Force Inspection System*. Data collected from inspections may be used in official reports as required by DoD, AF, and Congress. SAF/IG will provide AF/A1Z an annual report with inspection data by 15 November each year for the previous fiscal year. **(T-1)**.

1.4.5. **General Counsel (SAF/GC)** is responsible for developing and interpreting legal policy and guidance for all aspects of sexual assault policy, as well as other matters related to sexual assault in partnership with Judge Advocate General (AF/JA). Nothing in this paragraph is inconsistent with the authority in HAFMD 1-14, *General Counsel and The Judge Advocate General*.

1.4.6. **The Deputy Chief of Staff, 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 career 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.

1.4.6.1. **The Director, Integrated Resilience (AF/A1Z)** is responsible for all SAPR Program activities outlined in DoDI 6495.02 and this instruction. AF/A1Z will:

1.4.6.1.1. Resource the SAPR Program and report on program accomplishments.

1.4.6.1.2. Provide policy and operational oversight through standards, training, research, analysis and program requirements, and maintain functional oversight of program execution and related AF sponsored measurement and research.

1.4.6.1.3. Establish and implement AF policy in accordance with DoD policies and procedures regarding the SAPR Program to include SARCs, SAPR VAs, and Volunteer Victim Advocates (VVA).

1.4.6.1.4. Establish and publicize policies and procedures for preventing and reporting a sexual assault as applicable to this instruction.

1.4.6.1.5. Represent the AF on the DoD SAPR integrated product team (IPT) and Sister Service working groups. This includes providing AF SAPR representatives to serve as chairs, co-chairs, or working members on committees, IPTs, and other activities upon request.

1.4.6.1.6. Provide DSAID oversight and management for the AF.

1.4.6.1.7. Develop SAPR education, training, and awareness materials for the Total Force.

- 1.4.6.1.8. Develop standardized metrics to measure compliance and effectiveness of training, sexual assault awareness, prevention, and response policies and processes.
- 1.4.6.1.9. Analyze data to improve upon policies and processes.
- 1.4.6.1.10. Collect quarterly, annual, and ad hoc installation SAPR data from MAJCOMs to assemble annual congressional reports and other reports required by DoDI 6495.02 and applicable laws. **(T-0)**.
- 1.4.6.1.11. Coordinate with SAF/IG for additional amplifying information derived from Inspector General inspections.
- 1.4.6.1.12. 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.
- 1.4.6.1.13. Collaborate with the AF Community Action Board (CAB) and CAT. This includes ensuring MAJCOM and Installation SARCs collaborate and coordinate with VPIs, Community Support Coordinators (CSC), and their respective CABs and CATs as appropriate.
- 1.4.6.1.14. Coordinate on SARC military functional assignments and deployment taskings.
- 1.4.6.1.15. Develop and approve required training for AF SARCs, SAPR VAs, and VVAs, and establish annual training requirements as required by DoDI 6495.02, to include Enclosure 10. **(T-0)**. Ensure all SARCs, SAPR VAs, and VVAs are properly credentialed in accordance with D-SAACP requirements in the DoDI 6495.03 and **Chapter 2**. **(T-0)**.
- 1.4.6.1.16. Develop and provide the AF SAPR Award criteria per AFI 36-2805, *Special Trophies and Awards Programs*, and the Special Recognition Database.
- 1.4.6.1.17. Maintain and implement the AF SAPR strategic roadmap and prevention strategy in line with the DoD SAPR strategic plan and prevention strategy.
- 1.4.6.1.18. Serve as the Headquarters CATCH Point of Contact to work closely with the Military Criminal Investigation Organization (MCIO) CATCH Program Team and coordinate match notifications.
- 1.4.7. **Judge Advocate General (AF/JA)** is responsible for developing and interpreting legal policy guidance for all aspects of sexual assault policy, as well as other matters related to sexual assault, in partnership with SAF/GC. AF/JA is also responsible for military justice activities related to this instruction and assists in developing, coordinating, and executing essential procedural guidance for the management of sexual assault cases, prevention, and response. The Judge Advocate General (TJAG) is responsible for ensuring training for all judge advocates in sexual assault policy and related matters. TJAG is the responsible official for administration of the Victim and Witness Assistance Program and the Special Victims' Counsel Program. Nothing in this paragraph is inconsistent with the authority in HAFMD 1-14.

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

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

1.4.10. **The Deputy Chief of Staff of the Air Force, Logistics, Installations and Mission Support (AF/A4 & A7)**, through the Director, Air Force Security Forces (AF/A4) is responsible for security and law enforcement guidelines and related procedures that support the SARC Program. AF/A4 is responsible for ensuring Security Forces investigators are sufficiently trained to investigate the offenses under their purview and ensuring all law enforcement personnel are trained to respond to sexual assault allegations in their first responder capacity.

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

1.4.12. **The Chief of the National Guard Bureau (NGB/CF)** promulgates sexual assault prevention and response programs for all National Guard members. The Director, ANG implements sexual assault prevention and response programs for ANG personnel consistent with this instruction and NGB policies. NGB/CF ensures ANG personnel are trained in sexual assault policy and related matters.

## **1.5. Major Commands (MAJCOM) and Organizations above Wing Level Roles and Responsibilities.**

1.5.1. MAJCOM Commanders implement SAPR Programs consistent with DoD and AF policies. The MAJCOM Commander will not delegate this responsibility below the MAJCOM Deputy Commander (or equivalent). See [Chapter 2](#) of this instruction for MAJCOM SAPR program manager (SAPRPM) roles and responsibilities.

1.5.2. Headquarters (HQ) Air Education and Training Command develops and distributes, in coordination with AF/A1Z, appropriate sexual assault educational materials for all levels of accession (with exception to the United States AF Academy), technical training, and professional military education sources.

1.5.3. Commanders or Directors of Direct Reporting Units, Field Operating Agencies, or other similar above-wing organizations implement SAPR Programs consistent with DoDI 6495.01, 6495.02, 6495.03 and this instruction. The commander or director may designate a vice or deputy, but no further to act on his or her behalf.

1.5.4. The Combined Forces Air Component Commander is responsible for implementing an AF SAPR Program within the commander's area of responsibility. See [Chapter 4](#) of this instruction for additional information.

1.5.5. Reports of sexual assaults shall be provided to Commanders of Combatant Commands for their respective area of responsibility on a quarterly basis, or as requested. **(T-0)**.

**1.6. Installation Level Roles and Responsibilities.** Commanders (or equivalent), supervisors, and leaders are responsible for the effectiveness of the SAPR Program throughout their organizations and installation. The installation or host Wing Commander will:

1.6.1. Implement local SAPR Programs ensuring that an immediate, D-SAACP certified response capability exists to support sexual assault victims. **(T-0)**.

1.6.2. Establish a written coverage plan, in collaboration with the MAJCOM and installation SARC to ensure 24/7 SARC response capabilities during times of SARC absence or position vacancy. **(T-1)**. Personnel performing SARC duties must meet eligibility requirements as outlined in DoDI 6495.02 and **Chapter 2** of this instruction. **(T-0)**.

1.6.3. Have direct contact with and supervise all SARCs—supervision may be delegated to the Vice Wing Commander (or equivalent) but no further, unless at a joint base location. **(T-0)**. See **Chapter 12** of this instruction for further guidance for joint base locations.

1.6.4. At installations with an identified lead SARC, the installation or host Wing commander will determine if the Lead SARC supervises other SARCs on the installation.

1.6.5. Ensure SARCs, SAPR VA and VVA meet the eligibility requirements and obtain and maintain D-SAACP certification in accordance with the DoDI 6495.03 and **Chapter 2** of this instruction. **(T-0)**. Delay certification application submission for individuals that are subjects of an open criminal or inspector general, equal opportunity, a command directed investigation relating to a violation of victim rights or SARC, SAPR VA or VVA duties until full adjudication of the investigation and complaint to ensure applicants are suitable candidates for certification. **(T-1)**. Delay certification application submission for individuals with previous investigations with substantiated findings to ensure applicants are suitable candidates for certification.

1.6.6. Protect SARCs, SAPR VAs and VVAs from coercion, retaliation, ostracism, discrimination, maltreatment, and reprisal related to the execution of their SAPR duties and responsibilities. **(T-0)**.

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

1.6.7.1. Monitor the installation's climate through trend data from the SARC, Defense Equal Opportunity 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.

1.6.7.2. Commanders (or equivalent) will conduct organizational climate assessments in conjunction with Equal Opportunity (EO) within 120 days of taking command and annually thereafter while retaining command in accordance with DoDI 6495.02 and AFI 36-2706, *Equal Opportunity Program, Military and Civilian*. **(T-0)**.

1.6.7.3. Ensure that the unit DEOCS results are provided to the SARC and that the EO and SAPR office collaborate on DEOCS questions and data analysis for unit commanders. **(T-1)**.



1.6.7.4. Upon completion of the DEOCS, a commander (or equivalent) may request an out-brief by the SARC. 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 or the SAPR VA, respectively, may represent the SARC.

1.6.7.5. Identify and remedy environmental factors specific to any locations that may facilitate the commission of sexual assaults. **(T-0)**.

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

1.6.9. Mandate a general education campaign to notify members of the Military Services of the authorities available in accordance with DoDI 6495.02 for the correction of military records when a member experiences any retaliatory personnel action for making a report of sexual assault or sexual harassment.

1.6.10. Establish and publicize installation SAPR support services availability, in accordance with DoDI 6495.02. **(T-0)**. Ensure resource information is current, accurate, and available to the DoD Safe Helpline database, ensuring first responder contact information is provided to the MAJCOM SAPRPM on a quarterly basis, or as needed, to update the DoD Safe Helpline as needed.

1.6.11. Ensure the SARC, SAPR VA, or VVA is immediately notified for every incident of adult, non-intimate partner sexual assault as discussed in **Chapter 3** of this instruction and in accordance with local procedures.

1.6.12. Meet with the Wing SARC and Staff Judge Advocate within 30 days of taking command for individual, in-person SAPR training. **(T-0)**.

1.6.13. Ensure all assigned military and civilian personnel (appropriated and non-appropriated fund) receive SAPR training in accordance with DoDI 6495.02 and this instruction. **(T-0)**. DoD contractors are highly encouraged to attend. Refer to **Chapter 7** of this instruction for training requirements.

1.6.14. Ensure the SAPR Program is resourced and provided appropriate office space for office training and awareness venues. **(T-1)**.

1.6.15. Ensure standardized, timely, accessible, and comprehensive healthcare for victims of sexual assault, to include the ability to elect a SAFE in accordance with DoDI 6310.09, *Healthcare Management for Patients Associated with a Sexual Assault*, DoDI 6495.02 and AFI 44-102, *Medical Care Management*. **(T-0)**. Require there is an adequate supply of SAFE Kits to meet the needs of sexual assault victims in accordance with DoDI 6495.02. If care is referred to non-military treatment facility providers, then the Wing Commander will ensure that Memorandums of Agreement (MOA)/Memorandum of Understanding (MOU) with the receiving facility are compliant with DoDI 6495.02. **(T-0)**.

1.6.15.1. When preparing a SAFE Kit for restricted and unrestricted reports, require Sexual Assault Medical Forensic Examiners (SAMFES) and other healthcare providers, per MOU or MOA, to provide timely and comprehensive medical care per AFI 44-102. **(T-1)**.

1.6.15.2. Assign a healthcare provider to serve as Sexual Assault Medical Manager (SAMM) at each military treatment facility to provide updates in sexual assault care. **(T-0)**. For Reserve Medical Units, this is the Reserve SAPR Liaison or in the case of a standalone reserve wing, the Reserve SARC.

1.6.16. 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 Vice Wing Commander, but will not delegate further. **(T-1)**.

1.6.17. Ensure unit commanders (or equivalent) immediately refer to AFOSI and the SARC any known sexual assault incidents in accordance with DoDI 6495.02. **(T-0)**. See **Chapter 3** and **Chapter 6** of this instruction for additional guidance.

1.6.18. Ensure an 8-Day Incident Report is completed for all Unrestricted Reports and Independent Investigations of sexual assault in accordance with DoDI 6495.02 and **Chapter 3** of this instruction. **(T-0)**.

1.6.19. Ensure that all group, squadron, and deputy commanders (or equivalent), to include tenant units, receive 8-Day Incident Report training from the SARC within 30 days of assuming the position. **(T-1)**. The AF Joint Base Commander or Deputy Joint Base Commander will ensure all AF tenant group commanders, unit commanders, and deputy commanders receive 8-Day Incident Report training from the installation SARC. **(T-1)**.

1.6.20. Ensure a Commander's Critical Information Requirement (CCIR), if applicable, is completed when an Unrestricted Report of sexual assault meets criteria identified in AFMAN 10-206, *Operational Reporting*, and in **Chapter 3** of this instruction. **(T-1)**.

1.6.21. Require that the SARC notify required personnel and enter applicable information into DSAID in accordance with DoDI 6495.02 and this instruction. **(T-0)**.

1.6.22. Chair the multi-disciplinary CMG on a monthly basis. **(T-0)**. The installation or host Wing Commander may delegate this responsibility to the Vice Wing Commander (or equivalent), but will not delegate it any further. **(T-0)**.

1.6.23. Require the installation or lead SARC to serve as the co-chair of the CMG. **(T-0)**.

1.6.24. Ensure victims receive assistance from the SAPR Program, or trial counsel, for a sexual assault and that they are informed of and given the opportunity to:

1.6.24.1. Ensure victims are informed of the opportunity to go outside the chain of command to report the offense to other commanding officers or an Inspector General, when the alleged offender is the commander or in the victim's chain of command. **(T-0)**. Victims shall be informed that they can also seek assistance from the DoD Safe Helpline. **(T-0)**.

1.6.24.2. Consult with a Special Victims' Counsel (SVC), legal assistance counsel, and in cases where there may be collateral misconduct, an Area Defense Counsel (ADC). **(T-0)**.

1.6.24.3. Have a SARC, SAPR VA, VVA, and/or an SVC present when law enforcement, trial, or defense counsel interviews the victim. **(T-0)**.

1.6.24.4. Ensure that unit commanders are informed of and comply with requirements 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 are annotated in an Airman's performance evaluation, which are filed in the Airman's official personnel record in accordance with AFI 36-2406, *Officer and Enlisted Evaluation Systems*. **(T-0)**.

1.6.25. Wing Commanders and United States Air Force Academy (USAFA) Superintendent will execute expedited transfer procedures for sexual assault victims in accordance with 10 USC § 9461, DoDI 6495.02; DoDI 1322.22, *Service Academies*; USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*; AFI 36-2110, *Total Force Assignments*; AFI 36-3501, *United States Air Force Academy Operations*; and this instruction. **(T-0)**.

1.6.26. Ensure government transportation is available for the SAPR Program, as required, to transport victims, including those at geographically separated units, to appointments related to their report of sexual assault. **(T-1)**.

1.6.27. 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 via the MAJCOM SAPRPM. **(T-1)**.

1.6.28. Establish a monthly meeting with the installation Inspector General requiring a briefing on new and ongoing complaints, to include those filed via DD Form 2910-2 concerning alleged incidents of retaliation, reprisal, ostracism or maltreatment allegations from a victim, witness, bystander, SARC, SAPR VA and VVA, responder, or other parties to alleged reported sexual assault. **(T-0)**. Inspectors General will not provide complainant identity, but only that the complaint relates to the complainant's status as a victim, witness, bystander, SARC, SAPR VA and VVA, responder, or other party to alleged reported sexual assault. If there are no new or ongoing complaints, the monthly meeting is not required.

1.6.29. 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 or the host Wing Commander, if applicable. **(T-2)**.

1.6.30. Require that all supervisors in the victim's chain of command, officer and enlisted take appropriate measures to protect the victim from retaliation, reprisal, coercion, ostracism, and maltreatment when they become aware of allegations of retaliation, reprisal, ostracism, or maltreatment related to Unrestricted and Restricted Reports of Sexual Assault. **(T-0)**.

1.6.31. Require all allegations of coercion, retaliation, ostracism, maltreatment, or reprisal related to Unrestricted Reports of Sexual Assault be reported on DD Form 2910-2, are tracked in DSAID from the date of initiation to completion of command action or disposition of the retaliation case. All entities, other than the DoD Office of Inspector General and Military Service IGs, such as the MCIO, Command, Military Law Enforcement (non-MCIO), and Equal Opportunity, handling retaliation related to Unrestricted Reports of Sexual Assault shall notify the SARC within 48 hours of a retaliation reporter's request to make an alleged sexual assault-related retaliation report. The SARC or SAPR VA will contact the retaliation reporter and ask if they would like to complete the DD Form 2910-2. If the retaliation reporter chooses not to

sign the DD Form 2910-2, then no information is entered into DSAID or tracked by SAPR personnel. If the retaliation reporter authorizes CMG discussion in the DD Form 2910-2, the retaliation allegation will be reviewed during the monthly Case Management Group meeting in accordance with DoDI 6495.02, USD(P&R) Memorandum, *Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker*, 15 October 2019, “Revisions to the Monthly Case Management Group Meetings for Adult Sexual Assault Cases,” dated 13 November 2019, and this instruction. **(T-0)**.

1.6.32. Ensure that unit security assistants inform individuals whenever they are 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 21E of the SF 86 unless the individual has a mental health or other health condition that substantially adversely affects judgement, reliability, or trustworthiness **(T-0)**:

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

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

1.6.32.3. The individual’s judgment, reliability or trustworthiness is not substantially adversely affected.

1.6.33. Ensure that the SARC participates on the installation CAB, CAT, and collaborates with CSC and VPI on relevant resilience and prevention activities in accordance with AFI 90-5001, *Integrated Resilience*. **(T-1)**.

1.6.34. Ensure the Staff Judge Advocate provides a Record of Trial to victims, when eligible, in accordance with Rules for Courts-Martial 1112(e).

## Chapter 2

### PROGRAM EXECUTION

**2.1. Offices Primarily Responsible (OPR) for Program Execution.** MAJCOM SAPRPM and installation-level SARCs are responsible for implementing the SAPR Program.

**2.2. Requirements for Assignment Eligibility Screening.** SARCs, SAPR VAs, and VVAs hold sensitive positions. The following screening criteria are used to determine the assignment eligibility for both civilian and military members serving in the role of SARC, SAPR VA, and VVA:

2.2.1. All SARCs, SAPR VAs, and VVAs must have a favorably adjudicated background investigation in accordance with DoDI 6495.02. **(T-0)**.

2.2.2. MAJCOMs will determine if their SAPR positions need additional security clearance requirements as applicable. **(T-2)**.

2.2.3. SARCs, SAPR VAs, and VVAs must not have a disqualifying condition as outlined in DoDI 6495.03. **(T-0)**. SARCs, SAPR VAs, and VVAs serving as part of an AF SAPR Program must meet additional requirements:

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

2.2.3.1.1. Officers: Meets Standards.

2.2.3.1.2. Enlisted: Rating of meets above average or clearly exceeds in all categories.

2.2.3.2. No open criminal investigation as an alleged offender. **(T-0)**.

2.2.3.3. Never been convicted by a General, Special, or Summary court-martial. **(T-1)**.

2.2.3.4. No record of court-martial, non-judicial punishment, or administrative action (Letter of Reprimand, Letter of Admonishment, negative Letter of Counseling, or adverse Record of Individual Counseling). **(T-1)**:

2.2.3.4.1. Reflecting a lack of character, behavioral, or emotional control.

2.2.3.4.2. Based on unprofessional relationships as defined in AFI 36-2909, *Professional and Unprofessional Relationships*.

2.2.3.5. Never been convicted by a civilian court of a non-traffic offense, misconduct offense, or major misconduct offense, in accordance with DoDI 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*. **(T-0)**.

2.2.3.6. No record of a substantiated complaint against the SARC, SAPR VA, or VVA of reprisal, retaliation, sexual harassment, or abuse of authority within their personnel records. **(T-1)**.

2.2.3.7. 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)**.

2.2.3.8. No annotation of a complaint of sex-related offenses on a performance report in accordance with AFI 36-2406, *Officer and Enlisted Evaluation Systems*. **(T-1)**.

2.2.3.9. On behalf of AF/A1Z, the SARC at the officer's location or MAJCOM SAPRPM will conduct a screening interview for each military SARC candidate. **(T-1)**. The installation SARC and SAPR VA will conduct the screening interview for VVAs. **(T-1)**.

**2.3. Limiting career field eligibility for SARC, SAPR VA and VVA.** Due to the potential for legal, professional, or community conflicts of interest, the following members will not serve as SARCs, SAPR VAs, or VVAs: community support coordinators, Violence Prevention integrators, individuals on G-series orders, first sergeants, chief master sergeants, individuals assigned with or working in law enforcement or investigations (including administrative and training personnel), healthcare providers (defined in DoDI 6495.02 as those who have direct patient care), firefighters, emergency medical technicians, and individuals assigned to the Office of the Staff Judge Advocate, SVC program, ADC, Equal Opportunity offices, Chaplain Corps personnel, and the Inspector General. **(T-1)**.

**2.4. Major Command (MAJCOM) Sexual Assault Prevention and Response Program Managers (SAPRPM) Other Duties and Responsibilities.**

2.4.1. The MAJCOM SAPRPM is responsible for administering MAJCOM-level SAPR Program; accomplishes continual evaluation of their functional areas; and provides functional oversight and guidance to installation SARCS on policy interpretation, execution of duties, and other matters as warranted to ensure compliance with all applicable DoD and AF instructions. AF 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 AF Reserve organizations.

2.4.2. In the performance of these duties, conversations may include personally identifiable information, therefore, MAJCOM SAPRPMs shall have private work centers.

2.4.3. MAJCOM SAPRPMs will:

2.4.3.1. Have direct access to the MAJCOM Commander. **(T-1)**. This responsibility may be delegated to the MAJCOM deputy commander, but no further. **(T-1)**.

2.4.3.2. Comply with all eligibility screening requirements and obtain and maintain D-SAACP certification in accordance with DoDI 6495.03. **(T-0)**.

2.4.3.3. Be trained in and understand the confidentiality requirements of and exceptions to Restricted Reporting and Military Rule of Evidence 514.

2.4.3.4. Ensure all installation SARCs, SAPR VAs, and VVAs obtain and maintain certification, completing required continuing education units in accordance with DoDI 6495.03. **(T-0)**. Verify that all new SARCs, SAPR VAs, and VVAs obtain their initial D-SAACP certification prior to performing SAPR duties. **(T-0)**.

2.4.3.5. Ensure a lead SARC is designated in writing by the installation or host Wing Commander when a location has three or more SARCs.

2.4.3.6. Maintain a current roster of all SARCs and SAPR VAs. Maintain records, including D-SAACP certification, pertinent designation letters, and grade waivers.

2.4.3.7. In the absence of a SARC, enter case information into the DSAID as required by DoDI 6495.02 and USD(P&R) Memorandum, *Defense Sexual Assault Incident Database*

*Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker*, 15 October 2019, *Revisions to the Monthly Case Management Group Meetings for Adult Sexual Assault Cases*, 13 November 2019, and *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020. **(T-0)**.

2.4.3.8. Oversee and monitor all SAPR Expedited Transfer submissions, verify Expedited Transfer entry into DSAID, and provide weekly status updates to AF/A1Z. **(T-0)**.

2.4.3.9. Ensure accuracy of DSAID case entries by conducting monthly oversight and ensuring data errors are corrected in a timely manner as directed by AF/A1Z in accordance with DoDI 6495.02 and this instruction. **(T-0)**.

2.4.3.10. Ensure installation SARC's, in collaboration with VPIs, facilitate annual training for the Total Force as directed by AF/A1Z and provide sign-in sheets for tracking to unit training managers or unit ancillary training monitors, advanced distributed learning service, or other mechanism directed by AF/A1Z.

2.4.3.11. Provide pre-command training to all new officers and AF civilians who are selected for command (or equivalent) and the unit's senior enlisted leader prior to filling a command position in accordance with DoDI 6495.02. **(T-0)**.

2.4.3.12. Attend annual refresher training as directed by AF/A1Z. Provide annual refresher training to respective installation SARC's and SAPR VAs as directed by and with the approval of AF/A1Z. **(T-1)**.

2.4.3.13. Participate or provide representation for all AF/A1Z MAJCOM training and monthly telephone conferences. **(T-1)**.

2.4.3.14. Conduct a monthly telephone conference with installation SARC's, at a minimum.

2.4.3.15. Provide MAJCOM status of Total Force annual training on a quarterly basis, or as requested by AF/A1Z.

2.4.3.16. Comply with AF/A1Z data calls and other requests as directed by AF/A1Z.

2.4.3.17. Budget for prevention materials, office supplies, training, and travel (to include travel expenses related to the annual refresher training requirements).

2.4.3.18. Collaborate and coordinate with the Community Support Program Manager and Violence Prevention Program Manager (if available) on resilience and violence prevention programs and activities, as appropriate.

2.4.3.19. Participate on their respective MAJCOM CAB and CAT.

## **2.5. Installation Sexual Assault Response Coordinator (SARC) Eligibility and Requirements.**

2.5.1. Eligibility: A SARC must be an AF officer or AF civilian employee. **(T-1)**.

2.5.1.1. Civilian SARC's must be AF civilian employees in the grade of General Schedule (GS)-12 (or equivalent) and governed by the mandatory SARC Standard Civilian Position Description. **(T-1)**.

2.5.1.2. Civilian Air Reserve Component SARC positions will be in the grade of GS-12 and are governed by the mandatory Reserve SARC Standard Civilian Position Description.

2.5.1.3. Contingent upon complying with required prerequisites (e.g., security clearance, weapons qualification, etc.), civilian SARCs must have installation or host Wing Commander's (or equivalent) and MAJCOM SAPRPM's approval to deploy. Civilian Reserve SARCs must have Wing Commander and Headquarters AF Reserve Command (AFRC) SARC approval to volunteer to deploy. **(T-1)**.

2.5.2. Military SARCs serving as the installation or Lead SARC must be in the grade of O-3 or above and Deputy SARCs must be in the grade of O-2 or above. **(T-1)**. Military Lead, Deputy SARCs, and as needed Alternate SARCs, are world-wide deployable and must be prepared to support the AF's commitment to expeditionary missions, ensuring a SAPR Program capability is available in deployed environments. **(T-1)**. Deputy SARCs in the grade of O-2 or above deploy as an installation SARC without a grade waiver. **(T-1)**.

2.5.2.1. AF/A1Z will approve or deny all waiver requests for the military grade requirement of SARCs. The Wing Commander must endorse and submit fully justified military grade waiver requests through the MAJCOM Deputy Commander for endorsement before forwarding to AF/A1Z for review. **(T-1)**.

2.5.2.2. Military SARC responsibilities are identified as a special duty assignment. Officers will be released by their career field, meet training requirements, and are approved by AF Personnel Center assignments branch and AF/A1Z.

2.5.2.3. Military SARCs, 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/A1Z. **(T-1)**. This requirement is not applicable to ANG dual status technicians or for Reg AF SARCs filling a remote duty station assignment.

2.5.2.4. World-wide deployable military SARC positions will not be converted to civilian positions without AF/A1Z approval. **(T-1)**.

2.5.3. Each Reserve Wing or organization's Commander will appoint a Reserve SAPR Liaison (RSL) and an alternate RSL. **(T-1)**. The RSL and Alternate RSL will be a member of the reserve unit's physical examination section and be able to initiate and track Line of Duty (LOD) determinations. **(T-1)**. LOD procedures are conducted in accordance with AFI 36-2910, *Line of Duty Determination, Medical Continuation and Incapacitation Pay*. The RSL works closely with the installation SARC to ensure sexual assault victims are treated with dignity and respect throughout the LOD process. **(T-1)**. The RSL will comply with screening requirements as outlined in **Paragraph 2.2** of this instruction and successfully complete the VVA training in order to effectively work with sexual assault victims. **(T-1)**.

2.5.3.1. The RSL directs any questions regarding Restricted or Unrestricted sexual assault LOD to Headquarters AFRC.

2.5.3.2. Where the Air Reserve Wing is host to a RegAF organization, those RegAF commanders will work directly with the Air Reserve SARC in the scheduling and delivery of training to RegAF personnel. **(T-1)**.



2.5.3.3. At tenant Reserve Wings or organizations, the Reserve Wing or organization leadership works directly with the installation SARC in scheduling the delivery of training and identifying certified VVAs to assist with the training of Reserve personnel. The Reserve Wing or organization will record training completion for all members and report any required metrics to the AFRC SARC. **(T-1)**. The installation SARC will have the same level of access to the Reserve Wing/organization leadership as they have to their own RegAF leadership. **(T-1)**.

2.5.3.4. Each ANG Wing SARC serves as the primary liaison to the unit LOD point of contact.

**2.6. Sexual Assault Response Coordinator (SARC) Other Duties and Responsibilities.** The SARC provides overall program management for the SAPR Program in accordance with all applicable DoD and AF policies. The SARC serves as the commander's consultant and coordinator for sexual assault prevention and response activities and assists with institutionalizing an environment of dignity and respect. SARCs shall:

2.6.1. Serve as the single point of contact for coordinating care for sexual assault victims eligible for SAPR services to ensure they receive appropriate, timely, and responsive care. **(T-0)**.

2.6.2. Have direct, unimpeded access to the immediate commanders of eligible victim(s) and alleged Service member offender(s) in accordance with DoDI 6495.02. **(T-0)**.

2.6.3. Be supervised by the installation or host Wing Commander (or equivalent) in accordance with DoDI 6495.02. **(T-0)**. Supervision may be delegated to installation or host Wing Vice Commander, but no further. **(T-0)**.

2.6.3.1. If an installation has three or more SARCs, a lead SARC shall be designated in writing by the installation or host Wing Commander in coordination with the MAJCOM SAPRPM. **(T-0)**.

2.6.3.2. If an installation SAPR office has both military and civilian members trained as SARCs, the civilian will be designated as the SARC and the military member will be designated as the Deputy SARC. **(T-0)**.

2.6.4. Ensure all eligible sexual assault victims are assisted, regardless of Service affiliation. **(T-0)**.

2.6.5. Oversee general SAPR training implementation in coordination with the VPIs, as appropriate, and as outlined in DoDI 6495.02, this instruction, or as directed by AF/A1Z. **(T-0)**.

2.6.5.1. Meet with new commanders (or equivalent) within 30 days of taking command to provide training as outlined in DoDI 6495.02 and **Chapter 7** of this instruction. **(T-0)**.

2.6.5.2. Facilitate education of command personnel (e.g. commanders (or equivalent), deputy commanders, section commanders, first sergeants, chief master sergeants, and senior civilians) on sexual assault response and victim advocacy services.

2.6.6. Upon request, the SARC will facilitate training on SAPR Program services to military dependents over 18 years old in the continental United States (CONUS) and outside the continental United States (OCONUS). **(T-1)**. As requested, the SARC will facilitate training on SAPR services to civilian dependents over 18 years old OCONUS. **(T-1)**.

2.6.7. Collaborate with civilian and military partners on community programs, activities, and agreements to improve response and support sexual assault victims. **(T-0)**.

2.6.7.1. Collaborate and coordinate with the CSC and VPI on resilience and violence prevention programs and activities, as appropriate.

2.6.7.2. Participate on their respective CAB and CAT.

2.6.7.3. Upon request, attend the unit commander DEOCS out-brief. **(T-1)**. SARCs will not discuss sexual assault cases at the briefing. **(T-0)**. The SARC will not provide DEOCS results to anyone outside of the SAPR office or to VVAs and will not maintain the DEOCS results in the SAPR Office. **(T-1)**. Equal Opportunity is the repository for the DEOCS on each installation.

2.6.7.4. Maintain liaison with commanders (or equivalent), SAMMs, SAMFEs and other outside healthcare providers, AFOSI or equivalent MCIOs, any other DoD law enforcement (e.g. Security Forces), and civilian authorities, as appropriate to facilitate protocols and procedures. **(T-0)**.

2.6.7.5. Consult with the servicing legal office, SAMMs, SAMFEs and other healthcare personnel, and law enforcement (or when feasible, civilian law enforcement) to assess the potential impact of state and international laws governing reporting requirements for adult sexual assaults that may affect compliance with the AF Restricted Reporting option, and develop or revise applicable MOUs and MOAs, as appropriate, in accordance with AFI 51-403, *International Agreements* and AFI 25-201. **(T-0)**.

2.6.7.6. Collaborate with MTF, SAMMs, SAMFEs, Command Post, Base Defense Operations Center, and law enforcement to establish protocols and procedures directing notification to the SARC, SAPR Victim Advocate (VA), and/or VVA for adult non-intimate partner sexual assaults. **(T-0)**.

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

2.6.7.8. Ensure sexual assault awareness publications and marketing throughout the installation meet requirements outlined in DoD 6495.02 and this instruction, and have a consistent message. **(T-0)**. This includes coordination and collaboration with the VPI on primary prevention initiatives to ensure consistent messaging and better integrated efforts.

2.6.7.9. Facilitate the development and collaboration of SAPR public awareness campaigns, including planning local events for Sexual Assault Awareness and Prevention Month. **(T-0)**.

2.6.7.10. Ensure clear and accurate information is available for reporting a sexual assault, both Unrestricted and Restricted, at their respective installation(s) or other applicable locations. **(T-0)**.

2.6.7.11. 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. **(T-0)**. Providing personal home or mobile phone numbers for SARCs, SAPR VAs, and VVAs is prohibited.

2.6.7.12. Execute a victim support system that will:

2.6.7.12.1. Ensure the SAPR Program serves as the primary point of contact for coordination and is contacted immediately for sexual assault victims eligible for SAPR services. Provide continuity of care and case management for all eligible cases reported at the installation. **(T-1)**. **Note:** Intimate partner sexual assault and child sexual abuse cases are handled by the FAP in accordance with AFI 40-301, *Family Advocacy Program*.

2.6.7.12.2. The SAPR Program will provide 24/7 response capabilities for non-intimate partner sexual assault only. For intimate partner sexual assault and child abuse reports, FAP has a 24/7 response protocol. In the event that the SARC, SAPR VA, or VVA inadvertently responds to a FAP victim of sexual assault, no DD Form 2910 will be reviewed or signed with the victim and the SARC will not open a case in DSAID. **(T-0)**. The responding SARC, SAPR VA, or VVA will ensure an immediate, warm hand-off to FAP.

2.6.7.12.3. Ensure SARCs, SAPR VAs, or VVAs personally answer the SAPR phone, make every attempt to answer all calls, and not have an answering machine or voice mail act as the primary response mechanism. **(T-1)**. The SARC, SAPR VA, or VVA will respond in a timely manner and in person. **(T-0)**.

2.6.7.12.4. Ensure sexual assault reports are entered into and tracked utilizing DSAID. **(T-0)**. No other databases or tracking systems are authorized. **(T-0)**. Monthly updates will be provided to the installation or host Wing Commander and MAJCOM SAPRPM. **(T-0)**.

2.6.7.12.5. Provide installation commanders information on trends and characteristics of sexual assault crimes and relevant risk factors to enable local sexual assault prevention efforts.

2.6.7.12.6. Be trained and perform victim advocate duties as needed and as outlined in DoDI 6495.02 and this instruction. **(T-0)**. The AF recognizes the SARC's authority to perform duties as a SAPR VA, even though the SARC may not be specifically designated in writing. **(T-0)**.

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

2.6.8.1. Direct a VVA cadre to include recruiting, training, and scheduling. **(T-0)**.

2.6.8.2. Facilitate VVA initial and refresher training as directed by AF/A1Z.

2.6.8.3. Interview, in coordination with the SAPR VA, all newly transferred VVAs and prospective VVA applicants to determine appropriateness. The SARC is the final approving authority on all VVA applicants and transferred VVAs. **(T-1)**.

2.6.8.4. Enter all SARC, SAPR VA, and VVA certification, training, and demographic information into DSAID. **(T-0)**.

2.6.8.5. Ensure all VVA documents are kept, either hard copy or electronic, in individual VVA folders. **(T-1)**. The SARC will secure and maintain any hard copy folders in a secured locked file cabinet in the SAPR Office. **(T-1)**.

2.6.8.6. Meet with the VVA's primary supervisor annually. **(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)**. This responsibility can be delegated to the SAPR VA, however, the SAPR VA shall inform the SARC of updates from the annual meetings.

2.6.8.6.1. Refer disciplinary and adverse actions to the VVA's primary supervisor for appropriate action. **(T-1)**.

2.6.8.6.2. Notify the VVA's primary supervisor if at any time the VVA does not meet the screening criteria to remain a VVA. **(T-1)**.

2.6.8.7. Directly supervise SAPR VAs and VVAs while they are providing victim advocacy support to sexual assault victims.

2.6.8.8. Assign a SAPR VA or VVA as soon as possible after a Restricted or Unrestricted report of sexual assault is made. **(T-0)**. VVAs will not provide advocacy services to a victim within their same unit. **(T-1)**.

2.6.8.9. Require that a non-clinical safety assessment(s) is conducted by the responding SAPR VAs and/or VVAs in accordance with DoDI 6495.02. **(T-0)**.

2.6.8.10. Ensure victim service referrals and ongoing victim advocacy support is provided to the victim, including information necessary to make an informed decision on reporting options as outlined in DoDI 6495.02 and **Chapter 3** of this instruction. **(T-0)**.

2.6.8.10.1. Ensure the victim is notified of options for medical treatment and a SAFE. **(T-0)**.

2.6.8.10.2. Consult with SAMFEs, SAMMs, or other outside healthcare personnel about victim eligibility for a SAFE. **(T-0)**.

2.6.9. Co-chair the CMG. **(T-0)**. When a lead SARC has been designated, the lead SARC will be the co-chair and all other SARCs assigned to the location will attend the CMG. **(T-0)**.

2.6.10. Perform case management duties for all cases within their respective installation(s) and other applicable locations. **(T-0)**.

2.6.10.1. 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)**.

2.6.10.2. Facilitate the transfer of services, or provide continuity of care and case management, in the event the victim has a permanent change of station, is deployed or redeployed, including Expedited Transfers in accordance with DoDI 6495.02 and

USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020. **(T-0)**.

2.6.11. Provide the installation or host Wing Commander information to assist in the completion of the 8-Day Incident Report and CCIR as outlined in DoDI 6495.02 and **Chapter 3** of this instruction. **(T-0)**. The SARC will notify the MAJCOM SAPRPM the same duty day for all CCIRs. **(T-1)**.

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

2.6.13. For ANG victims, if the victim returns to their unit and concurs with case transfer, the SARC will contact the state Joint Force Headquarters SARC who coordinates transfer to the victim's installation SARC. **(T-1)**. Once completed, the gaining SARC will notify the ANG SAPR Office of the transfer. **(T-1)**.

2.6.14. 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)**.

2.6.14.1. 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 sexual assault. These acts are recorded by Safety personnel in accordance with AFI 91-204, *USAF Mishap Investigation and Reporting*.

2.6.14.2. The SARC will ensure the victim's name does not appear on the Occupational Safety and Health Administration 300 Log, the term "privacy case" is entered in the space normally used for the employee's name. **(T-1)**.

2.6.14.3. The SARC or SAPR VA will coordinate with AFOSI or equivalent MCIO, or other law enforcement agency investigating the Unrestricted Report before reporting the incident to the Safety Office. **(T-1)**.

2.6.14.4. VVAs will not engage with the Safety Office directly, but will immediately route all incidents or concerns related to these incidents to the SARC. **(T-1)**.

2.6.14.5. Workplace physical injuries may also be reported by the victim for injury compensation as outlined in AFI 91-204.

2.6.15. If a SARC is approached by individuals with allegations against each other, each individual will be provided an opportunity to file 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 filing the report. **(T-1)**.

2.6.16. Immediately notify the installation or Host Wing Commander of situation requiring a High-Risk Response Team. **(T-0)**. See **Chapter 8** of this instruction for additional guidance. **(T-0)**.

2.6.17. Perform duties related to the CATCH program in accordance with DoDI 6495.02, to include USD(P&R) Memorandum, *Procedures to Implement the "Catch a Serial Offender" Program*, 10 June 2019, and Section 2.11.17. **(T-0)**.

2.6.18. Manage the SAPR Program budget to include prevention materials, office supplies, training, and travel (to include travel expenses related to required annual training) in accordance AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*. (T-1).

2.6.19. Verify that government transportation is available to transport victims. (T-1).

## **2.7. Full-Time Sexual Assault Prevention and Response Victim Advocate (SAPR VA) Eligibility and Requirements.**

2.7.1. Full-time SAPR VAs will be AF civilian employees in the grade of GS-11 and hired using the SAPR VA Standard Civilian Position Description. (T-1).

2.7.2. If a SAPR VA position is vacant, a D-SAACP certified VVA 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 prior AF/A1Z approval. (T-1).

2.7.3. SAPR VAs must meet the requirements to obtain and maintain D-SAACP certification and meet all screening requirements outlined in DoDI 6495.03 and [paragraph 2.2](#). (T-0).

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

## **2.8. Full-Time Sexual Assault Prevention and Response Victim Advocate (SAPR VA) Other Duties and Responsibilities.** Under SARCs supervision, the SAPR VA serves as the installation's primary sexual assault victim advocate, providing a wide range of essential support, advocacy, and liaison services to eligible military and civilian sexual assault victims in accordance with DoDI 6405.01 and DoDI 6495.02. The SAPR VA will:

2.8.1. Be trained and perform victim advocate duties as outlined in DoDI 6495.02 and [paragraph 2.12](#). (T-0).

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

2.8.3. Collaborate with the SARC to provide the AF/A1Z approved initial 40-hour VVA training for VVA candidates and the 4-hour VVA Orientation for VVAs that are newly assigned to the installation. (T-1).

2.8.4. Track initial and recurring VVA training in DSAID, as assigned by the SARC, to include continuing education as required by DoDI 6495.03. (T-0).

2.8.5. Maintain copies of their own record and ensure VVA folders are created and maintained for each VVA as necessary. (T-1).

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

2.8.7. Ensure an immediate and coordinated response to the victim during administrative, medical, investigative, and legal procedures. (T-0).

2.8.8. Establish and maintain relationships, in coordination with the SARC, 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).

2.8.9. Assist the SARC with planning, scheduling, and delivery of sexual assault prevention and response training, as needed. (T-1).

## **2.9. Volunteer Victim Advocates (VVAs) Eligibility and Requirements.**

2.9.1. Only Reg AF military personnel, AF Reserve or ANG personnel in active status, and AF civilian appropriated fund employees may serve as VVAs. Personnel with limiting career fields as outlined in [paragraph 2.3](#) of this instruction are ineligible to serve as a VVA. Reserve personnel assigned to the Reserve Medical Unit may serve as VVAs if they have no patient-related duties.

2.9.2. Civilian (appropriated fund) VVAs must be in the grade of General Schedule (GS)-07 or higher. **(T-1)**. Military VVAs must be E-4 and above and at least 21 years of age for enlisted; and officers must be O-2 or above. Officers in the grade of O-1 who were prior enlisted are eligible to serve as VVAs. **(T-1)**. VVAs that hold a current D-SAACP certification prior to the date of this instruction may remain as VVAs.

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

2.9.3. Eligible personnel who are interested in volunteering must complete an interview with the SARC and SAPR VA (SAPR VA), meet screening requirements, successfully complete initial VVA training, and obtain and maintain D-SAACP certification. **(T-0)**.

2.9.4. When a VVA is performing advocacy duties, they report 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)**.

2.9.5. Annually, the SARC will meet with the VVA's primary supervisor (military or civilian). **(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)**. This responsibility may be delegated to the SAPR VA.

## **2.10. Volunteer Victim Advocates (VVA) Other Duties and Responsibilities.** VVAs will:

2.10.1. Contact the SARC or SAPR VA to be temporarily removed from the on-call roster if assigned a project or critical work by their primary supervisor, or other life events, preventing their availability for an immediate response. **(T-3)**.

2.10.2. If a civilian VVA, submit appropriate compensatory time when providing direct victim advocacy outside of regularly scheduled duty hours in accordance with DoDI 1400.25 (V610) and AFI 36-807, *Scheduling of Work, Holiday Observances, and Overtime*. **(T-0)**.

**2.11. Victim Advocacy Other Roles and Responsibilities.** Required roles and responsibilities for SAPR VAs, VVAs, and SARCs serving in the role of a victim advocate are outlined in DoDI 6495.02 and include:

2.11.1. Be trained in and understand the confidentiality requirements of Restricted Reporting and Military Rule of Evidence 514. **(T-0)**.

- 2.11.2. Be on-call, reachable, and available to respond timely, but safely, when scheduled for duty and report to the SARC while carrying out sexual assault advocacy responsibilities. **(T-0)**.
- 2.11.3. Immediately respond in person upon receipt of a report of sexual assault. **(T-0)**.
- 2.11.4. Not respond to a victim, under any circumstances, if under the influence of alcohol or drugs. **(T-0)**.
- 2.11.5. Conduct non-clinical safety assessments, facilitate care, and provide referrals and non-clinical support to all sexual assault victims, to include providing information on available options and resources. **(T-0)**.
- 2.11.6. Inform the victim of the option for medical treatment, including pregnancy, sexually transmitted infections testing, and a SAFE. **(T-0)**.
- 2.11.7. Provide victims with necessary information to make informed reporting option decisions as outlined in DoDI 6495.02 and **Chapter 3** of this instruction. **(T-0)**.
- 2.11.8. Ensure that victims considering a Restricted Report election are informed of eligibility to participate in the CATCH program in accordance with DoDI 6495.02, to include USD(P&R) Memorandum, *Procedures to Implement the "Catch a Serial Offender" Program*, 10 June 2019. **(T-0)**. Participation is voluntary and victims can opt in or out of the CATCH Program at any time after making a Restricted Report. **(T-0)**.
- 2.11.8.1. Victims who make a Restricted Report and elect to participate in the CATCH Program, will be referred to the SARC by SAPR VAs, VVAs, or SVCs for their unique CATCH username, password, and website or paper form for completion. **(T-0)**.
- 2.11.8.2. SARCs, SAPR VAs, or VVAs shall not assist the victim in completing the CATCH entry, offer SAPR office computers for the completion of CATCH entry, or mail paper forms for the victim. **(T-0)**.
- 2.11.8.3. The SARC, SAPR VA, or VVA will refer a victim to the SVC to discuss any legal questions about the CATCH Program. **(T-0)**.
- 2.11.8.4. The SARC will notify the victim of a potential offender match in CATCH and discuss whether the victim wishes to convert the Restricted Report to an Unrestricted Report. The SARC will follow established Unrestricted Report notification requirements upon victim signature on the DD Form 2910 to convert to an Unrestricted Report. **(T-0)**.
- 2.11.8.5. After notifying the victim of a potential offender match, the SARC will again offer a referral to the Special Victims' Counsel for any legal questions about the CATCH Program. **(T-0)**.
- 2.11.8.6. The SARC will update DD Form 2910, the CATCH Program database, and the Headquarters CATCH Point of Contact. **(T-0)**.
- 2.11.8.7. Victims must notify the SARC via phone or in-person to opt-out of the CATCH Program. Email notification is not authorized. **(T-0)**.
- 2.11.9. Accompany the victim, at the victim's request, to appointments related to the report of sexual assault. **(T-0)**.



2.11.10. Provide crisis intervention, as appropriate. Providing counseling, of any kind, is prohibited. **(T-0)**.

2.11.11. Provide the SARC any information necessary to facilitate required notifications as soon as practicable after the report. **(T-0)**. Provide all pertinent paperwork to the SARC the following duty day. **(T-1)**.

2.11.12. Keep the SARC informed of victim care and maintain current information from case initiation to disposition, to include all referrals. **(T-1)**.

2.11.13. Immediately notify the SARC when a victim is assessed to be in a high-risk situation. **(T-0)**.

2.11.14. All SARCs and SAPR VAs assigned to the installation will attend the CMG regardless of whether they have an assigned case being discussed. **(T-0)**. Volunteer Victim Advocates (VVAs) will attend only for cases for which they are assigned, and ensure the SARC is kept informed on the victim's status and case. **(T-1)**.

2.11.15. Be prepared and available to travel, in accordance with the Joint Travel Regulation, when requested to provide support if a victim is traveling for court proceedings related to the sexual assault report. **(T-0)**.

2.11.16. 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 to discuss any concerns/issues related to the impact of that reporting or treatment on their military career with a General or Flag Officer. **(T-0)**.

2.11.17. Ensure victims are aware of resources to report retaliation, reprisal, ostracism, and maltreatment in accordance with DoDI 6495.02 and USD(P&R) Memorandum, *Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker*, 15 October 2019, and this instruction. **(T-0)**. Discuss the following with victims at initial intake and continually assess for updates throughout the life of the open SAPR Program case, completing a final assessment prior to case closure:

2.11.17.1. The definitions of retaliation and reprisal. **(T-0)**.

2.11.17.2. Whether a victim has experienced any forms of retaliation. **(T-0)**.

2.11.17.3. Information to assist the victim in deciding whether or not to file a retaliation report, including the requirement to convert a Restricted Report to an Unrestricted Report. **(T-0)**.

2.11.18. If the victim (or other eligible individuals outlined in DoDI 6495.02) would like a make a retaliation report connected to an Unrestricted Report, the SARC or SAPR VA will assist them with filing an official report using DD Form 2910-2, in accordance with DoDI 6495.02, to include USD(P&R) Memorandum, *Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker*, 15 October 2019. **(T-0)**. SARCs or SAPR VAs are the only personnel authorized to assist the retaliation reporter in completing the DD Form 2910-2.

2.11.18.1. When a DD Form 2910-2 is signed, the SARC or SAPR VA will ensure that the reported retaliation can be directly linked to an Unrestricted Report previously entered

into DSAID and will annotate that DSAID case number on that DD Form 2910-2. **(T-0)**. The SARC or SAPR VA shall upload the signed DD Form 2910-2 into DSAID within 48 hours (may be extended to 96 hours in deployed locations). **(T-0)**. If the retaliation reporter chooses not to sign DD Form 2910-2, then no information is entered into DSAID or tracked by the SAPR Program. **(T-0)**.

2.11.18.2. If the retaliation reporter has authorized CMG discussion in a signed DD Form 2910-2, the SARC shall notify the CMG chair of the retaliation report. **(T-0)**.

2.11.18.3. Retaliation reporters can request a copy of their own DD Form 2910-2, which is their official retaliation report. The retaliation reporter cannot receive a copy of the sexual assault report form (DD Form 2910) unless the retaliation reporter is also the sexual assault victim who originally filed the DD Form 2910. **(T-0)**.

2.11.18.4. Retaliation reporters connected to an Unrestricted Report are not required to first notify the SARC or SAPR VA of their allegations and can provide their allegations directly to an appropriate organization such as the Inspector General (IG), Command, AFOSI, or equivalent MCIO. **(T-0)**.

2.11.18.4.1. The SARC will be contacted within 48 hours of the retaliation reporter's request to make an alleged sexual assault-related retaliation report. The SARC or SAPR VA will contact the retaliation reporter and ask if they would like to file a DD Form 2910-2. **(T-0)**.

2.11.18.5. The SARC will follow procedures as outlined in DoDI 6495.02, to include USD(P&R) Memorandum, *Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker*, dated 15 October 2019 and "Revisions to the Monthly Case Management Group Meetings for Adult Sexual Assault Cases" dated 13 November 2019, regarding retaliation reporters with a signed DD Form 2910-2 with allegations of reprisal. **(T-0)**.

2.11.18.6. SARCs and SAPR VAs have an affirmative duty to ensure that they provide retaliation reporters victim advocacy, and facilitate getting the retaliation allegation referred to the appropriate authority. **(T-0)**.

2.11.19. SARCs, SAPR VAs, and VVAs will NOT transport a victim in their privately-owned vehicle. **(T-1)**. Transportation is acquired individually by the victim, or through government transportation. When transporting a victim, a third person is encouraged to ride in the vehicle. To preserve the victim's privacy, the third party will be D-SAACP certified or a person specifically requested by the victim. **(T-1)**.

## **2.12. Training and Special Experience Identifier (SEI) Codes.**

2.12.1. 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.

2.12.2. All military SARCs, SAPR VAs, and VVAs will receive an SEI code after successful completion of the AF SARC, SAPR VA, or VVA initial training and D-SAACP certification. **(T-1)**. Civilian VVAs will have an addendum added to their position descriptions to document their VVA duties.

2.12.3. Military personnel, AF Reserve, ANG personnel, and AF civilian SARC and SAPR VAs will receive a training code QBX. **(T-1)**. Military SARC will have their record updated to reflect a SEI code Y0Y. **(T-1)**.

2.12.4. 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, *Classification/On-the Job Training Action*, signed, and submitted to the military personnel section. **(T-1)**.

2.12.5. SARC, SAPR VAs, and VVAs will retain the training or SEI code if they maintain D-SAACP certification and screening requirements as outlined in DoDI 6495.03 and [paragraph 2.2](#). **(T-0)**. SEI codes will be removed for failure to maintain D-SAACP certification, meet screening requirements, or revocation of D-SAACP certification.

2.12.6. SARC will remove the SEI for SAPR VAs and VVAs by submitting AF Form 2096 to the military personnel section. **(T-1)**.

2.12.7. The installation or host Wing Commander (or equivalent) will remove a SARC's SEI code using an AF Form 2096. **(T-1)**.

## Chapter 3

### REPORTING OPTIONS, ELIGIBILITY, PROCEDURES, AND REQUIREMENTS

**3.1. Barriers to Reporting Sexual Assault.** Commanders (or equivalent) and leaders need to be aware of concerns that may deter a victim from reporting a sexual assault. The most common concerns are:

- 3.1.1. Lack of privacy and confidentiality.
- 3.1.2. Stigma and shame based on the nature of the crime.
- 3.1.3. Fear of being reduced (e.g., appear as weak or less competent) in the eyes of one's commander (or equivalent) or colleagues.
- 3.1.4. Fear of disciplinary action due to collateral misconduct.
- 3.1.5. Fear of re-victimization.
- 3.1.6. Fear of operational impacts on training status, security clearance, and deployment.
- 3.1.7. Fear of adverse impact on the unit or mission.
- 3.1.8. Fear of harassment, retaliation, or reprisal from commanders (or equivalent) or colleagues.
- 3.1.9. Fear of not being believed.

**3.2. Reporting Options.** The AF 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 AF has two reporting options: Unrestricted and Restricted Reporting.

- 3.2.1. An Unrestricted Report activates victim support services and accountability responses that are essential to eliminating this crime. Unrestricted Reports are immediately referred to the AFOSI or the appropriate MCIO and the victim's command is notified. **(T-0)**.
- 3.2.2. A Restricted Report allows sexual assault victims to confidentially disclose the assault to specified individuals (e.g., 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 official investigation and 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.
- 3.2.3. Restricted Reporting does not create any additional rights for the victim or alleged offender or institute a grant of immunity for any actionable conduct by the alleged offender or the victim. **(T-0)**.

### **3.3. Reporting Option Eligibility.**

- 3.3.1. Individuals eligible to make Unrestricted and Restricted Reports with the SAPR Program are outlined in DoDI 6495.01 and 6495.02 **(T-0)** and;
- 3.3.2. AF civilian employees, both appropriated and non-appropriated, are eligible to receive full SAPR services. This does not extend medical entitlements they are not already authorized by law or policy to receive.

3.3.2.1. The AF civilian employee 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 by the SVC division at the time of the request. **(T-0)**. The victim will be informed that AF civilian employees are not eligible for non-emergency medical services from a MTF unless the individual reporting is otherwise a beneficiary **(T-0)**.

3.3.2.2. The AF civilian 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 support victim recovery.

3.3.3. The FAP will manage sexual assault allegations when the alleged offender is a current or former intimate partner or when the victim is a military dependent 17 years of age or younger. **(T-0)**. Refer to DoDI 6495.02, DoDI 6400.01 Vol 1, *Family Advocacy Program (FAP): FAP Standards* and AFI 40-301 for additional guidance.

3.3.4. The EO office manages all sexual harassment complaints. A SARC or SAPR VA who receives a sexual harassment complaint will refer the individual to the EO. **(T-1)**.

3.3.5. Allegations of assault in violation of Article 128, Uniform Code of Military Justice are not governed by this instruction.

3.3.6. Consult with the servicing legal office, as required, for clarification and guidance concerning whether a report concerns an allegation of sexual assault.

3.3.7. Regardless of SAPR advocacy support or eligibility, anyone has the ability to report a sexual assault or other criminal activity to AFOSI.

#### **3.4. Receiving Restricted Reports.**

3.4.1. Eligible victims interested in filing a Restricted Report must complete and sign DD Form 2910, with a SARC, SAPR VA, or VVA. **(T-0)**.

3.4.2. Healthcare providers can accept a Restricted Report and will immediately notify the SARC, SAPR VA, or VVA to discuss reporting options and signature of the DD Form 2910.

3.4.2.1. Per DoDI 6495.02, 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 in accordance with DoDI 6495.02. Healthcare providers will not disclose or provide actual medical records to the SARC. **(T-0)**.

3.4.2.2. If a report is made to healthcare personnel, and it cannot reasonably be determined whether the report is intended to be Restricted, it will be treated as a Restricted Report, to the greatest extent possible, until the SARC can establish the victim's eligibility and intentions through the DD Form 2910.

3.4.3. Chaplains, Religious Affairs Airmen, legal assistance attorneys, defense counsel, and SVCs entitled to privileged communications cannot take an official Restricted Report. **(T-0)**. However, they will assist with contacting a SARC, SAPR VA, or VVA, with the victim's consent, to ensure that a victim is offered SAPR services if the victim chooses. **(T-0)**.

3.4.4. Victims may tell someone the sexual assault occurred and still maintain their Restricted Report, with a few exceptions as outlined in DoDI 6495.02 and DD Form 2910. AF instructors, with the exception of the United States AF Academy (USAFA) Instructors, are mandated reporters and must report their knowledge of a sexual assault. **(T-0)**.

3.4.4.1. SARCs, SAPR VAs, and VVAs will inform victims that sharing information about their sexual assault with individuals other than those with privileged communications may result in the initiation of an official investigation and the victim could lose the Restricted Reporting option. **(T-0)**.

3.4.4.2. If the victim's chain of command or law enforcement personnel is made aware of a sexual assault, they will immediately contact AFOSI to initiate an investigation and the SARC to provide SAPR services. **(T-0)**.

3.4.5. Individual state requirements and circumstances surrounding an independent investigation may eliminate the Restricted Reporting options for some victims. **(T-0)**. To the extent possible, the AF will honor the Restricted Report, however, victims must be made aware of the limitations. Refer to DoDI 6495.02 for information on the limitations and preserving Restricted Reports in states with mandatory reporting requirements.

3.4.6. Victims making Restricted Reports and electing to participate in CATCH program must make the election on the DD Form 2910 and receive information for CATCH Program entry from the SARC, SAPR VA, or VVA in accordance with DoDI 6495.02, to include USD(P&R) Memorandum, *Procedures to Implement the "Catch a Serial Offender" Program*, 10 June 2019, and **Chapter 2** of this instruction. **(T-0)**.

3.4.6.1. Participation in the CATCH program will not adversely impact the victim's Restricted Report. **(T-0)**. However, exceptions to Restricted Reporting independent of the CATCH program may apply. **(T-0)**.

3.4.6.2. Information provided to the CATCH program will be retained in the CATCH database for up to 10 years and can be updated at any time. **(T-0)**.

3.4.6.3. Victims will be contacted by a SARC should the CATCH program identify a potential offender match to discuss whether the victim wants convert their Restricted Report to an Unrestricted Report. **(T-0)**. SARCs will follow Unrestricted Report notification requirements after a victim signs the DD Form 2910 to convert the Restricted Report to an Unrestricted Report. **(T-0)**.

### **3.5. Confidentiality of Sexual Assault Reports, Exceptions and Confidential Disclosures of Restricted Reports.**

3.5.1. Commanders, SARCs, SAPR VAs, and Volunteer Victim Advocates (VVAs) will maintain the confidentiality of medical information, regardless of whether the victim elects a Restricted or Unrestricted Report. **(T-0)**.

3.5.1.1. All communications between the victim and the SARC, SAPR VA, and/or VVAs will remain privileged except for minimum necessary to make an Unrestricted Report. **(T-0)**. A victim has a privilege to refuse to disclose or to prevent any disclosure as outlined in DoDI 6495.02. **(T-0)**.

3.5.2. A SARC, SAPR VA, VVA, or healthcare personnel who receives a Restricted Report of sexual assault is prohibited from disclosing any covered communications, including an accompanying SAFE Kit unless as outlined in DoDI 6495.02 and in consultation with the servicing legal office. **(T-0)**.

3.5.3. Unauthorized disclosure of a confidential communication, improper release of medical information, and other violations of DoDI 6495.02 and this instruction may result in administrative action, including loss of medical credentials, or action under the Uniform Code of Military Justice. **(T-0)**.

3.5.3.1. If a SAPR VA, VVA, or healthcare personnel makes an inadvertent, unauthorized disclosure of a confidential communication, the SARC will be notified. **(T-1)**.

3.5.3.2. SARCs will immediately notify, without revealing any Personally Identifiable Information, the installation or host Wing Commander and the MAJCOM SAPRPM of any inadvertent unauthorized disclosure of a confidential communication made by a SARC, SAPR VA, or VVA. **(T-0)**.

3.5.3.3. The SARC will notify the victim of the inadvertent disclosure and review the process or circumstance that led to the unauthorized disclosure. **(T-0)**.

3.5.4. 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 AFOSI or equivalent MCIO, which may start an investigation. **(T-0)**. An independent investigation does not, in itself, convert the Restricted Report to an Unrestricted Report. **(T-0)**.

**3.6. Receiving Unrestricted Reports.** Any report of sexual assault made by the victim through normal reporting channels, including the victim's chain of command, DoD law enforcement, and AFOSI or equivalent MCIO, is considered an Unrestricted Report. If a victim elects this reporting option, a victim will not be permitted to change from an Unrestricted Report to a Restricted Report. **(T-0)**.

3.6.1. Victims filing an Unrestricted Report through the SAPR Program must do so by signing the DD Form 2910 with the SARC, SAPR VA, or VVA. **(T-0)**. Refer to the DoDI 6495.02 for special circumstances.

3.6.2. A DoD law enforcement agent will distribute a completed DD Form 2701, *Initial Information for Victims and Witnesses of Crime*, which covers victim rights and points of contact, to victims in Unrestricted Reports or Independent Investigations. **(T-0)**.

3.6.3. When a SARC determines that an alleged offender in one victim's Unrestricted Report has also been accused of committing an offense against a different victim in the care of the SARC, SAPR VA, or VVA, the SARC will seek immediate guidance from the servicing legal office and not disclose this to the victims. **(T-0)**.

**3.7. Non-Participating Victim.** 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 in his or her unit. Guidelines for non-participating victims are outlined in the DoDI 6495.02.

**3.8. Requirement to Report Sexual Assault.** Accurate reporting of sexual assaults remains a key component of the SAPR Program. Releasing non-personally identifiable information 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. Commander responsibilities are outlined in **Chapter 6** of this instruction.

3.8.1. Victims may change their mind and choose not to sign the DD Form 2910. The SARC shall not make any notifications, open a case in the DSAID, maintain any records (e.g. declination statements, incident details, and victim demographic information), or disclose communications surrounding the report without a signed DD Form 2910 or notification by AFOSI or equivalent MCIO of a third-party or independent investigation. **(T-0)**.

3.8.2. **24-Hour Notification.** Within 24 hours of victim signature on DD Form 2910 for a Restricted or Unrestricted Report, the SARC will notify the installation or host Wing Commander that a sexual assault report was made, providing only non-PII information (without information that could reasonably identify the victim or alleged offender) in accordance with DoDI 6495.02 and this instruction. **(T-0)**. This may be extended to 48 hours by the commander in deployed locations. **(T-0)**. The SAPR VA will provide notification if a SARC is unavailable. **(T-1)**. VVAs shall not make any 24-hour notifications. **(T-1)**. Notification via email is not authorized. **(T-1)**.

3.8.2.1. 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)**. If the commander is off station, the notification will be provided to the acting commander. **(T-1)**. The SARC will document this notification in DSAID in accordance with DoDI 6495.02 and **Chapter 9** of this instruction. Notification via email is not authorized. **(T-1)**.

3.8.2.2. Within 24 hours of an Unrestricted Report of sexual assault, the SARC will notify the MAJCOM SAPRPM of the report. **(T-1)**.

3.8.3. AF Instructors, with exception of United States AF Academy (USAFA) instructors (who are not considered mandated reporters), are considered part of the supervisory chain (e.g., Officer Training School, Squadron Officer School, Basic Military Training, Senior Noncommissioned Officer Academy, Airman Leadership School, First Term Airmen Course, Academy Military Training NCOs, and Academy Air Officer Commanding) and must immediately report a sexual assault to the SARC, Commander (or equivalent), and AFOSI.

3.8.4. A SARC, SAPR VA, or VVA who receives information or notification of a sexual assault incident involving an individual eligible to make a Restricted Report and who is a subordinate in the SARC, SAPR VA, or VVA 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)**.

3.8.5. Any military member or AF civilian employee, who receives a report of an adult sexual assault incident involving a subordinate in the individual's supervisory chain, must report the matter to the SARC, Commander (or equivalent), and AFOSI. **(T-0)**.



3.8.6. Military members or AF civilian employees, 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, or encourage the victim to do so.

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

3.8.8. Healthcare personnel who are providing healthcare services (or assisting those providing services) to subordinates who report a sexual assault are not required to report the incident to DoD law enforcement or the victim's commander, but must immediately notify the SARC. **(T-0)**. The subordinate victim must present as a patient seeking healthcare services for this exemption. **(T-0)**.

3.8.9. Healthcare personnel will initiate emergency care and treatment of sexual assault victims and immediately notify the SARC, SAPR VA, or VVA without delaying care to the victim in accordance with AFI 44-102, *Medical Care Management*. **(T-1)**.

3.8.10. 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)**.

**3.9. 8-Day Incident Report.** Installation or host Wing Commanders will require that an 8-Day Incident Report is completed for all Unrestricted Reports and Independent Investigations within eight days of report, including incidents occurring prior to service. **(T-0)**. For above wing organizations, collaborate with MAJCOM SAPRPMs for execution in accordance with DoDI 6495.02 and this instruction.

3.9.1. Only one 8-Day Incident Report is prepared per incident. The immediate commander, defined as the Squadron Commander, Detachment Commander, Headquarters AF Director or civilian equivalent in coordination with the SARCs and/or AFOSI and/or equivalent MCIO will prepare and submit the 8-Day Incident Report. **(T-0)**. Incident data cannot be acquired through a command-directed investigation.

3.9.2. 8-Day Incident Reports triggered by an Unrestricted Report, the SARC is responsible for providing all victim information. The commander shall ask AFOSI or equivalent MCIO to provide the incident data and investigation information. **(T-1)**.

3.9.3. 8-Day Incident Reports triggered by an independent investigation, the commander shall ask AFOSI or equivalent MCIO to provide available information. **(T-0)**.

3.9.4. SARCs will not provide any information or coordinate the 8-Day Incident Report for Independent Investigations. **(T-0)**.

3.9.5. The 8-Day Incident Report does not replace, but is in addition to, the SARC's mandatory 24-hour notification to the installation or host Wing Commander of a report of sexual assault.

3.9.6. The commander will utilize the 8-Day Incident Report template provided by AF/AIZ, will not deviate from the information required, and will not include any PII, to include victim photographs. **(T-1)**.

3.9.7. Some information may not be available from the SARC or AFOSI within this timeframe; however, this should not delay reporting. The 8-Day Incident Report is initial and final; follow-on reporting is not required.

3.9.8. The immediate commander will coordinate and submit the 8-Day Incident Report as a standalone report via an encrypted, unclassified e-mail to the below identified recipients. **(T-1)**. The immediate commander is required to maintain a copy of the 8-Day Incident Report.

3.9.8.1. From the unit commander (e.g. Squadron, Detachment or civilian equivalent commander) to the first O-6 (typically group commander) in the victims (if Service member or AF civilian employee) and subjects (if Service member) chain of command and the installation SARC.

3.9.8.2. First O-6 forwards to the installation Commander (if Temporary Duty or deployed notify the installation Commander at the incident location) and if different, the victims (if Service member or AF civilian employee) and subjects (if Service member) Wing commander (WG/CC). **(T-1)**. For a Reserve victim or subject at a tenant location, the first O-6 will send to the Reserve Wing Commander along with the installation Commander. **(T-1)**.

3.9.8.3. Victims (if Service member or AF civilian employee) and subjects (if Service member) WG/CC will forward to the first General Officer or Flag Officer (G/FO) and MAJCOM SAPRPM in the respective chain of command. **(T-1)**. If the subject is the first O-6 or G/FO in the victim's chain of command designated to receive the 8-Day Incident Report, the report is provided to the next higher ranking commander in the chain of command. The tenant Reserve Wing Commander will forward the report to their Numbered Air Force (NAF) Commander and to the AFRC MAJCOM SAPRPM.

3.9.9. The commander and personnel with access to the report will ensure that information regarding the 8-Day Incident Report is only released to personnel with an official need to know. **(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)**.

**3.10. Commander's (or Equivalent) Critical Information Requirement (CCIR).** The CCIR provides timely information to the Secretary of the AF, Under Secretary of the AF, Chief of Staff of the AF, Vice Chief of Staff of the AF, AF/A1Z, and if necessary, the Chairman of the Joint Chiefs of Staff when a sexually based, alleged, or confirmed crime meets specific criteria.

3.10.1. The CCIR is a separate report from the 8-Day Incident Report and may be accomplished at the same time if the criteria required for a CCIR is known, or submitted later, as the criteria becomes apparent. A CCIR is submitted in accordance with AFMAN 10-206, and the current CSAF OPREP-3 Reporting Matrix, Rule 3D. **(T-1)**.

3.10.2. CCIRs are not completed for Restricted Reports. **(T-0)**.

3.10.3. A CCIR must be completed for any incidents involving the following **(T-1)**:

3.10.3.1. An O-6 Commander (or equivalent) and above, SARC, SAPR VA, VVA, or any SAPR staff member identified as the alleged offender.

3.10.3.2. Warrants higher level command awareness.

3.10.3.3. An overturned conviction of a sexually based crime.

3.10.3.4. Media attention.

3.10.3.5. Congressional involvement.

3.10.4. The Wing Commander will utilize Unrestricted Report of Sexual Assault CCIR Template provided by AF/A1Z and will ensure the CCIR does not deviate from the information provided in the template. **(T-1)**.

## Chapter 4

### PREVENTION AND RESPONSE FOR THE DEPLOYED ENVIRONMENT

**4.1. Presence in an Area of Responsibility.** The AF will identify trained military, SAPR VAs, and VVAs (and/or trained civilian SARC or SAPR VAs who volunteer) for Air Expeditionary Force rotational support for global contingency operations consistent with requirements established by the Combined Forces Air Component Commander.

4.1.1. Each Air Expeditionary Wing must have at least one SARC and one SAPR VA position. For deployments smaller than an Air and Space Expeditionary Force, deployed commanders (or equivalent) must provide a sexual assault response capability consistent with the requirements of DoDI 6495.02 and this instruction. **(T-0)**.

4.1.2. For emerging operations, when practical, the Air Combat Command (ACC) SAPRPM should coordinate development of any AF Central Command (AFCENT) SARC requirements with AFCENT A1, Air Force Personnel Command, and AF/A1Z. The United States Air Force Europe (USAFE) SAPRPM will coordinate for any Air Forces Africa (AFAFRICA) requirements. The ACC and USAFE SAPRPMs and AF/A1Z consider the AF Forces responsibility to ensure theater-wide support to Airmen in small units at potentially isolated sites, and determine if central or regional management can be effective.

4.1.3. During transition to sustained operations, AF/A1Z will account for future rotations and coordinate those requirements with Air and Space Expeditionary Force Operations and the ACC and USAFE SAPRPMs. **(T-1)**. ACC and USAFE will ensure line remarks and overlap considerations are reviewed to ensure seamless exchange between ongoing and incoming SARCs and SAPR VAs.

4.1.4. The ACC and USAFE SAPRPMs, for sustained operations, will provide functional oversight for implementation of the SAPR Program to ensure a continued response capability exists to support their area of responsibility (AOR). **(T-1)**. They will perform duties that include, but are not limited to:

4.1.4.1. Designate locations that require a SARC, SAPR VA, and/or VVA and ensure those locations are sufficient to support the Area of Responsibility throughout mission fluctuations. **(T-1)**. Whenever practical, leverage other existing Service resources.

4.1.4.2. Coordinate with AF/A1Z on all SAPR issues needing resolution. **(T-1)**.

4.1.4.3. Coordinate with AF/A1Z, prior to taskings, to ensure SARCs and SAPR VAs that are identified to deploy are D-SAACP certified during deployment. **(T-0)**.

4.1.5. Contingent upon complying with required prerequisites (e.g., security clearance, weapons qualifications), civilian SARCs must have installation or host Wing Commander's (or equivalent) and MAJCOM SAPRPM approval to volunteer to deploy. Civilian Air Reserve Component SARCs must have Wing Commander and Headquarters AF Reserve Command SAPRPM approval to volunteer to deploy. **(T-1)**.

4.1.6. Deployed SARCs will:

4.1.6.1. Comply with all eligibility requirements, duties, and responsibilities as outlined in DoDI 6495.02 and **Chapter 2** of this instruction, unless otherwise stated. **(T-0)**.

4.1.6.2. Identify VVAs, who are D-SAACP certified, in theater and resolve with local command any gaps in this critical element of support. **(T-0)**. When practical, coordinate with other Service SARCs to resolve gaps in support.

4.1.6.3. Refrain from recruiting and training new VVAs while in theater. When other Service coordination is not possible to address critical gaps, AF/A1Z will consider a waiver if the location is able to meet all recruitment, training, and D-SAACP requirements. **(T-1)**.

4.1.6.4. For SARCs that operate within deployable commands that are not attached to an installation, they shall have access to the senior commander for the deployable command. **(T-0)**.

## 4.2. Training.

4.2.1. Home station unit commanders (or equivalent) must ensure deploying members meet all SAPR training requirements prior to deploying. **(T-0)**.

4.2.2. Annual SAPR training will not be provided to deployed members while in the AOR. **(T-1)**. See AFI 90-5001, and [Chapter 7](#) of this instruction for additional information. **(T-1)**.

4.2.3. Pre-deployment SAPR training is accomplished in the AOR in the newcomers briefing by SAPR personnel within seven 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. **(T-0)**. Culture-specific training will be completed in accordance with the Basic Deployment Readiness – Home Station Training checklist. **(T-1)**.

4.2.4. See [Chapter 7](#) of this instruction for responder training requirements.

## 4.3. Combined Forces Air Component Commander. The Combined Forces Air Component Commander will:

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

4.3.2. Coordinate efforts and resources, regardless of the location of the sexual assault, to direct optimal 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 where a SAFE can be conducted, evaluated, treated for injuries (if any), and offered SARC and/or SAPR VA assistance as quickly as possible. **(T-0)**.

4.3.7. Ensure appropriate capability to provide experienced and trained SARCs and SAPR VAs to provide advocacy services; and SAMFEs or other healthcare providers to provide a SAFE to victims and alleged offenders, as needed. **(T-0)**. Regardless of reporting status, if appropriate, and with victim consent, 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 and/or VVAs within the ranks to respond to victims whenever a sexual assault occurs in locations where SAPR VAs are not available (e.g., when deployed for joint expeditionary team taskings). **(T-1)**. Trained SAPR VAs and VVAs 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)**.

## Chapter 5

### COLLECTION AND PRESERVATION OF EVIDENCE

**5.1. Collection and Proper Handling of Evidence.** For the purposes of the SAPR Program, forensic evidence collection and document and evidence retention shall be completed in accordance with DoDI 6495.02, taking into account the medical condition, needs, requests, and desires of each sexual assault victim covered by this instruction. **(T-0)**.

5.1.1. Healthcare providers will perform SAFEs in accordance with the DoDI 6495.02 and AFI 44-102. **(T-0)**.

5.1.2. SARCs, SAPR VAs, and VVAs are not authorized to collect or handle evidence for either Restricted or Unrestricted Reports. SARCs, SAPR VAs, and VVAs will not collect, assist in the collection, watch, receive, or transport evidence of a sexual assault from a victim. **(T-0)**. SARCs, SAPR VAs, and VVAs can offer to accompany the victim to a SAFE.

5.1.3. SAMFEs, or other healthcare providers, per established MOU or MOA, will provide the SAFE kit to AFOSI or equivalent MCIO, as soon as reasonably possible, but no later than 24 hours after completion. **(T-0)**. AFOSI or equivalent MCIO will log, retain, and store the kit in accordance with the DoDI 6495.02. **(T-0)**.

5.1.4. SARCs will refer victims to medical records to request a copy of the DD Form 2911, *DoD Sexual Assault Forensic Examination Report*. **(T-1)**. For a SAFE completed at civilian facilities, SARCs will assist victims in identifying the process for requesting access to medical records.

### 5.2. Unrestricted Reports.

5.2.1. The SARC, SAPR VA, or VVA will inform victims of the option of a SAFE and will inform the AFOSI as soon as possible when victims elect to receive a SAFE. **(T-1)**.

5.2.2. SAMFEs, or other healthcare providers per established MOU or MOA, will provide and prepare the SAFE Kits in accordance with DoDI 6495.02 and AFI 44-102. **(T-0)**.

### 5.3. Restricted Reports.

5.3.1. The SARC, SAPR VA, or VVA will inform victims of the option for a SAFE and of any state or local sexual assault reporting requirements that may affect Restricted Reporting. **(T-0)**.

5.3.2. The SARC will generate the Restricted Report case number and provide the number to the healthcare provider for use in place of the victim's name in Restricted Report SAFE kits. **(T-0)**.

5.3.3. SARCs will make every attempt to contact victims at the one-year mark of their Restricted Report, following the guidelines set forth in DoDI 6495.02. **(T-0)**.

5.3.4. If a victim converts their Restricted Report to an Unrestricted Report before the expiration of the storage period, the SARC will notify AFOSI or Military Service designated law enforcement agency as soon as possible and provide the victim's assigned Restricted Report case number. **(T-0)**.

5.3.5. A victim may convert their Restricted Report to an Unrestricted Report at any time; however, evidence in custody will be destroyed in accordance with timelines identified in DoDI 6495.02. **(T-0)**.



## Chapter 6

### COMMAND ACTIONS IN RESPONSE TO SEXUAL ASSAULT

**6.1. Commander (or Equivalent) Responsibilities.** Commanders (or equivalent) will actively support SAPR Programs, and be responsible for victims and alleged offenders, as well as the military justice and disciplinary processes that hold alleged offenders appropriately accountable. **(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 a victim's physical safety, emotional security, and medical treatment needs are met, and that AFOSI or equivalent MCIO and SARCs are immediately notified. **(T-0).** Commanders (or equivalent) will:

6.2.1. Protect sexual assault victims, witnesses, bystanders (who prevent or report a sexual assault), responders, or other parties to the incident from coercion, ostracism, maltreatment, discrimination, reprisal, and retaliation. **(T-0).**

6.2.1.1. Sexual assault victims, uniformed witnesses, bystanders, and first responders involved in a sexual assault report have the right to discuss career impacts with a G/FO if they believe there were other impacts to their military career because they reported retaliation.

6.2.1.2. For complaints received about an individual assigned to their unit concerning one of the above listed parties, the first commander in the chain of command of the affected person will develop a plan to immediately address the issue, and forward the plan to the installation commander as well as their host Wing Commander **(T-3).**

6.2.1.3. If the reported incident concerns an Unrestricted Report of sexual assault covered by the SAPR Program, the retaliation reporter's consent is required with a signed DD Form 2910-2, prior to being discussed at the monthly CMG.

6.2.1.4. Complaints of reprisal are reported to the installation Inspector General and addressed in accordance with DoDI 6495.02 and AFI 90-301, *Inspector General Complaints Resolution*.

6.2.1.5. Complaints of retaliation may be referred to command or AFOSI for investigation under Uniform Code of Military Justice (UCMJ) Article 132, "Retaliation". **(T-0).**

6.2.2. Immediately refer sexual assault allegations to AFOSI or equivalent MCIO and the SARC. **(T-0).** A commander (or equivalent) will not conduct internal command directed investigations on sexual assaults (e.g., no referrals to appointed command investigators or inquiry officers) or delay contacting the SARC, AFOSI or equivalent MCIO in order to assess the credibility of the allegation. **(T-0).**

6.2.3. Consider whether no contact orders or MPO (DD Form 2873, *Military Protective Order*) are necessary. **(T-0).** Commanders shall execute MPOs in accordance with DoD 6495.02 and AFI 51-201. **(T-0).**

6.2.4. 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 an unit; permanent change of assignment on the installation; and permanent

change of station, including Expedited Transfers, when requested by victims having made an Unrestricted Report. Upon request for an Expedited Transfer, the commander will immediately contact the SARC and meet with the member to ensure they are fully informed per **Chapter 11** of this instruction. (T-1).

6.2.5. Attend CMG for all Unrestricted Reports and, if necessary, chair the High Risk Response Team, per DoDI 6495.02 and **Chapter 8** of this instruction. (T-0).

6.2.6. 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 Letters of Reprimand are annotated in an Airman's evaluation (Enlisted Performance Reports, Officer Performance Reports, training reports, and/or mandatory letter of evaluations), which is filed in the Airman's official personnel record in accordance with DoDI 6495.02 and AFI 36-2406. (T-0).

6.2.7. Review the history of sex-related offenses as documented in the Service member's record for all permanently assigned Service members in accordance with DoDI 6495.02. (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 regarding current status of any ongoing investigative, medical, legal, command proceedings, and any other requests made by the victim pertaining to their Unrestricted Report. (T-0). Updates will continue until final sexual assault case disposition. (T-0).

6.3.1.1. The commander will ensure information provided is consistent with any applicable directives governing release of information and coordinated with the SARCs to ensure the victim's case file is updated. (T-0).

6.3.1.2. At the victim's preference, the update can be provided in person, by encrypted email, video teleconference, or telephone.

6.3.2. Commanders (or equivalent) will examine all procedures involved in the use of sexual assault information to ensure compliance with DoDI 6495.02. (T-0).

6.3.3. Commanders will ensure all disclosures comply with the provisions of AFI 33-332. (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 allegedly engaged in misconduct (e.g., underage drinking or other related alcohol offenses, adultery, fraternization, or other violations of certain regulations or orders). Collateral misconduct by a sexual assault victim is a significant barrier to reporting because of the victim's fear of punishment.

6.4.2. In accordance with the UCMJ, the Manual for Courts-Martial, and AFI 51-201, 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, have the authority to determine the

appropriate disposition of alleged victim collateral misconduct, to include deferring disciplinary action until after disposition of the sexual assault case (and not be penalized for such a deferral decision) in accordance with DoDI 6495.02 and AFI 36-3208.

6.4.4. When considering what corrective actions may be appropriate, commanders (or equivalent) balance the objectives of holding members appropriately 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 Staff Judge Advocate, in accordance with AFI 51-201, *Administration of Military Justice*, prior to taking any action regarding collateral misconduct.

## **6.5. Sexual Assault Case Disposition Authority.**

6.5.1. 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 and 80 of the Uniform Code of Military Justice. DoD policy 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 of initial disposition authority applies to other alleged offenses arising from or relating to the same incident(s), whether committed by the alleged offender or the alleged victim (collateral misconduct) of the rape, sexual assault, forcible sodomy, or the attempts thereof. SPCMCA may withhold disposition authority of other sex-related offenses not withheld by the Secretary's memorandum.

6.5.2. Consistent with AF policy, SPCMCA is required to provide the General Court-Martial Convening Authority 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-0)**.

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 and 80, UCMJ.

6.5.2.2. A Service member whose conviction of one of the offenses listed in [paragraph 6.5.2.1](#) is final, and who is not punitively discharged in connection with such conviction, will be processed for administrative separation for misconduct in accordance with DoDI 1332.14, DoDI 1332.3, DoDI 6495.02, AFI 36-3206, AFI 36-3208 and AFI 36-3209

6.5.2.3. When disposition of the alleged offenses of rape, sexual assault, forcible sodomy, and all attempts to commit such offenses, in violation of Articles 120 and 80, UCMJ is complete, the General Court-Martial Convening Authority will sign the written report of command action required to be produced on all covered offenses and will provide 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 legal office. **(T-1)**.

## 6.6. Separation Actions Involving Sexual Assault Victims.

6.6.1. Separation actions involving sexual assault victims are processed in accordance with AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, AFI 36-3207, *Separating Commissioned Officers*, AFI 36-3208, *Administrative Separation of Airmen*, and AFI 36-3209, *Separation and Retirement Procedures for ANG and AF 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 they were a 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 reported 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 Air Force Office of Special Investigation and the servicing legal office for administrative separation 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 one year of final disposition of their sexual assault allegation, can request a review of their administrative or involuntary separation by the first G/FO in the chain of command. **(T-0)**. Additional guidance is outlined in DoDI 1332.14, DoDI 1332.30, DoDI 6495.02, and AFI 36-3208.

6.6.4. Before it gets to the involuntary separation process, victims who reported a sexual assault or sought mental health treatment for sexual assault, have the opportunity to communicate with the G/FO regarding issues related to their military career that the victim believes are associated with the sexual assault in accordance with DoDI 6495.02.

## Chapter 7

### SAPR TRAINING

**7.1. Training.** Delivering consistent and coherent messaging within our AF 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. SAPR Program training offers a comprehensive multi-faceted approach 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 in accordance with DoDI 6495.02. Commanders (or equivalent), supervisors, and managers at all levels shall be responsible for ensuring military and civilian personnel are trained on the SAPR program and services. **(T-0)**.

#### **7.2. General Training Requirements.**

7.2.1. SAPR Program training and curriculum will incorporate DoD established core competencies and learning objectives to ensure consistency and effectiveness in training at all command levels in accordance with the SAPR training standards in DoDI 6495.02. **(T-0)**.

7.2.2. Training provided by AF/A1Z cannot be modified. Responder training, as identified in DoDI 6495.02, will be developed by the appropriate functional community (e.g., Judge Advocate, surgeon general, fire fighters, AFOSI, SFS, and chaplains) and reviewed by AF/A1Z. **(T-0)**. AFOSI responder training will be updated and reviewed by the DoD Inspector General in accordance with DoDI 6495.02. **(T-0)**.

7.2.3. All training and curricula, at a minimum, will emphasize that preventing sexual assault as a mission imperative and include mandated training requirements outlined in DoDI 6495.02. **(T-0)**.

7.2.4. SAPR-led training will include a disclaimer at the start of each training that informs the audience of the potential graphic and sensitive nature of the training content to prevent unintentional disclosures of sexual assault. **(T-0)**. Individuals, such as sexual assault victims, may reach out to the SARC (or SAPR office) to determine whether there are AF/A1Z approved alternate training options available to avoid furthering trauma or diminishing emotional well-being.

7.2.5. Any films, videos, or lesson plans require approval from AF/A1Z for use in SAPR specific training. **(T-1)**. 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, requires coordination with AF/A1Z.

7.2.6. Accessions sources 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)**. Training will be provided within 14 days of initial arrival of new trainee/cadet and repeated annually thereafter. **(T-0)**.

### **7.3. Annual Training Requirements.**

7.3.1. Commanders (or equivalent) will ensure all Military (RegAF, Reserve and ANG) and AF civilian personnel (appropriated and non-appropriated fund) receive, at a minimum, annual Program training as required by DoDI 6495.02 and this instruction. **(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.

7.3.2. SARCs, in coordination with VPIs and unit training managers or unit ancillary training monitors, will facilitate training as directed by AF/A1Z. **(T-1)**. MAJCOM SAPRPMs will ensure guidance, training materials, and suspense for training completion are disseminated to the installation level as appropriate.

7.3.3. Unit Training Managers and Unit Ancillary Training Monitors will provide SARCs with annual training updates for their assigned unit, as requested. **(T-1)**.

7.3.4. Commanders (squadron and above) will track and document completion of annual SAPR training for a period of two years. **(T-1)**. SARCs are not required to maintain these records in their office.

7.3.5. SAPR training delivered during professional military education does not satisfy the annual training requirement.

7.3.6. The Service member's respective Military Service will provide annual training in joint environments.

7.3.7. Organizations providing SAPR training, in addition to DoD requirements, must obtain AF/A1Z review and approval. **(T-1)**.

7.3.8. Post-deployment SAPR training. Members returning from deployment will receive reintegration/post-deployment briefing conducted by the SARC, SAPR VA, or VVA within 30 days of return. **(T-0)**. Refer to **Chapter 4** of this instruction for guidance on SAPR training in deployed locations.

### **7.4. Sexual Assault Response Coordinator (SARC) and Sexual Assault Prevention and Response Victim Advocate (SAPR VA) Initial and Refresher Training.**

7.4.1. All newly assigned MAJCOM SAPRPMs, installation SARCs and SAPR VAs will attend the next available AF SARC or SAPR VA Course **(T-1)**. ANG SARCs and SAPR VAs will receive additional training from the National Guard Bureau after attendance at the AF SARC or SAPR VA Course **(T-1)**.

7.4.2. MAJCOM SAPRPMs, SARCs and SAPR VAs must attend and successfully complete annual AF refresher training provided by AF/A1Z when directed by AF/A1Z, or via an AF/A1Z approved MAJCOM refresher training. Approval must be provided by AF/A1Z to receive training from a different source to satisfy the D-SAACP continuing education requirements. **(T-1)**. SARCs and SAPR VAs are encouraged to attend additional training 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 D-SAACP continuing education requirements.

## **7.5. Volunteer Victim Advocate (VVA) Training.**

7.5.1. All VVAs must successfully complete the mandatory 40-hour standardized AF VVA training developed by AF/A1Z. **(T-1)**.

7.5.2. VVAs that have a permanent change of station 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 VVA Orientation provided by the SARC before providing direct victim care. **(T-1)**. VVAs orientation includes, but is not limited to:

7.5.2.1. Review of military sexual assault response policies, procedures, and critical issues specific for that installation or location. **(T-1)**.

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

7.5.2.3. Discussions of procedures for civilian protection orders. **(T-1)**.

7.5.2.4. Review of installation policies and procedures for proper documentation of a report of sexual assault within the SAPR Office. **(T-1)**.

7.5.2.5. Review of 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 Sexually Transmitted Diseases/Infections (STD/I) and Human Immunodeficiency Virus (HIV) for that specific installation location. **(T-1)**.

7.5.2.6. Updates to policies, procedures, or forms in the SAPR Program. **(T-1)**.

7.5.2.7. Discussion on how to obtain continuing education units for D-SAACP compliance. **(T-1)**.

## **7.6. Responder Training.**

7.6.1. The functional communities for healthcare personnel, all MCIOs, DoD law enforcement, Judge Advocates, Chaplains, firefighters, and emergency medical technicians will provide initial and annual refresher training in accordance with DoDI 6495.02. **(T-0)**. Training curriculum must be updated and submitted to AF/A1Z for coordination every two years. **(T-0)**. The Air Force Office of Special Investigations responder training will be reviewed by DoD Inspector General in accordance with DoDI 6495.02. **(T-0)**.

7.6.2. SARCs will ensure Sexual Assault Prevention and Response (SAPR) Program 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 up to date. **(T-1)**.

7.6.3. Air Staff functionals will review current and future training opportunities to ensure their communities are prepared to respond to a sexual assault and report training completion metrics annually to AF/A1Z.

## Chapter 8

### CASE MANAGEMENT GROUP (CMG)

**8.1. Case Management Group (CMG).** 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 victim's well-being and recovery. In addition, the CMG is convened to facilitate monthly victim updates and direct system coordination, accountability, entry of disposition and victim access to quality services in accordance with DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Monthly Case Management Group Meetings for Adult Sexual Assault Cases*, 13 November 2019.

8.1.1. The CMG will meet monthly to review all Unrestricted Reports of sexual assault and independent investigations independently and in accordance with DoDI 6495.02. **(T-0)**. A CMG shall not be convened to discuss Restricted Reports. **(T-0)**.

8.1.2. When a military adult dependent makes an Unrestricted Report of sexual assault, the sponsor's commander (equivalent) will attend the CMG. **(T-0)**.

8.1.3. When a DoD civilian employee adult dependent is eligible for and makes an Unrestricted Report of sexual assault, the sponsor's commander (or equivalent) will attend the CMG. **(T-1)**.

8.1.4. Child sexual abuse and Unrestricted Reports of sexual assault involving intimate partners will be handled by the FAP and shall not be reviewed by the CMG. **(T-0)**.

### **8.2. Membership.**

8.2.1. CMG primary membership is limited to individuals outlined in DoDI 6495.02. **(T-0)**. Membership modifications must be approved in advance of the CMG by AF/A1Z. **(T-1)**.

8.2.2. The CMG chair will be the installation or host Wing Commander and will not delegate this responsibility further than the deputy or vice Wing Commander. **(T-0)**.

8.2.3. CMG co-chair will be the installation SARC (for installations with multiple SARCs on an installation, this is the lead SARC). When the installation SARC is not available, the deputy SARC or covering SARC, as identified in **Chapter 2** in this instruction, will co-chair the CMG in the installation SARC's absence. **(T-0)**. The SARC will not further delegate this responsibility. **(T-0)**.

8.2.4. All SARCs and SAPR VAs assigned to the installation will attend CMGs regardless of whether they have an assigned case being discussed **(T-0)**.

8.2.5. VVAs will attend only for cases for which they are assigned. **(T-0)**.

8.2.6. Only those personnel associated with the case will attend for the individual case review as outlined in DoDI 6495.02. **(T-0)**.

8.2.6.1. Victims may, through a SARC in advance of the CMG, authorize their First Sergeant to attend. The SARC shall confirm the victim's consent for the First Sergeant's attendance prior to all subsequent CMGs.



8.2.6.2. Victims may, through a SARC in advance of the CMG, authorize their SVC or Special Victims' Paralegal (SVP) to attend. The SARC shall confirm the victim's consent for SVC or SVP attendance prior to all subsequent CMGs.

8.2.7. 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. **(T-1)**.

**8.3. Procedures.** The CMG procedures are outlined in DoDI 6495.02, to include DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Monthly Case Management Group Meetings for Adult Sexual Assault Cases*, 13 November 2019. **(T-0)**. The following additional procedures are required for AF CMGs:

8.3.1. Have the capability to convene a CMG within 48 hours for Expedited Transfer requests if the victim or victim's commander requests one. **(T-1)**. The CMG will assist the commanders (or equivalent) with options while balancing what is in the best interest of the victim. **(T-1)**. The victim's commander (or equivalent) will provide a recommendation to the CMG chair for final decision. **(T-1)**.

8.3.2. Review, on a quarterly basis, sexual assault trends for their AOR. **(T-1)**.

8.3.3. The CMG chair shall ensure compliance with CMG processes and procedures in accordance with DoDI 6495.02 and USD(P&R) Memorandums, *Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker*, 15 October 2019, *Revisions to the Monthly Case Management Group Meetings for Adult Sexual Assault Cases*, 13 November 2019, and *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020. **(T-0)**. The CMG Chair will also:

8.3.3.1. Ensure the servicing legal office provide the disposition in the report of command action to the CMG chair, co-chair, and victim's commander (or equivalent) prior to the case being closed during the CMG. **(T-1)**.

8.3.3.2. Track the number of days between the approval date of a victim's request for Expedited Transfer and the date the victim physically departs the losing station or the date the victim changes duty assignment location. **(T-0)**.

8.3.3.3. The CMG chair will direct a High Risk Response Team (HRRT) if the Expedited Transfer delay impacts risk of harm to the victim. **(T-0)**.

8.3.3.4. Ensure that all retaliation reports, related to an Unrestricted Report, using DD Form 2910-2, *Retaliation Reporting Statement for Unrestricted Sexual Assault Cases*, have been referred to the appropriate entity. **(T-0)**.

8.3.3.5. Ensure that all reports of retaliation reviewed at the CMG follow procedures outlined in DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Monthly Case Management Group Meetings for Adult Sexual Assault Cases*, 13 November 2019.

8.3.3.6. Confirm that all coercion, retaliation, ostracism, maltreatment, or reprisal reports reviewed at CMG employ the DD Form 2910-2 and ensure that those reports involving the victim, SARCs, and SAPR VAs are tracked and are included on the CMG 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-0)**.

8.3.3.7. Ensure that at every CMG, members strictly adhere to procedures to discuss, track, and appropriately refer retaliation allegations made by a victim or others (e.g., victim's family, witnesses, bystanders, and/or responders connected to an Unrestricted Report). **(T-0)**.

8.3.4. The CMG co-chair shall:

8.3.4.1. Confirm all case data is entered into DSAID in accordance with the DoDI 6495.02 and USD(P&R) Memorandums, *Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker*, 15 October 2019, *Revisions to the Monthly Case Management Group Meetings for Adult Sexual Assault Cases*, 13 November 2019, and *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020. **(T-0)**.

8.3.4.2. Maintain minutes of the monthly meetings in DSAID, to include those in attendance and issues discussed pertaining to victim care. **(T-0)**. The assigned SARC will enter the victim's case information into DSAID. **(T-0)**.

8.3.4.3. Minutes maintained outside of DSAID are not authorized. **(T-0)**. Sign-in sheets and training materials shall be retained outside of DSAID. **(T-0)**.

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

8.3.5.1. Attend all CMG meetings and provide any case updates to the CMG chair and co-chair. **(T-0)**.

8.3.5.2. Provide a CMG update to the victim within 72-hours of the last CMG, to assure timely updates. **(T-0)**. When extenuating circumstances arise (Temporary Duty or extended leave), the updates are provided upon the victim's return. In the update, the commander will include status of investigative, and legal or advocacy items discussed at the CMG in accordance with the Health Insurance Portability and Accountability Act and the Privacy Act of 1996. **(T-0)**. The commander will provide a confirmation of the update at the next CMG. **(T-1)**.

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

8.3.6. **HRRT**. If a victim in an Unrestricted Report is assessed to be a high-risk of harm from the alleged offender, people associated with the alleged offender, or harm to self, through a safety assessment by the SARC, the CMG will form a HRRT as outlined in DoDI 6495.02. **(T-0)**.

8.3.6.1. 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, in accordance with procedures identified in DoDI 6496.02. **(T-0)**.

8.3.6.1.1. The HRRT will provide the CMG chair and the lead SARC updates at least once a week, and that those updates are documented in accordance with DoDI 6495.02 and **paragraph 8.3.6.3** of this instruction. **(T-0)**.

8.3.6.1.2. The HRRT shall be chaired by the victim's commander (or equivalent) and include individuals as outlined in DoDI 6495.02. **(T-0)**.

8.3.6.2. For Restricted Reports where a victim is assessed to be high risk, the SARC will consult with the servicing legal office in accordance with DoDI 6495.02 to determine if the situation qualifies for an exception to Restricted Reporting. **(T-0)**. If an exception exists, the SARC will follow notification procedures as outlined in DoDI 6495.02 and this instruction for Unrestricted Reporting and will notify the CMG chair immediately so an HRRT can be stood up. **(T-0)**.

8.3.6.3. SARCs shall document HRRT meetings in the DSAID and are not authorized to retain documentation outside of DSAID unless otherwise stated in DoDI 6495.02. **(T-0)**.

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

8.4.1. CMG in joint locations will follow DoDI 6495.02. **(T-0)**.

8.4.2. 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 AOR. **(T-1)**. See [Chapter 12](#) of this instruction for additional guidance.

## Chapter 9

### DEFENSE SEXUAL ASSAULT INCIDENT DATABASE (DSAID)

**9.1. Purpose.** DSAID serves as a centralized, case-level incident database for the collection and maintenance of information regarding sexual assaults. As such, external databases or records are not authorized unless otherwise stated in DoDI 6495.02. Each installation SARC will enter all case information into the DSAID system in accordance with established requirements timelines outlined in the DoDI 6495.02, to include USD(P&R) Memorandum, *Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker*, 15 October 2019, and this instruction **(T-0)** and MAJCOM SAPRPMs will ensure accuracy and completeness of DSAID data for populations assigned to their MAJCOM.

#### **9.2. Defense Sexual Assault Incident Database (DSAID) Procedures.**

9.2.1. Only designated SARCs and MAJCOM SAPRPMs with a current D-SAACP certification and completed DSAID training shall be permitted access to DSAID. **(T-0)**.

9.2.1.1. Access for Sexual Assault Prevention and Response Victim Advocates (SAPR VAs) will be considered as needed by AF/A1Z.

9.2.1.2. Under no circumstances will Volunteer Victim Advocates (VVAs) be given access to DSAID. **(T-1)**.

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

9.2.3. The SARC will enter all Restricted and Unrestricted Reports of sexual assault covered in this instruction and Independent Investigations. **(T-0)**.

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

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

9.2.4.2. The DD Form 2910, is not required nor will one be uploaded for these incidents.

9.2.5. The SARC will not enter the following incidents into DSAID **(T-0)**:

9.2.5.1. U.S. citizens employed as DoD contractors and their dependents 18 years of age and older in the CONUS who are sexual assault victims perpetrated by someone other than a military member. **(T-0)**. The SARC will provide the victim(s) information on local resources and provide referral to local rape crisis resources. **(T-0)**.

9.2.5.2. Child sexual abuse. **(T-0)**.

9.2.5.3. Intimate partner sexual assault reports handled by FAP. **(T-0)**.

9.2.5.4. Incidents where the victim declines to sign the DD Form 2910 and no independent investigation is initiated by AFOSI. **(T-0)**.

9.2.6. The SARC must use the DD Form 2965, *Defense Sexual Assault Incident Database (DSAID) Data Form*, for collecting the required data for DSAID. The DD Form 2965 is not a permanent form. Creation and use of a separate data collection form is not authorized. **(T-0)**. The SARC shall destroy the DD Form 2965 in accordance with DoDI 6495.02 and guidance in DD Form 2965. **(T-0)**.

9.2.7. The SARC will upload the DD Form 2910 into DSAID within 48 hours of report. **(T-0)**. The SARC will retain DD Form 2910s for Restricted Reports in accordance with the DoDI 6495.02. **(T-0)**.

9.2.7.1. Current Airmen who previously made a sexual assault report may request a copy of their DD Form 2910 from their local SAPR Office, or by contacting AF/A1Z.

9.2.7.2. Retired or separated Airmen must request a copy of their DD Form 2910 from AF/A1Z via a notarized letter.

9.2.7.2.1. Notarized letters must include the Airman's full name, social security number, type of report (Restricted or Unrestricted Report), and location(s) where the sexual assault was reported or believed to be reported.

9.2.7.2.2. Letters must be sent to the Air Force Integrated Resilience Office (AF/A1Z), 1040 Air Force Pentagon, Washington, DC 20330-1040.

9.2.8. In the event that a victim returns to request a copy of their DD Form 2910 and it cannot be located, SARCs are authorized to have the victim complete DD Form 2910-1, *Replacement of Lost DD Form 2910, Victim Reporting Preference Statement*, in accordance with DoDI 6495.02, to include USD(P&R) Memorandum, *Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker*, 15 October 2019. **(T-0)**.

9.2.8.1. When completing DD Form 2910-1, victims may elect to convert their reporting option from Restricted to Unrestricted in accordance with DoDI 6495.02.

9.2.8.2. DD Form 2910-1 will take the place of the original DD Form 2910 and shall be uploaded into DSAID. **(T-0)**.

9.2.9. 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 specific case information and disposition details to the AF DSAID Legal Officer **(T-1)**. The AF DSAID Legal Officer is responsible for ensuring the disposition is entered into the DSAID. Once the final disposition is loaded, the SARC will close the incident in DSAID. **(T-0)**. SARCs shall not retain copies of disposition forms. **(T-0)**.

9.2.10. SARCs will maintain SARC, SAPR VA and VVA profiles in accordance with DoDI 6495.02 and this instruction. **(T-0)**. SARCs may delegate this responsibility to SAPR VAs with a waiver from AF/A1Z to access DSAID.

9.2.11. For SAPR VAs, VVAs, victims and alleged offenders who are at a data masked location, the SARC will use "data masked" as the assigned unit identification code and assigned unit name fields in DSAID. **(T-1)**.

9.2.12. Any requests for system changes to DSAID will be routed via the MAJCOM SAPRPM to the AF/A1Z DSAID program manager for consideration at the DoD change control board. **(T-1)**.

## Chapter 10

### DEFENSE SEXUAL ASSAULT ADVOCATE CERTIFICATION PROGRAM (D-SAACP)

**10.1. Purpose.** The D-SAACP ensures sexual assault victims are offered the assistance of a certified SARCs, SAPR VA, and/or VVA.

10.1.1. Before providing any direct victim care, all SARCs, SAPR VAs, and VVAs must obtain a D-SAACP certification and comply with all eligibility requirements as outlined in DoDI 6495.02 and DoDI 6495.03, and this instruction. **(T-0)**. Additional AF disqualifying conditions are outlined in **Chapter 2** of this instruction.

10.1.2. SARCs, SAPR VAs, and VVAs will apply for renewal through the D-SAACP application before the expiration of their two-year certification to prevent any lapses of certification. **(T-0)**.

10.1.3. SARCs will review all D-SAACP applications from their installation to ensure accuracy and use of the SARC's official military address. The SARC will submit all D-SAACP applications to the certifying agency. **(T-1)**.

10.1.4. SARCs will maintain copies of all D-SAACP applications and certificates for SAPR VAs and VVAs, as well as their own, on file in a locked cabinet or electronically for 2 years after separation, retirement, or date of no longer serving in the SAPR role. **(T-1)**. SARCs must maintain electronic files in compliance with the law, DoD and AF regulations in maintaining personally identifiable information. **(T-1)**. MAJCOM SAPRPMs and SARCs may retain their own documentation for continuing education training.

10.1.5. SAPR VAs and VVAs that transfer to another location are responsible for informing the losing SARC of the planned transfer. **(T-1)** The SARC will forward the associated D-SAACP documents and continuing education certificates and transfer the DSAID profile to the gaining SARC. The SARC will notify the gaining SARC of the assignment change for D-SAACP certified personnel under their purview. **(T-1)**. Once an individual has transferred to another installation, the losing SARC is no longer required to maintain the VVA file. **(T-1)**.

10.1.6. Retired or separated Airmen who previously served as a SARC, SAPR VA, or VVA must make a request through the FOIA process outlined DoDM5400.07\_AFMAN 33-302 to request their records and are prohibited from taking their files from the local SAPR Office after separation from the Air Force. **(T-1)**.

**10.2. Continuing Education.** All SARCs, SAPR VAs, and VVAs must comply with continuing education requirements as outlined in DoDI 6495.02 and DoDI 6495.03. **(T-0)**.

10.2.1. To meet the DoD continuing education requirements, SARCs and SAPR VAs will comply with **Chapter 7** of this instruction. **(T-1)**.

10.2.2. SARCs will ensure that continuing education provided to VVAs is D-SAACP approved and meets DoD training requirements. VVAs shall not exceed 16 hours of online instruction in the completion of their continuing education requirements at each renewal cycle. **(T-1)**.

### 10.3. Certification Suspension and Revocation Guidelines.

10.3.1. The MAJCOM Commander, the AF/A1Z Director, and installation or host Wing Commanders (or civilian equivalent) have the authority to suspend or revoke D-SAACP certifications in accordance with DoD Instruction 6495.03. **(T-0)**.

10.3.2. MAJCOM Commanders or the AF/A1Z Director, in coordination with the MAJCOM Sexual Assault Prevention and Response Program Manager (SAPRPM) will make suspension and revocation decisions in the event the Installation or host Wing Commander declines to suspend or revoke a D-SAACP certified SARC, SAPR VA, or VVA meeting criteria for such action. **(T-0)**.

10.3.3. 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 DoDI 6495.02 **(T-0)** and will:

10.3.3.1. Conduct a timely and appropriate inquiry on all matters within the commander's purview. **(T-0)**. Refer allegations of criminal misconduct as appropriate. **(T-0)**. The inquiry will determine whether any of the suspension or revocation criteria outlined in DoDI 6495.03 have been met. **(T-0)**. Additional AF suspension and revocation criteria includes:

10.3.3.1.1. Received non-judicial punishment or administrative action (adverse letter of reprimand, negative letter of admonishment, negative letter of counseling, or record of individual counseling).

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

10.3.3.1.3. Violated any disqualifying conditions as outlined in DoDI 6495.03 and **Chapter 2** of this instruction during a recurring background investigation. **(T-0)**.

10.3.3.2. Immediately notify the MAJCOM SAPRPM of the allegations and proposed actions to address the allegations. **(T-1)**. MAJCOM SAPRPMs will assist the commander in addressing 24/7 coverage gaps as a result of the allegations.

10.3.3.3. 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)**. The notification must include that 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-1)**.

10.3.4. The installation or host Wing commander will provide a written report to the MAJCOM commander, MAJCOM SAPRPM, and AF/A1Z 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 items outlined in DoDI 6495.03. **(T-0)**.

**10.4. D-SAACP Reinstatement Guidelines.** Installation commanders (or equivalent) will follow guidelines outlined in the DoDI 6495.03 for reinstatement of any SARCs, SAPR VA, or VVA. **(T-0)**. AF/A1Z and the MAJCOM SAPRPM shall be notified of the reinstatement by the responsible installation commander. **(T-0)**.



## Chapter 11

### EXPEDITED TRANSFER (ET)

**11.1. Purpose.** An ET provides victims who file an Unrestricted Report of sexual assault an option of a permanent change of station (PCS) or a temporary or permanent change of assignment (PCA) to a location that will support healing and recovery. Members are generally only eligible to receive one facilitated ET for an Unrestricted Report of sexual assault. **(T-1)**. However, multiple reassignment requests for the same reported incident can be considered in exceptional circumstances (e.g., the alleged offender 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 a sexual assault offense listed in Article 120 of the UCMJ or report other offenses listed in Articles 120c, or 130 of the UCMJ. **(T-0)**. See DoDI 6495.02, National Defense Authorization Act, Section 536, *Standardization of Policies Related to Expedited Transfer in Cases of Sexual Assault or Domestic Violence*, FY19, and [paragraph 11.5.3](#) of this instruction for Reserve and ANG guidance.

11.1.2. ET is available to a Service member whose adult military dependent makes an allegation of non-domestic abuse sexual assault if: the victim has filed an Unrestricted Report through a DD Form 2910 in the SAPR Program AND the alleged sexual assault offender is a Service member or if the alleged offender or alleged sexual assault has a military nexus (e.g., adult military dependent, works for DoD as a civilian employee (appropriated and non-appropriated fund employees, or is a government contractor)), or the alleged sexual assault occurred on a DoD installation or facility. **(T-0)**.

11.1.2.1. SARCs will refer the victim to the appropriate organization if the victim is not eligible for SAPR services in accordance with DoDI 6495.02, to include USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020. **(T-0)**.

11.1.2.2. Service members must request the ET on behalf of their adult military dependent victims by submitting the request via the established process in accordance with DoDI 6495.02, to include DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020, AFI 36-2110, and this instruction. **(T-0)**.

11.1.3. This instruction outlines procedures, roles, and responsibilities for military victims or Service member's adult military dependent victims who file an Unrestricted Report of a sexual assault offense through the SAPR Program. Information on ET requests for victims not eligible for SAPR services is outlined in AFI 36-2110.

11.1.3.1. Once an ET has been approved, the change of assignment is handled in accordance with AFI 36-2110.

11.1.3.2. The Wing Commander considers potential transfer of the alleged offender instead of the victim, if appropriate. At a minimum, the 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 in accordance with AFI 36-2110. The

Wing Commander may delegate this requirement to the Vice Wing Commander, but will not delegate it further. **(T-1)**.

11.1.3.3. The USAFA Superintendent, in coordination with the Superintendent of the military service academy or senior Reserve Officers' Training Corps program where the cadet requests transfer, will approve requests from a cadet to transfer, if the request is based on being the victim of a sexual assault where the cadet has made an unrestricted report, unless there are exceptional circumstances that require denial of the request. **(T-0)**.

11.1.3.3.1. All records of any requests, determination, transfer, or other action shall remain protected by the Privacy Act and shared only for official use, consistent with applicable law and regulations.

11.1.3.3.2. Any discussions between the victim and the victim's Special Victims' Counsel and SAPR personnel related to the expedited transfer will be confidential and privileged in accordance with applicable law and regulations.

11.1.4. The alleged offender's commander (or equivalent), Wing Commander, and Air Force Personnel Command (AFPC) will coordinate the determination to transfer the alleged offender instead of the victim. **(T-1)**. Transfers for alleged offenders are not in the duties and responsibilities of the SARC or SAPR VA.

11.1.5. In some instances retraining may be required to accommodate ET. When retraining is necessary, it is completed in accordance with AFI 36-2626, *Airman Retraining Program*. Retraining actions are considered as needed; however, the goal is timely reassignment actions with minimal impact to an Airman's career.

11.1.6. 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 in accordance with technical training reclassification procedures outlined in AFI 36-2110.

## 11.2. Safety of Airmen.

11.2.1. Commanders and personnel with information of a serious threat of harm to a person (to include threat to life) will immediately report to command and DoD law enforcement authorities (e.g. AFOSI, any other MCIO, Security Forces). A request to transfer the victim under these circumstances, as opposed to an ET, is handled in accordance with AFI 36-2110 under the Threatened Persons Assignment.

## 11.3. Request Process.

11.3.1. Military victims and adult military dependent victims shall be informed of the Expedited Transfer process by the SARC, SAPR VA, VVA, SVC, SVP, or the victim's commander (or equivalent) at the time of the initial report of sexual assault, or as soon as practicable in accordance with DoDI 6495.02, and **Chapter 2** of this instruction. **(T-0)**. Cadets will be notified of the military service academy or senior Reserve Officers' Training Corps transfer option in accordance with DoDI 1322.22 and AFI 36-3501.

11.3.2. 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)**. If approved, AFPC will also include on the transfer orders the Service member's dependents or military spouse (as applicable). **(T-1)**.

11.3.3. The victim's squadron commander (or equivalent) will prepare the commander's memorandum and consider the criteria outlined DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020 when providing their recommendation for approval or disapproval to the Wing Commander. **(T-0)**.

11.3.4. The Wing Commander (or equivalent) shall establish a presumption in favor of transferring a Service member, who initiated the ET request, following a credible report of sexual assault. **(T-0)**. The Wing Commander (or equivalent), or the appropriate approving authority, shall make a determination considering the advice of the supporting judge advocate or other legal advisor concerned, and the available evidence based on information from an MCIO investigation (if available) in accordance with criteria outlined in DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020. **(T-0)**.

11.3.5. Upon receipt of the signed ET Commander's Memorandum from the squadron commander (or equivalent), the 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)**. **Note:** The SARC's receipt of the signed Commander's Memorandum with an ET determination is sufficient to meet the Wing Commander's written notification to the SARC. The SARC will not maintain a copy of the Commander's Memorandum. The SARC will annotate the Commander's approval/disapproval within DSAID as the system of record. **(T-0)**.

11.3.5.1. Upon receipt of an ET request from a victim, the Wing Commander (or equivalent) will immediately notify the SARC of the request via telephone or in person; this communication (date and time) will be annotated in the signed Commander's Memorandum to the victim to verify compliance with DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020. **(T-0)**. Those victims not working with a SARC will be referred to the SARC. **(T-0)**.

11.3.5.1.1. Once notified, the SARC will immediately inform the requesting military victim or adult military dependent victim of the ET process. **(T-0)**. The SARC will also verify to the Wing Commander that the victim has filed an Unrestricted Report through a DD Form 2910, and that it has been entered into DSAID. The SARC will not provide a copy of the signed DD Form 2910 to the Wing Commander; oral communication to the Wing Commander that a DD Form 2910 was filed is sufficient. **(T-0)**.

11.3.5.1.2. If a DD Form 2910 is not on file, the SARC will assist the victim in filing an Unrestricted Report, or refer the victim to the appropriate organization if not eligible for SAPR services in accordance with DoDI 6495.02 and this instruction.

11.3.6. The 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)**. The Wing Commander may delegate this responsibility to the Vice Wing Commander (or equivalent), but will not delegate it further. **(T-1)**.

11.3.7. The 72-hour timeline begins when the victim's squadron commander (or equivalent) receives the request and ends when the signed Commander's Memorandum from the Wing Commander (or equivalent) is returned to the victim. The date the victim's commander received the request will be annotated on the Commander's Memorandum to verify compliance with the 72-hour timeline. **(T-1)**.

11.3.8. 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)**.

11.3.8.1. 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)**.

11.3.8.2. 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 in accordance with AFI 36-2110.

11.3.9. If the ET request is disapproved by the Wing Commander (or equivalent):

11.3.9.1. 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 (G/FO) in their chain of command. **(T-0)**. The victim will submit the appeal in writing utilizing the Commander's Memorandum. **(T-1)**.

11.3.9.2. The G/FO must review and provide a decision within 72 hours of receipt of an appeal request from the victim. **(T-0)**.

11.3.9.3. The timeline will begin when the G/FO receives the appeal request. **(T-1)**. The Commander's Memorandum will annotate the date of receipt to confirm compliance with the 72 hour timeline. **(T-1)**.

11.3.9.4. If the G/FO approves the ET request, the G/FO will immediately return the signed Commander's Memorandum back to the SARC. **(T-1)**. The SARC or SAPR VA will provide these documents to the victim who follows the procedures outlined [paragraph 11.3.8](#). **(T-1)**. The SARC will inform the Wing Commander of the G/FO's decision. **(T-1)**.

11.3.9.5. If the ET request is disapproved by the G/FO:

11.3.9.5.1. The SARC or SAPR VA will inform the victim of their final right to appeal the ET denial to the victim's MAJCOM Deputy Commander (MAJCOM/CD). **(T-1)**. The victim will submit the appeal in writing utilizing the Commander's Memorandum. **(T-1)**.

11.3.9.5.2. If the G/FO disapproves the ET 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 document the final determination in the DSAID and provide the victim all ET documentation. **(T-1)**.

11.3.9.6. The MAJCOM/CD is the final appeal authority and must review and provide a decision within 72 hours of receipt of an appeal request from the victim.

11.3.9.6.1. The 72 hour timeline ends when the signed appeal Commander's Memorandum from the MAJCOM/CD is returned to the victim with approval/disapproval. (T-1). The date of receipt for the review will be annotated on the appeal letter to verify compliance with the 72 hour timeline. (T-1).

11.3.9.6.2. If the MAJCOM/CD approves the ET request, the MAJCOM/CD will immediately return the ET Commander's Memorandum back to the SARC. The SARC or SAPR VA will provide these documents to the victim who follows the procedures outlined in section 11.3.8. (T-1).

11.3.9.6.3. If the MAJCOM/CD disapproves the ET request, a brief explanation for the denial will be annotated on the request. The MAJCOM/CD will send the request back to the Wing Commander (or equivalent) who provides it to the SARC. (T-1). The SARC will provide the victim the original memorandum with the decision and will document the ET denial in DSAID. (T-1).

11.3.9.7. Reserve victims will work with their supporting personnel organizational component to process ET requests which provide similar response and support as described above.

11.3.9.8. ANG victims will follow ET processes for Title 32 situations in accordance with National Guard policy.

11.3.9.9. Permanent party assigned to United States Air Force Academy (USAFA) who make an Unrestricted Report of sexual assault and want 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.

11.3.9.9.1. If the initial request is denied, the victim may appeal to the Vice Superintendent utilizing and following the procedures in this chapter. (T-1). The Vice Superintendent has 72 hours to approve or deny the request. (T-0).

11.3.9.9.2. If the second request is denied, the victim can request a final appeal to the Superintendent of USAFA utilizing and following the procedures in this chapter. (T-1).

11.3.10. USAFA cadets will follow the transfer process and procedures set forth in standard operating procedures (SOPs) maintained by USAFA Superintendent and the Tri-Service Agreement with United States Naval Academy (USNA) and United States Military Academy (USMA). (T-2).

#### 11.4. SARCs Duties.

11.4.1. SARCs will refer victims to the FAP and/or VWAP for ET requests outside the scope of the Sexual Assault Prevention and Response (SAPR) Program as outlined in DoDI 6495.02 and Chapters 3 and 11 of this instruction. (T-0).

11.4.2. SARCs, with the assistance from SAPR VAs, as necessary, will:

11.4.2.1. 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).

11.4.2.2. Inform the victim's commander (or equivalent) of the ability to convene an out of cycle CMG meeting to discuss the ET request. **(T-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)**.

11.4.2.3. Inform victims that they may seek assistance from a legal assistance attorney, SVC, or the DoD Safe Helpline. **(T-0)**.

11.4.2.4. Provide the victim a private workspace with a computer to complete the vMPF request, if necessary. **(T-1)**. SARCs, SAPR VAs, and VVAs are not authorized to complete the vMPF on behalf of the victim. Assist the victim with submitting the vMPF request, if necessary.

11.4.2.5. Return the signed ET Commander's Memorandum and other documents, if needed, to the victim. The SARC will not maintain a copy of the Commander's Memorandum. The SARC will annotate the Commander's approval/disapproval within DSAID as the system of record. **(T-0)**.

11.4.2.6. Additional documents (e.g. Join Spouse or Exceptional Family Member Program letter), may need to be forwarded to AFPC in accordance with AFI 36-2110.

11.4.2.7. Inform MAJCOM SAPRPMs on all ET requests within 48 hours of the Wing Commander's (or equivalent) decision. **(T-1)**.

11.4.2.8. Immediately notify the local AFOSI, servicing legal office, and SVC (when applicable) when a victim's ET request has been approved. **(T-1)**.

11.4.2.9. Enter all ET requests and outcomes into the DSAID within 48 hours of request determination.

11.4.2.9.1. The losing SARC will ensure all fields, including ET information, are entered into DSAID, prior to transferring the case to the gaining SARC. **(T-1)**. Losing SARCs are not required to obtain victim consent to transfer the case on the DD Form 2910 as outlined in DoDI 6495.02. **(T-0)**.

11.4.2.9.2. SARCs shall not retain ET documentation outside of DSAID once the ET request has been completed. **(T-1)**. SARCs may assist the victim by temporarily retaining documentation until the ET request is completed, but must return the documentation to the victim. **(T-1)**.

11.4.2.10. Meet with the military victim or adult military dependent victim to outbrief them with information about the transfer process, including addressing any SAPR questions, in accordance with DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020. **(T-0)**.

## **11.5. Victim's Commander (or Equivalent) Duties.**

11.5.1. The victim's commander (or equivalent) will follow procedures as outlined in DoDI 6495.02 and will:

11.5.1.1. Consider whether the member can be authorized retraining or reclassification. **(T-1)**.

11.5.1.2. Review and consider removing any Assignment Availability Codes (AAC) or Medical Limitation Codes (MLC) of the victim. **(T-1)**.

11.5.1.3. In conjunction with any agency (as applicable) that generated the code placement on the Airman will ensure these AACs/MLCs are addressed prior to the recommendation being made to the Wing Commander (or equivalent). **(T-1)**. AACs or MLCs that preclude an Airman's eligibility to PCS are listed in AFI 36-2110.

11.5.2. The alleged offender's commander (or equivalent), Wing Commander (wing deputy or vice commander if delegated), and AFPC will coordinate the determination to transfer the alleged offender. **(T-1)**. The victim's commander nor the SARC will assist with this procedure. See AFI 36-2110 for procedures.

11.5.3. 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 in accordance with DoD and National Guard policies **(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 as outlined in DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020. **(T-0)**. This procedure applies to any sexual assault victim move (e.g. PCA or PCS). The losing commander will also follow procedures outlined in DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020, to inform and support the military victim and Service member whose adult military dependent is a victim with the transfer process. **(T-0)**.

11.6.2. The losing SARC will notify the gaining SARC in accordance with DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020, to ensure ongoing medical care, support, and appropriate referrals are made in a timely manner. **(T-0)**.

11.6.3. The losing SARC will follow procedures to inform and support the victim with the transfer process. **(T-0)**. This includes scheduling an outbrief with the victim and facilitating the scheduling of an intake meeting with the gaining SARC in accordance with DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020.

11.6.4. The gaining SARC will follow procedures outlined DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, dated 10 February 2020, to inform and support the victim with the transfer process. **(T-0)**. This includes conducting an intake meeting with the victim and informing them after this meeting, the victim may decline any further SAPR services.

11.6.4.1. If required, the gaining SARC will coordinate with the gaining commander for a separate commander intake meeting with the military victim. **(T-0)**. The adult military dependent victim is not required to meet with the commander.

11.6.4.2. The SARC intake meeting will not occur at the same time as the commander intake meeting without explicit victim consent. **(T-0)**. The victim will be informed in advance of any joint intake meeting that communications will not be privileged under Military Rule of Evidence 514. **(T-0)**.

11.6.5. The gaining SARC will ensure the Case Management Group at the gaining installation reviews the victim's case at monthly meetings in accordance with DoDI 6495.02 and USD(P&R) Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020. **(T-0)**.



## Chapter 12

### JOINT BASES

**12.1. Overview.** There are differences between the Services' SAPR program implementation, 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 programs assigned to AF locations impacted by Joint Basing.

**12.2. AF Responsibilities.** For AF SARC, SAPR VAs, and VVAs, it is AF 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 implement AF SAPR program and operational procedures for AF personnel in accordance with DoD6495.01, DoDI 6495.02, DoDI 6495.03 and this instruction. **(T-0)**.

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 in accordance with DoD6495.01, DoDI 6495.02, DoDI 6495.03 and this instruction. **(T-0)**. 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 AF SARC will report directly to the supported Wing Commander. **(T-1)**. The supported Wing Commander may delegate this responsibility to the supported Vice Wing Commander, but will not delegate it further. **(T-1)**.

12.2.2.3. If the installation has multiple AF SARC, a Lead SARC will be delegated as outlined in **Chapter 2**. **(T-0)**.

12.2.2.4. When a JBC or supported Wing Commander requests additional SARC or SAPR VAs assigned to their installation, manning requests will be coordinated through AF/A1Z. **(T-1)**.

12.2.3. SARC, SAPR VAs, and VVAs 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.

12.2.3.1. 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.

12.2.3.2. If the victim chooses to remain with the AF SARC, that SARC is responsible for DSAID case entry and management in accordance with **Chapter 9**.

**12.3. Inter-Service Responsibilities.** 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 Sexual Assault Prevention and Response (SAPR) Contact Line 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 AF SAPR Office, press 2 for the Army SHARP office”.

12.3.1.1. If a joint SAPR Contact Line 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/A1Z approval for a joint SAPR Contact Line and SOPs prior to implementation. **(T-1)**. The joint base SAPR Contact Line does not replace the DoD Safe Helpline, which is the sole DoD hotline for crisis support and can be accessed 24/7 by logging on to [www.safehelpline.org](http://www.safehelpline.org) or by calling 1-877-995-5247, and through the Safe Helpline mobile application.

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 assigned unit commanders to include our Sister Services. However, this collaboration cannot occur at the same time as case review during a CMG meeting.

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 DoDI 6395.02 and this instruction. **(T-0)**. 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. Sister Service D-SAACP certified SARCs, SAPR VAs, and Volunteer Victim Advocates (VVA) (or equivalent) may attend the AF CMG. However, other Sister Service members, including SAPR VAs and VVAs (or equivalent) will only attend in accordance with DoDI 6495.03 and **Chapter 8**. **(T-0)**.

12.3.3.2. Joint Bases where the AF is the JBC, the victim’s Wing Commander will collaborate with the JBC to ensure that the commander is informed when a victim of sexual assault from within the installation has requested an ET. **(T-1)**.

JOHN A. FEDRIGO, SES, SAF/MR  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- DoD Instruction 1322.22, *Service Academies*, 24 September 2015
- DoDM5400.07\_AFMAN33-302, *Freedom of Information Act*, 27 April 2018 Rules for Courts-Martial, current edition
- Title 10, United States Code, Section 9461, *Policy on sexual harassment and sexual violence*
- Title 28, Code of Federal Regulations, Part 115, *Prison Rape Elimination Act National Standards*
- Title 42, United States Code, Chapter 21, Sections 1981 – 2000h-6, *Civil Rights*
- National Defense Authorization Act, Section 536, *Standardization of Policies Related to Expedited Transfer in Cases of Sexual Assault or Domestic Violence*, FY19
- Public Law 104-191, *Health Insurance Portability and Accountability Act of 1996*, August 21, 1996 (also known as “HIPAA”), as amended
- DoDI 6310.09, *Healthcare Management for Patients Associated with a Sexual Assault*
- DoD Directive 6495.01, *Sexual Assault Prevention and Response (SAPR) Program*, 23 January 2012, as amended 30 April 2013, incorporating change 3 effective 11 April 2017
- DoD Instruction 1304.26, *Qualification Standards for Enlistment, Appointment, and Induction*, Change 3, 26 October 2018
- DoD Instruction 5200.02, *DoD Personnel Security Program*, 21 March 2014, Incorporating Change 2, effective 11 May 2018
- DoD Instruction 5505.18, *Investigation of Adult Sexual Assault in the DoD*, 22 March 2017, Incorporating Change 2, effective 31 January 2019
- DoD Instruction 6495.02, *Sexual Assault Prevention and Response Program Procedures*, 28 March 2013, Incorporating Change 3, 24 May 2017
- DoD Instruction 6495.03, *Defense Sexual Assault Advocate Certification Program (D-SAACP)*, 28 February 2020
- DoD Instruction 1400.25V610\_AFI36-807, *Hours of Work and Holiday Observances*, 19 April 2019
- DoD Instruction 6400.01 Vol 1, *Family Advocacy Program (FAP): FAP Standards*, 22 July 19
- DoD Manual 5200.02, *Procedures for the DoD Personnel Security Program (PSP)*, 3 April 2017
- DoD Manual 5210.42, *Nuclear Weapons Personnel Reliability Program*, 13 January 2015, Incorporating Change 3, 31 August 2018
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Secretary of Defense Memorandum, *Withholding Initial Disposition Authority Under the Uniform Code of Military Justice in Certain Sexual Assault Cases*, 20 April 2012

Tri-Service Agreement with United States Naval Academy (USNA) and United States Military Academy (USMA), 7 June 2020

Under Secretary of Defense Memorandum, *Revisions to the Sexual Assault Prevention and Response Program's Expedited Transfer Policy*, 10 February 2020

Under Secretary of Defense Memorandum, *Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Report, and a File Locker*, 15 October 2019

Under Secretary of Defense Memorandum, *Revisions to the Monthly Case Management Group Meetings for Adult Sexual Assault Cases*, 13 November 2019

Under Secretary of Defense Memorandum, *Procedures to Implement the "Catch a Serial Offender" Program*, 10 June 2019

Deputy Secretary of Defense Memorandum, *Designation of the Navy as the Executive Agent for the Development and Maintenance of the "Catch a Serial Offender" Program Server and Searchable Database*, 28 December 2016

Assistant Secretary of the Air Force for Manpower and Reserve Affairs Memorandum, *Interim Guidance for Homeland Security Presidential Directive-12, Suitability and Fitness Adjudication*, 26 November 2019

HAF Mission Directive 1-20, *The Inspector General*, 7 May 2015

Air Force Policy Directive, 71-1, *Criminal Investigations and CI*, 1 July 2019

HAFMD 1-14, *General Counsel and The Judge Advocate General*, 29 December 2016

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 36-3501, *United States Air Force Academy Operations*, 28 December 2018

AFPD 90-60, *Sexual Assault Prevention and Response (SAPR) Program*, 20 March 2019

AFI 25-201, *Intra-Service, Intra-Agency, Inter-Agency Support Agreements Procedures*, 18 October 2013

AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 8 November 2016

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-360, *Publications and Forms Management*, 14 February 2019

AFI 36-1401, *Civilian Position Classification*, 2 January 2019

AFI 36-1901, *Recruiting Program*, 20 June 2017

AFI 36-2002, *Enlisted Accessions*, 5 November 2018

AFI 36-2005, *Officer Accessions*, 5 November 2019

AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, 9 March 2017  
AFI 36-2406, *Officer and Enlisted Evaluation Systems*, 14 Nov 2019  
AFI 36-2110, *Total Force Assignments*, 15 October 2018  
AFI 36-2626, *Airman Retraining Program*, 20 November 2018  
AFI 36-2706, *Equal Opportunity Program Military and Civilian*, 5 February 2020  
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AFI 36-2909, *Professional and Unprofessional Relationships*, 4 January 2019  
AFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON) and Incapacitation (INCAP) Program*, 8 October 2015  
AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 13 June 2019  
AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004  
AFI 36-3208, *Administrative Separation of Airmen*, 13 June 2019  
AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, 14 April 2005  
AFI 40-301, *The Family Advocacy Program*, 16 November 2015  
AFI 44-102, *Medical Care Management*, 17 March 15, 22 April 2020  
AFI 51-201, *Administration of Military Justice*, 18 January 2019, 8 April 2020  
AFI 51-403, *International Agreements*, 8 February 2019  
AFI 52-101, *Planning and Organization*, 1 April 2019  
AFI 64-117, *Government Purchase Card Program*, 22 June 2018  
AFI 90-201, *The Air Force Inspection System*, 20 November 2018  
AFI 90-301, *Inspector General Complaints*, 28 December 2018  
AFI 90-5001, *Integrated Resilience*, 25 January 2019  
AFI 91-204, *Safety Investigations and Hazard Reporting*, 27 April 2018  
AFMAN 10-206, *Operational Reporting (OPREP)*, 18 June 2018  
AFMAN, 33-302, *Freedom of Information Act Program*, 27 April 2018

***Prescribed Forms***

AF Form 847, *Recommendations for Change of Publication*

None

AF Form 2096, *Classification/On-the-Job Training Action*

***Adopted Forms***

DD Form 2701, *Initial Information for Victims and Witnesses of Crime*

DD Form 2873, *Military Protective Order*

DD Form 2910, *Victim Reporting Preference Statement*

DD Form 2910-1, *Replacement of Lost DD Form 2910, Victim Reporting Preference Statement*

DD Form 2910-2, *Retaliation Reporting Statement for Unrestricted Sexual Assault Cases*

DD Form 2911, *DoD Sexual Assault Forensic Examination Report*

DD Form 2965, *Defense Sexual Assault Incident Database (DSAID) Data Form*

Occupational Safety and Health Administration (OSHA) Forms 300, 300-A and 301

### ***Abbreviations and Acronyms***

**AAC**—Assignment Availability Codes

**ACC**—Air Combat Command

**AF**—Air Force

**AFCENT**—Air Force Central Command

**AFPC**—Air Force Personnel Command

**AFRC**—Air Force Reserve Command

**AFOSI**—Air Force Office of Special Investigations

**AOR**—Area of Responsibility

**CAB**—Community Action Board

**CAT**—Community Action Team

**CATCH**—Catch a Serial Offender Program

**CCIR**—Commander's Critical Information Requirement

**CMG**—Case Management Group

**CONUS**—Continental United States

**CSC**—Community Support Coordinator

**DJBC**—Deputy Joint Base Commander

**DEOCS**—Defense Equal Opportunity Management Institute Organizational Climate Survey

**D-SAACP**—Defense Sexual Assault Advocate Certification Program

**DSAID**—Defense Sexual Assault Incident Database

**DoD**—Department of Defense

**EO**—Equal Opportunity

**ET**—Expedited Transfer

**FAP**—Family Advocacy Program

**FOIA**—Freedom of Information Act

**G/FO**—General Officer or Flag Officer  
**HRRT**—High-Risk Response Team  
**JBC**—Joint Base Commander  
**LOD**—Line of Duty  
**MAJCOM**—Major Command  
**MCIO**—Military Criminal Investigative Organization  
**MLC**—Medical Limitation Codes  
**MOU**—Memorandum of Understanding  
**MOA**—Memorandum of Agreement  
**MPO**—Military Protective Order  
**MTF**—Military Treatment Facility  
**NGB**—National Guard Bureau  
**OCONUS**—Outside the Continental United States  
**OPR**—Office of Primary Responsibility  
**PCA**—Permanent Change of Assignment  
**PCS**—Permanent Change of Station  
**PII**—Personally Identifiable Information  
**PRP**—Personnel Reliability Program  
**RegAF**—Regular Air Force  
**RSL**—Reserve Sexual Assault Prevention and Response Liaison  
**SAFE**—Sexual Assault Forensic Exam  
**SAMFE**—Sexual Assault Medical Forensic Examiner  
**SAMM**—Sexual Assault Medical Manager  
**SAPR**—Sexual Assault Prevention and Response Program  
**SAPRO**—DoD Sexual Assault Prevention and Response Office  
**SAPR**—Sexual Assault Prevention and Response Program  
**SAPR VA**—Sexual Assault Prevention and Response Victim Advocate  
**SARC**—Sexual Assault Response Coordinator  
**SEI**—Special Experience Identifier  
**SPCMCA**—Special Court-Martial Convening Authority  
**SVC**—Special Victims' Counsel  
**SVP**—Special Victims' Paralegal

**TFSC**—Total Force Service Center  
**UCMJ**—Uniform Code of Military Justice  
**USAFE**—United States Air Force Europe  
**vMPF**—Virtual Military Personnel Flight’s  
**VPI**—Violence Prevention Integrator  
**VVA**—Volunteer Victim Advocate  
**VWAP**—Victim and Witness Assistance Program  
**WG/CC**—Wing Commander

### *Terms*

**Airmen**—For the purpose of this instruction, this includes Department of the Air Force uniformed members to include the Space Force.

**Air Reserve Component (ARC)**—The Air National Guard (ANG) of the United States, the Air National Guard (ANG) while in the service of the United States, and the AF Reserve.

**Case Management Group (CMG)**—A multi-disciplinary group that meets monthly to review individual Unrestricted Reports of sexual assault and Independent Investigations, 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.

**Catch a Serial Offender (CATCH) Program**—Provides adult sexual assault victims who file a Restricted Report with a mechanism to provide information related to the incident confidentially. The CATCH program maintains information made available by Restricted Reports for the purpose of identifying commonalities across particular cases that lead to the identification of serial offenders. No victim personally identifiable information will be included to safeguard victim identity. Participation is voluntary and information provided to CATCH will not be acted upon unless the victim of the reported sexual assault changes their reporting option to an Unrestricted Report and agrees to participate in the investigation. Victims may opt out of CATCH at any time. The Department of Navy Naval Criminal Investigative Services has been named the Executive Agency of CATCH and will maintain oversight.

**Certification**—Refers to the process by which the DoD credentials SARCs and Sexual Assault Prevention and Response Victim Advocates (SAPR VAs) and Volunteer Victim Advocates (VVAs), assesses the effectiveness of sexual assault advocacy capabilities using a competencies framework, and evaluates and performs oversight over SARC, SAPR VA, and VVA training. The certification criteria are established by DoDI 6495.03.

**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).



**Community Action Board (CAB)**—Senior leader-led decision forums (At the Headquarters Air Force, Major Command (MAJCOM) and installation level) that facilitate resilience and violence prevention (primary prevention) policy, practices, and programs.

**Community Action Team (CAT)**—Functions as the action arm of the CAB to develop and implement resilience and violence prevention (primary prevention) policy, practices and programs approved by the CAB and that meet each community’s unique needs.

**Community Support Coordinator (CSC)**—Provides program management and serves as the subject matter expert for the resilience program. CSCs also serve as the CAB Executive Direction and the CAT chair.

**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 information concerning a sexual assault victim or alleged offender provided by the victim to the SARCs, SAPR Victim Advocate (SAPR VA), 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 (DSAID)**—Defined in Chapter 9.

**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 a Sexual Assault Medical Forensic Examiner (SAMFE), Sexual Assault Medical Manager (SAMM), psychologist, social worker or psychotherapist licensed and privileged to provide mental health care or other counseling services in a DoD or DoD-sponsored facility.

**Independent Investigation**—An official law enforcement investigation not initiated by a victim's report of sexual assault. An official (independent) investigation may be initiated based on independently acquired information, such as when a commander immediately notifies OSI or the appropriate MCIO with information about a sexual assault from a source other than the victim (victim may have filed a Restricted Report or where no report has been made by the victim), or from other sources to law enforcement (e.g., friend of the victim or witness to the crime).

**Intimate Partner**—A current or former spouse. A person with whom the alleged abuser shares a child in common. A current or former intimate partner with whom the alleged abuser shares or has shared a common domicile. A person who is or has been in a romantic, intimate, or sexual relationship with the alleged abuser as agreed upon by the victim and with the consideration of the length and recency of the relationship, frequency of the interaction, the victim's previous acknowledgment of the relationship, and the exclusive nature of the relationship.

**National Security Eligibility**—The status that results from a formal determination by an adjudication facility that a person meets the personnel security requirements for access to classified information or to occupy a national security position, or one requiring the performance of national security duties.

**Non-Clinical**—Generally means not diagnosing, prescribing, counseling, treating, providing direct patient care of any type, or using clinical tools and practices to assess a person's mental or physical health that is otherwise reserved for licensed or certified medical personnel

**Non—Clinical Safety Assessment**—A assessment performed by a SARCs, Sexual Assault Prevention and Response Victim Advocates (SAPR VAs) and Volunteer Victim Advocates (VVAs) to determine if the sexual assault victim is in immediate danger. The non-clinical safety assessment evaluates the following areas from the perspective of the victim, including, but not limited to: concerns for the victim's safety; the alleged offender's access to the victim and any concern of stalking; previous or existing relationship or friendship between the alleged offender 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 alleged offender's history of law enforcement involvement regarding domestic abuse, assault, or other criminal behavior; the possible need for a Civilian Protective Order or Military Protective Order (MPO) against the alleged offender, or violation of such an order; history of drug or alcohol abuse by either the alleged offender or victim; the demonstration by the alleged offender of erratic or obsessive behavior, rage, agitation, or instability; and flight risk of the alleged offender.

**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 victim or alleged offender in a sexual assault, and is that information which would disclose or have a potential 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). In accordance with AFI 33-332 and paragraph 1.3 of this instruction.

**Prevention**—Aims to prevent violence before it occurs. Prevention focuses on reducing risk factors and strengthening protective factors.

**Protective Factor**—Conditions or attributes (e.g., skills, resources, support systems, or coping strategies) that allow individuals, families, and/or communities deal more effectively with and/or reduce the likelihood of personal violence. Protective factors enhance resilience and may serve to counterbalance or mitigate risk factors. Protective factors may be personal (e.g., attitudes, values, and norms prohibiting suicide) or external or environmental (e.g., strong relationships, particularly with family members).

**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 Uniform Code of Military Justice (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 any personnel, an official report is made only when a DD Form 2910, *Victim Reporting Preference Statement*, is filed with a SARC, SAPR VA, or when a Military Criminal Investigative Organization (MCIO) begins an Independent Investigation.

**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: Sexual Assault Prevention and Response Coordinators (SARCs), Sexual Assault Response Coordinators (SAPR VAs), Volunteer Victim Advocates (VVAs), healthcare personnel, law enforcement, Fire Fighters, and Military Criminal Investigative Organizations (MCIOs). Other responders are judge advocates, chaplains, and commanders, but they are usually not first responders.

**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**—Reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals (e.g., 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 official investigation unless the victim consents or an established

exception is exercised under DoDI 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.

**Risk Factor**—Conditions or attributes (e.g., relationship difficulties, substance abuse, legal, financial, medical, mental health, and occupational problems) that make it more likely individuals will develop a disorder or pre-dispose one to high-risk personal violence. Risk factors may encompass biological, psychological, or social factors in the individual, family, and environment.

**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 Uniform Code of Military Justice (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 Harassment**—Harassment on the basis of sex is a violation of Title 42 United States Code, Chapter 21, Sections 1981 – 2000h-6. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**Sexual Assault Prevention and Response Victim Advocate (SAPR VA)**—A trained, certified individual that provides non-clinical crisis intervention, referral, and ongoing non-clinical support to adult sexual assault 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 SARCs 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 eligible sexual assault victims identified in this instruction; and tracks the services provided, from the initial report through final disposition and resolution.

**Special Victims' Counsel (SVC)**—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.

**Special Victims' Counsel Division (CLSV)**—The headquarters element of the Special Victims' Counsel (SVC) Division. Includes the Division Chief, Associate Chief and Deputy Chief and is located at Joint Base Andrews, Maryland.

**Total Force**—Air Force uniformed members (Regular Air Force, Reserve, Air National Guard, other Military Services) and their families, and Air Force civilian personnel (appropriated and non-appropriated funded).

**Unrestricted Reporting**—A process by which an individual covered by this instruction uses to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault. The victim's report is 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, an adult individual who reports direct physical, emotional, or pecuniary harm as a result of the commission of a sexual assault and who has a connection with the Air Force as outlined in DoDI 6495.02 and Chapter 3. Victims are eligible for and provided services by the AF consistent with their legal status and DoDI 6495.01, DoDI 6495.02 and AFI 90-6001. Nothing in this instruction 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 DoD directives. The terms "victim" and "alleged victim" have the same meaning and are interchangeable in this Instruction.

**Violence Prevention Integrator (VPI)**—Provides program management, subject matter expertise, and consultation for violence prevention (primary prevention) programs and activities at the MAJCOM (when applicable) and installation level, and participates on the CAB and CAT.

**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 mitigates the physical, psychological, and financial hardships suffered by victims and witnesses of offenses investigated by Air Force authorities; fosters cooperation between victims, witnesses, and the military justice system; and ensures best efforts are extended to protect the rights of victims and witnesses.