

# **SEXUAL ASSAULT PREVENTION, RESPONSE, AND RECOVERY (SAPRR) PROGRAM**



**COMDTINST 1754.10F  
April 2023**

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COMMANDANT INSTRUCTION 1754.10F

Subj: SEXUAL ASSAULT PREVENTION, RESPONSE, AND RECOVERY (SAPRR)  
PROGRAM

- Ref: (a) Manual for Courts-Martial United States (2019 ed.) (MCM)  
(b) Department of Homeland Security (DHS) Anti-Harassment Directive, 256-01 (series)  
(c) U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series)  
(d) Article 120, Uniform Code of Military Justice (UCMJ), Rape and Sexual Assault (10 USC § 920)  
(e) Article 132, UCMJ, Retaliation (10 U.S. Code § 932)  
(f) Coast Guard Medical Manual, COMDTINST M6000.1 (series)  
(g) Military Justice Manual, COMDTINST M5810.1 (series)  
(h) Coast Guard Investigative Service Roles and Responsibilities, COMDTINST 5520.5 (series)  
(i) Family Advocacy Program (FAP), COMDTINST 1752.1 (series)  
(j) Privacy Act Manual COMDTINST M5260.3 (series)  
(k) Privacy Incident Response, Notification and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5260.5 (series)  
(l) Special Victims' Counsel Disability Attorneys, COMDTINST M5801.5 (series)  
(m) Personnel Security and Suitability Program, COMDTINST M5520.12 (series)  
(n) A National Protocol for Sexual Assault Medical Forensic Examinations, U.S. Department of Justice, Office on Violence Against Women, NCJ 228119, April 2013  
(o) Military Whistleblower Protection Act, Title 10 U.S.C. § 1034  
(p) Title 10 U.S.C. § 673  
(q) Military Assignment and Authorized Absences, COMDTINST M1000.8 (series)  
(r) U.S. Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series)  
(s) SAPRR Tactic, Tips, and Procedures Manual  
(t) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)  
(u) Officers Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)  
(v) Transition Assistance Program, COMDTINST M1900.2 (series)

1. **PURPOSE.** This Instruction provides Coast Guard policy for the Sexual Assault Prevention, Response, and Recovery (SAPRR) Program. The purpose of this program is to eliminate sexual assault within the Coast Guard and provide response services and recovery assistance when a sexual assault does occur. The Coast Guard shall achieve this goal by establishing and providing a culture of prevention, education and training, response capability, victim

support, reporting procedures, and accountability to enhance the safety and well-being of all members. Coast Guard members (uniformed and civilian) must be thoroughly familiar with this Instruction.

2. ACTION. All Coast Guard Area Commanders, District Commanders, Sector Commanders, Commanding Officers, Officers-in-Charge, Deputy/Assistant Commandants, Judge Advocates General (JAGs), and Chiefs of Headquarters staff elements must ensure personnel comply with the policies contained.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10E is hereby cancelled.
5. DISCUSSION. The policies in this Instruction cover prevention, response, and recovery requirements that personnel must understand to stop offenders and ensure recovery services assist the victim to return to service or pursue other alternatives. The SAPRR Program focuses on prevention strategies, supporting victim recovery, and assisting service member and eligible civilian victims to be fully mission capable and engaged. This Instruction is not intended to create or conflict with any specific processes provided for in the MCM, Reference (a). Standardized SAPRR requirements, terminology, guidelines, protocols, and instructional materials must focus on awareness, prevention, response, and recovery assistance at all levels as appropriate.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. This Instruction has undergone a comprehensive revision and contains substantial changes to the SAPRR Program structure, policy, and procedures.
8. SCOPE. All Coast Guard members are responsible for understanding the Coast Guard's sexual assault policy, the consequences for: engaging in any form of sexual assault, inappropriate sexual contact or other sexual misconduct; retaliating against a person who reports or provides information on an incident of alleged sexual assault; knowingly making a false accusation of a sexual assault; or condoning or ignoring sexual misconduct of any kind, including sexual assault and sexual harassment, as defined in References (a) and (b). Engaging in any forms of this behavior have an adverse effect on unit cohesion and mission success.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
10. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located in the Coast Guard Directives System Library internally, and if applicable on the Internet at [www.dcms.uscg.mil/directives](http://www.dcms.uscg.mil/directives).
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center SharePoint Online site: <https://uscg.sharepoint-mil.us/sites/cg61/SitePages/CG-611-RIM.aspx>.
12. DEFINITIONS. Specific definitions and the elements of sexual assault are found in Reference (d). See Appendix A for definitions and Appendix B for a list of acronyms used in this Instruction. Specific definitions and the elements of retaliation against any person reporting or planning to report a criminal offense, including Unrestricted Reports of sexual assault are found in Reference (e).
13. APPLICATION. This Instruction provides guidance on SAPRR services that the Coast Guard may provide to any known, reported, suspected, or alleged victim of sexual assault where either: the victim is an active-duty, reserve, or former Coast Guard service member; Public Health Service (PHS) officer detailed to the Coast Guard; Department of Defense (DoD) service member assigned to a Coast Guard command; adult dependent of an active-duty Coast Guard service member; a current Coast Guard civilian employee; or where the alleged offender is a Coast Guard service member subject to the UCMJ. The extent of SAPRR services available to eligible members are dependent upon an individual's entitlements external to the SAPRR Program. The Coast Guard will coordinate with that Service or civilian community responders for victim care where the Coast Guard receives a report of sexual assault, and the victim or alleged offender is a member of another uniformed Service or a civilian unassociated with the Coast Guard.
  - a. References (f), (g), and (h) provide guidance on specific policies for medical care, criminal prosecution, and criminal investigations, respectively. Individuals should review these references in conjunction with this Instruction for further information

on medical, legal, or Coast Guard Investigative Service (CGIS) policies that go beyond the SAPRR policies addressed in this Instruction.

- b. Dependents of civilian employees, minor dependents of service members (under 18 and unmarried), civilian visitors, Auxiliarists, contractors, and interns are not eligible for SAPRR services and may not elect a reporting option via the Form CG-6095. Coast Guard personnel who are aware of or notified of a sexual assault victim who does not qualify for SAPRR services must contact the local Sexual Assault Response Coordinator (SARC) or Victim Advocate Program Specialist (VAPS), who will provide crisis intervention services, information, and referrals.
  - c. Contact the servicing Workforce Relations Division (CG-124) specialist for questions regarding appropriate disciplinary action for civilians accused or convicted of a sexual assault or any sexual misconduct.
  - d. Reference (i) applies to any sexual assault allegedly committed by the victim's family member, intimate partner, or caregiver.
14. PRIVACY PROVISIONS. The Privacy Act (5 U.S.C. §§ 552, 552a), as discussed in The Coast Guard Freedom of Information (FOIA) and Reference (j), the Privacy Acts Manual, COMDTINST M5260.3 (series), and the Health Insurance Portability and Accountability Act (HIPAA) of 1996, as discussed in Reference (b), apply to records that contain protected health information (PHI). These acts and regulations place procedural requirements on the use and disclosure of such information. The Coast Guard will safeguard all types of Personally Identifiable Information (PII) in its possession to maintain the public's trust and prevent privacy incidents. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with the Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information (PII), COMDTINST 5260.5 (series), per Reference (k).
15. FORMS. The forms referenced in Appendix C are available in USCG Electronic Forms on the Standard Workstation or on the Internet at <http://www.dcms.uscg.mil/forms> or <https://uscg.sharepoint-mil.us/sites/cg61/SitePages/Forms.aspx> .
16. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at [Section.508@uscg.mil](mailto:Section.508@uscg.mil).

17. REQUESTS FOR CHANGES. Recommended changes may be submitted to the SAPRR Oversight and Policy Office Chief (CG-114) via email at [SAPRR-Guidance@uscg.mil](mailto:SAPRR-Guidance@uscg.mil).

/D. L. THOMAS/  
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## **CHAPTER 1. ROLES AND RESPONSIBILITIES**

### **A. Director of Health, Safety, and Work-Life (CG-11)**

1. Provides oversight and direction for the Coast Guard (CG) SAPRR Program.
2. Retains authority to revoke appointment letters for SAPRR personnel.
3. Adjudicates all requests for non-chargeable convalescent leave exceeding 30 consecutive days.
4. Serves as the Coast Guard's flag officer representative for meetings with the Department of Defense (DoD), Office of Personnel and Readiness (P&R), Office of Force Readiness, Sexual Assault Prevention and Response Office (SAPRO) and other stakeholders.
5. Retains final appeal authority for SAPRR program policies and procedures.

### **B. SAPRR Oversight and Policy Office Chief (CG-114)**

1. Reports to CG-11, Director of Health, Safety, and Work-Life (HSWL).
2. Establishes Coast Guard SAPRR policy and procedures.
3. Provides oversight and accountability for SAPRR operations.
4. Serves as the senior Subject Matter Expert (SME) and authority for SAPRR program policies and procedures.
5. Advises senior leadership regarding the SAPRR program, staffing, future plans, and other issues related to the prevention of and response to sexual assault and other behaviors along the continuum of harm.
6. Directs the SAPRR Oversight and Policy (O&P) inspection program; issues final inspection reports, adjudicates disputes, and approves corrective action plans.
7. Advises CG-11 regarding all SAPRR matters, including endorsement and revocation of appointment letters for Sexual Assault Response Coordinators (SARCs) and Victim Advocate Program Specialists (VAPSs).
8. Advises and collaborates with Commanding Officers (COs), Officers in Charge (OINCs), and other stakeholders as needed to ensure compliance with this Instruction.
9. Coordinates with Coast Guard Investigative Services (CGIS) and the Judge Advocate General's (JAG's) Office (CG-094), as needed.

10. Responds to queries regarding the policy outlined within this Instruction.
11. Retains approval authority for all SAPRR duty titles, position descriptions, roles, and responsibilities.
12. Designates the hiring authority for all civilian SAPRR positions.
13. Oversees the development and execution of SAPRR strategic plans, program activities, training initiatives, prevention projects, and recovery assistance throughout the Coast Guard.
14. Maintains a collaborative working relationship with DoD SAPRO and other external stakeholders.
15. Co-chairs the SAPRR Subcommittee meeting with the Deputy Commandant for Mission Support (DCMS).
16. Maintains certification from the Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) or National Advocate Certification Program (NACP). The National Organization for Victim Assistance (NOVA) is the governing agency for the required credential. Further guidance on NOVA certification can be found in Reference (s).

### **C. Sexual Assault Prevention, Response, and Recovery Program Manager (SAPRR PM)**

1. Under the direct supervision and cooperatively with CG-114, administers the Coast Guard's SAPRR Program by providing program management and coordination authority.
2. Promulgates policy and guidance regarding the Coast Guard's SAPRR Program in cooperation and oversight by the SAPRR O&P Office Chief.
3. Manages all CG-114 taskers from internal and external stakeholders.
4. Coordinates with CGIS and CG-094, as needed.
5. Assists with the development and review of any SAPRR-related duty titles and position descriptions to inform program needs and advise the SAPRR O&P Office Chief and CG-11, as needed.
6. Works in conjunction with Force Readiness Command (FORCECOM) regarding required training, including Mandated Training (MT), SARC and VAPS/Volunteer Victim Advocate (VVA) training, and case management procedures.

7. Collaborates with FORCECOM to develop and disseminate any training curricula necessary to effectively implement the SAPRR Program.
8. Advises and collaborates with the Coast Guard Academy and FORCECOM Training Division (FC-T) on all unique policy, training, issues, and reports related to preventing and addressing sexual assault at the Coast Guard Academy and FORCECOM Training Centers (TRACENs), to ensure all members are aware of the SAPRR Program, reporting options, services available, and training requirements.
9. Serves as the senior SME for the Defense Sexual Assault Incident Database (DSAID); maintains Memoranda of Agreement (MOA) with DoD, ensures SARCs and VAPs are trained on DSAID, and works with DoD SAPRO on changes and updates to DSAID.
10. Monitors the integrity of data entered into DSAID, taking corrective action as needed in accordance with policy.
11. Prepares program responses to reporting requirements and inquiries as required by statute, Congress, Department of Homeland Security (DHS), or the President, including the Annual Report on Sexual Assault in the Coast Guard.
12. Assists SAPRR O&P Office Chief with oversight of all SAPRR program activities, training initiatives, inspections, projects, and plans throughout the Coast Guard.
13. Maintains a collaborative working relationship with DoD SAPRO and other external stakeholders and participates as a member on relevant committees and projects as directed.
14. Ensures SAPRR O&P Office representation on all interview panels for civilian SAPRR personnel.
15. Provides SAPRR O&P Office Chief and senior leadership with current and emerging information and research that may impact the SAPRR Program.
16. Maintains D-SAACP or NACP credentials.

**D. Office of Health Services Chief (CG-112)**

1. Ensures a Coast Guard medical officer, as defined in Reference (e), participates in the SAPRR Crisis Intervention Team (CIT) when necessary, per Chapter 5 of this Instruction.
2. Ensures all Coast Guard medical officers complete annual SAPRR First Responder training, per Chapter 8 of this Instruction.

3. Works with the SAPRR O&P Office Chief and SAPRR PM to resolve issues regarding victim access to medical care.
4. Ensures Coast Guard medical officers understand the difference between a disclosure of sexual assault, which is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and a report of sexual assault via Form CG-6095, the Victim Reporting Preference Statement (VRPS). Form CG-6095 allows the victim to elect either a Restricted or Unrestricted Report.
5. Ensures that all Coast Guard medical officers protect patients' confidentiality to the maximum extent allowed by law and Coast Guard policy.

#### **E. Coast Guard Investigative Service (CGIS) Headquarters (CG-CGIS)**

1. Educates CGIS field units on processes to initiate a formal criminal investigation of any alleged, suspected, or actual incidents of sexual assault reported to CGIS.
2. Requires all CGIS field elements to immediately notify the appropriate Coast Guard SARC upon receipt of any report of sexual assault and note that contact in their reports.
3. Directs CGIS field agents to participate in the SAPRR CIT, per Chapter 5 of this Instruction.
4. Ensures all CGIS personnel complete annual SAPRR first responder training, per Chapter 8 of this Instruction.
5. Ensures evidence collected for a Restricted Report is maintained in the local CGIS Office's storage room. This evidence must be retained for a minimum of ten years and will not be processed unless the victim elects to convert their Restricted Report to Unrestricted.
6. Ensures CGIS special agents are aware of the "victim privilege" between a victim and a credentialed Victim Advocate (VA) and abide by its implications.
7. Ensures that CGIS special agents advise every qualifying victim of their right to free legal representation by an SVC prior to every interview.
8. Ensures CGIS special agents advise all victims before the start of any interview of their right to have a trained Coast Guard advocate present during the interview. This may include a SARC, VA, SVC, or other support person of their choosing.
9. Ensures that CGIS special agents provide all victims with the Initial Information for Victims and Witnesses of Crime pamphlet (DD Form 2701).

10. Reports calendar and fiscal year statistics on reported sexual assaults to the SAPRR PM to meet statutory, DHS, Congressional, and Presidential reporting requirements, including the requirements set forth in the Coast Guard Authorization Act of 2010.
11. Works with the SAPRR O&P Office Chief and SAPRR PM to resolve any issues related to a sexual assault investigation.
12. Evaluates each allegation of retaliation related to sexual assault, determine investigative authority, and document all agency interactions. Victims of retaliation may include, but are not limited to, the sexual assault survivor, their friends or family, bystanders who intervened, witnesses, SAPRR personnel, or anyone else perceived to be connected to a report of sexual assault.
13. Assists with compiling the law enforcement portion of the Annual Report on Sexual Assault in the Coast Guard.

#### **G. Office of Judge Advocate General (CG-094)**

1. Collaborates with the SAPRR O&P Office Chief as needed on matters related to military justice policies.
2. Provides legal advice to SAPRR O&P Office personnel and reviews policies and products as requested.
3. Create training consistent with Chapter 8 of this Instruction and ensures that all Judge Advocates General (JAGs) meet the baseline requirements for SAPRR proficiency in accordance with Chapter 8 of this Instruction.
4. Determines which attorneys must complete SAPRR training, per Chapter 8 of this Instruction.
5. Will identify a point of contact within CG-LPD responsible for documenting attorneys' SAPRR training requirements.
6. Provides the SAPRR PM with a monthly report of all members who are convicted at court-martial.
7. Provides input on military justice policy issues for the Annual Report on Sexual Assault in the Coast Guard.

#### **H. Office of the Chief Prosecutor (OCP).**

1. The Office of the Chief Prosecutor (OCP) oversees the special trial counsel assigned to

the Coast Guard. For offenses occurring on or after 23 December 2023, a Special Trial Counsel (STC) has “exclusive authority” to exercise court-martial jurisdiction over certain “covered offenses” (including sexual assault), related offenses, and any other offense known to have been committed by an accused of a covered offense. An STC’s authority includes the determination whether an offense is covered, known, or related.

2. An STC may determine that the misconduct of a victim or witness is “known” or “related,” subjecting their misconduct to their exclusive authority.
3. An STC may elect not to pursue court-martial action for a covered, known, or related offense and defer to a CO/OINC. Only then may a Command take disposition action under Reference (a), aside from referring charges and specifications to a court-martial.

### **I. Special Victims’ Counsel (SVC) (CG-LMA)**

1. Per Reference (l), an SVC may provide an initial consultation or be detailed to represent a sexual assault victim.
2. SVCs will:
  - a. Educate and advise victims on the investigative and legal processes associated with a Restricted or Unrestricted Report of sexual assault.
  - b. Represent clients during interviews, examinations, hearings, and court-martial proceedings.
  - c. Advocate for the victim’s interests throughout the court-martial process, including plea agreements, motions hearings, and victim impact statements.
  - d. Per Reference (l), advise the victim on collateral misconduct issues and advocate the victim’s interests to their command as appropriate within the scope of representation and offer referrals to legal assistance, if appropriate.
  - e. Participate in the SAPRR CIT, per Chapter 5 of this Instruction.
  - f. Complete annual SAPRR first responder training in accordance with Chapter 8 of this Instruction.
  - g. Ensure clients understand the concept and limitations of privileged communications, to include communications with SARCs, VAs, and mental health professionals.
  - h. Upon notification from the Servicing Legal Office of a case adjudication or pre-trial agreement, the victim’s SVC must notify the victim of the final action within one business day (in person or by phone), or as soon as possible.



**J. Servicing Legal Office (SLO).** If a SARC requires legal guidance regarding a Restricted Report, or if there is a potential conflict of interest with the SARC's SLO, Legal Service Command (CG-LSC) will provide legal guidance to the SARC.

**K. CG Legal Service Command (CG-LSC)**

1. CG-LSC will provide legal guidance to the SARC for any legal or ethical concerns, including exceptions to Restricted Reporting.
2. If the SARC needs legal advice in relation to a report involving an active-duty Coast Guard victim of sexual assault, the Command Services Branch (CSB) will determine if there are potential conflicts of interest between the assigned attorney advisor and assign an attorney advisor different from the command-advisor.

**L. Base Commanders**

1. Meet with servicing legal office within 30 days of assuming command for the status of on-going criminal investigations, court-martial, guilty plea, NJP, or other administrative action involving a sex-related offense (including sexual assault, sexual harassment, unauthorized distribution of intimate visual images, etc.) or an attempt to commit any of these offenses.
2. Establish a supportive, professional working relationship with the local SARC and VAPS.
3. Receive a SAPRR Resource Brief from the SARC within 30 days of taking command.
4. Review all notifications from Coast Guard Personnel Service Center (CG PSC) regarding inbound personnel with a history of sex-related offenses and affirm receipt via email to CG PSC, per Reference (m).
5. Appoint SARCs, VAPSSs, and VVAs in accordance with the SAPRR Tactics, Techniques, and Procedures (TTP) Instruction.
6. Ensure SARCs and VAPSSs have a private office space easily accessible by victims, to protect confidentiality and privacy.
7. Ensure the program has adequate resources, including funding for Sexual Assault Awareness and Prevention Month (SAAPM) events, office supplies, and SARC/VAPS temporary additional duty (TAD) travel.
8. Ensure that all assigned personnel complete SAPRR training each calendar year, per Chapter 8 of this Instruction and the SAPRR TTP.
9. Notify the SAPRR O&P Office immediately of any known, suspected, or alleged

violation of the NACP Code of Professional Ethics by a SARC, VAPS, or VVA, as well as any allegations of criminal conduct by any SAPRR personnel.

10. Suspend or revoke appointment letters for SAPRR personnel in accordance with SAPRR TTP guidance.
11. Ensure the SLO participates in the SAPRR CIT, per Chapter 5 of this Instruction.
12. In coordination with CG-LGL, ensure all SJAs within the Base CO's area of responsibility (AOR) complete annual SAPRR first responder training in accordance with Chapter 8 of this Instruction.

### **M. Afloat Commanders**

1. Ensure that personnel on-board CG cutters and boats are aware that they may request a Sexual Assault Forensic Exam (SAFE) at any time, regardless of whether they wish to make a Restricted Report, Unrestricted Report, or no report at all.
2. The afloat commander, before embarking on any prescheduled voyage, shall have in place a written operating procedure that ensures that an embarked victim of sexual assault shall have access to a sexual assault forensic examination. The procedures will comply with Section 11272 of FY23 NDAA, and at a minimum, when requested, will arrange for the victim to have a SAFE at the closest appropriate medical facility as soon as possible after the victim makes a request.
  - a. If a SAFE cannot be administered within 72 hours, the commander shall ensure that the medical staff supporting the boat or cutter report the operational challenge to provide a SAFE exam to the Division of Operational Medicine (OM) at the Health, Safety, and Work-Life Service Center (HSWL SC).
  - b. This report shall be made as soon as operationally possible, but not later than 24 hours after reaching the next port.

### **N. Sexual Assault Response Coordinators (SARCs)**

1. All SARCs will administer the SAPRR Program in their assigned AOR and will:
  - a. Establish a professional relationship with the COs/OINCs.
  - b. Serve as a member of the SAPRR CIT for all Unrestricted Reports in the AOR, per Chapter 5 of this Instruction.
  - c. Be familiar with all laws, regulations, and procedures regarding sexual assault issues within the AOR.

- d. Ensure that VAs and Coast Guard medical officers in the AOR are knowledgeable of applicable laws, regulations, and procedures.
  - e. Refer commands to the SLO and/or CGIS for questions on any applicable laws or investigatory practices.
  - f. For legal questions, reach out to the SLO for counsel. See Chapter 4 of this Instruction for additional information regarding reporting protections.
  - g. Ensure VAs are familiar with practices and procedures at local rape crisis centers and medical facilities.
  - h. Develop MOAs with local rape crisis centers and medical facilities as needed and in coordination with the servicing legal office, and provide copies to the SAPRR PM.
  - i. Will not be assigned nor assume any collateral duties.
2. SARCs will offer victim assistance by:
- a. Explaining the VRPS, Form CG-6095, to all victims eligible for SAPRR services.
  - b. Providing definitions of retaliation to include reprisal, ostracism, and maltreatment and explain resources to report and address any form of retaliation.
  - c. Assigning a VA to serve as the victim's advocate (unless declined by the victim), being mindful and respectful of the victim's preferences in assigning a VA.
  - d. Notifying all victims eligible for SVC services and coordinate referrals as appropriate. Consultation with an SVC is optional but must be explained and offered to every eligible victim. Victims may also be eligible for legal assistance services. If the victim requests legal assistance services, coordinate a referral.
  - e. Explaining any applicable state laws and providing basic information regarding investigatory practices. SARCs should consult with legal and CGIS as appropriate to ensure full understanding of these subjects.
  - f. Explaining the expedited transfer (also known as a "Compassionate Reassignment" or "Permanent Change of Station [PCS] of a Victim of Sexual Assault") process and facilitate all requests by eligible victims. This may not be delegated to a VA, except when a VAPS is acting as the SARC.
  - g. Informing the victim of their right to contact military and/or civilian law enforcement authorities and that CGIS will be notified of all Unrestricted Reports.

- h. Providing crisis intervention, information, and referrals to victims and secondary victims of sexual assault (*e.g.*, families, significant others, friends).
  - i. Contacting the CG-114 office via phone or email (SAPRR-Guidance@uscg.mil) for SME assistance as needed.
  - j. Notifying the appropriate CO and SAPRR O&P Office via encrypted email to SAPRR-Notification@uscg.mil of any case requiring a Command Critical Incident Report (CCIR), per Chapter 4 of this Instruction. This may not be delegated to a VA, except when a VAPS is acting as the SARC.
  - k. Referring domestic violence victims to the Family Advocacy Specialist (FAS) and notifying victims that they may be eligible for legal assistance services. See Reference (h) for more information regarding domestic violence.
  - l. Coordinating a “warm hand-off” of SAPRR services with the gaining SARC when a victim executes a PCS.
  - m. Collaborating with Coast Guard and military service SARCs to ensure coordination of services as needed.
3. SARCs will manage cases:
- a. All new cases must be entered in DSAID within two business days of the report. NOTE: DSAID is the only case/records management system of record. No other tracking method is authorized for use in the SAPRR program.
  - b. Consult with the SLO prior to releasing any case or victim information to anyone without a strict need to know. This includes any request for information from civilian law enforcement agencies, defense attorneys, and military or civilian courts, as well as Freedom of Information Act (FOIA) requests.
  - c. Refer to the HSWL Service Center (CG-LSC) for a determination of whether an exception to Restricted Reporting exists.
  - d. Ensure that all applicable DSAID fields are complete and correct before transferring or closing a case.
  - e. Ensure there is no conflict of interest when seeking legal counsel regarding victim care by reaching out to HSWL Service Center (CG-LSC).
4. SARCs will provide information and guidance on medical examinations, forensic examinations, and evidence collection by:

- a. Identifying local medical facilities equipped to provide Sexual Assault Forensic Exams (SAFEs) by certified Sexual Assault Medical Forensic Exams (SAMFEs) or Sexual Assault Nurse Examiners (SANEs). Coast Guard clinics are not equipped to provide SAFEs. See Reference (n) for additional guidance.
  - b. Generating an anonymous tracking number to provide to CGIS during the chain of custody exchange and documents the SAFE tracking number in DSAID on Restricted Reporting cases that involve forensic evidence (SAFE). See SAPRR TTP for additional guidance.
  - c. Contacting local CGIS agents immediately if a victim who previously elected the Restricted Reporting option wants to convert their case to an Unrestricted Report.
5. SARCs will oversee all credentialed victim advocates (VAPs and VVAs) in the AOR to ensure standards and qualifications are maintained. SARCS will:
- a. Ensure personnel designated to act as VVAs meet all VVA requirements as outlined in this Instruction and the SAPRR TTP.
  - b. Work with COs/OINCs to recruit and screen VVAs within the AOR using the Victim Advocate Application and Victim Advocate Interview Questions forms provided by the SAPRR Program.
  - c. Ensure the VA Competency Code is entered into Direct Access (DA) for all VVAs in their AOR who have successfully met credentialing requirements and removed when the person is no longer serving as a VA or their credentials have lapsed.
  - d. Provide oversight, guidance, mentorship, and feedback to all VAs in the AOR.
  - e. If there are concerns regarding a VA's competency or ethics, notify the appropriate CO and the SAPRR O&P Office immediately via encrypted email to [SAPRR-Notification@uscg.mil](mailto:SAPRR-Notification@uscg.mil).
6. SARCs will provide training and education by:
- a. Coordinating with COs/OINCs in the AOR to ensure that all Coast Guard service members complete SAPRR training each calendar year.
  - b. Assisting with first responder training when requested, in accordance with Chapter 8 of this Instruction.
  - c. Maintaining proficiency in Bystander Intervention Training (BIT) and providing the training when requested.

- d. Serving as the SME on sexual assault and victim care within the AOR.
7. SARCs collaborate with prevention specialists to implement emerging prevention initiatives.
8. SARCs shall maintain D-SAACP or NACP credentials and abide by the NACP Code of Professional Ethics at all times.

#### **O. Victim Advocates (VAs)**

1. All victim advocates:
  - a. Must complete Coast Guard VA training prior to being appointed as a VA or assuming SAPRR duties.
  - b. Maintain privileged and confidential communications with victims per Reference (a) for all private communications and disclosures of sexual assault, including communications and disclosures that do not result in the victim electing either an Unrestricted or Restricted Report.
  - c. Assist the SARC and command cadre to provide victim care, education, and training throughout the AOR.
  - d. Provide essential support, advocacy, and liaison services to eligible sexual assault victims.
  - e. Communicate all victim care concerns to the SARC and seek SARC support and advice for all novel or complicated cases.
  - f. Notify the SARC immediately of any possible exceptions to Restricted Reporting, or if a victim is exhibiting signs of being suicidal or homicidal.
  - g. Refer all victims interested in an expedited transfer to the SARC, who will facilitate the victim's request to command.
  - h. Refer domestic violence victims to the FAS, maintain confidentiality for any communications with the victim, and notify the SARC. See Reference (h) for more information regarding domestic violence.
  - i. Attend SAPRR CIT meetings as requested by the SARC.
  - j. Assist the SARC and prevention specialists with prevention initiatives as requested.

- k. Maintain D-SAACP or NACP credentials and abide by the NACP Code of Professional Ethics at all times.
  - l. Refer all ethical issues/concerns to the SARC. For concerns about the SARC's ethics, contact SAPRR O&P Office staff via encrypted email (SAPRR-Notification@uscg.mil).
2. Victim Advocate Program Specialists (VAPSs):
- a. May be appointed and provide SAPRR services before obtaining NACP credentials if they have an active D-SAACP credential issued within the past 2 years. When the D-SAACP credential expires, VAPSs will be required to obtain and maintain the NACP credential.
  - b. Assume SARC responsibilities in the absence of a SARC (leave, TDY, or vacancy).
  - c. In conjunction with the SARC, provide 24/7 coverage of the SAPRR response hotline.
  - d. Will not be assigned nor assume any collateral duties.
  - e. Obtain and maintain DSAID access.
3. Volunteer Victim Advocates (VVAs):
- a. Cannot have a personal history of alleged or convicted sexual assault or sexual harassment, as defined in Reference (a).
  - b. Obtain and maintain the NACP credential prior to being appointed as a VA or assuming SAPRR duties. Failure to maintain the NACP credential will result in revocation of the VVA's appointment letter.
  - c. Work directly for their assigned SARC in all SAPRR-related duties.
  - d. Assist the local SARC and VAPS with activities and initiatives in the AOR.
  - e. The SARC or the appointing CO/OINC can suspend VVA responsibilities for good cause and recommend revocation of the NACP certification to the SAPRR O&P Office via encrypted email to SAPRR-Notification@uscg.mil. If VVA duties are suspended or the NACP certification is revoked, the deciding official will notify the VVA in writing within three business days.

**P. Commander, Coast Guard Personnel Service Center (CG-PSC)**

1. After receiving a command-endorsed request for an expedited-transfer, CG-PSC shall consider the request for PCS orders and notify the victim's command and assigned SARC via encrypted email of its decision to grant or deny the transfer within 10 calendar days. CG-PSC should give deference to member's request and prioritize processing sooner than 10 calendar day where possible. Any delay in processing orders must be communicated with the victim's command so that the command can make alternate accommodations to ensure victim safety.
2. If a complaint of a sex-related offense is made against a member, regardless of the member's grade or rank, and the member is convicted by court-martial or receives non-judicial punishment or punitive administrative actions for such sex-related offense, CG-PSC shall ensure that the member's official military personnel record (OMPR) is updated to reflect the charges and punishment received. CG-PSC shall further ensure that the notation of the member's sex-related charges and punishment is not placed in the restricted section of the OMPR.
3. Notify the gaining commander any time a service member with a history of a conviction at court-martial, NJP, or punitive administrative action resulting from a sex-related offense transfers into a new command.

**Q. Chaplain of the Coast Guard (CG-00A)**

1. Ensures chaplains participate in the SAPRR CIT, as available and when requested, per Chapter 5 of this Instruction.
2. Ensures all chaplains complete annual SAPRR first responder training, per Chapter 8 of this Instruction.
3. Ensures all chaplains are aware they cannot take a Restricted or Unrestricted Report, but instead may exercise privilege over the communication and provide referral information and a "warm hand-off" to the local SARC, VAPS, or VVA.
4. Collaborate with the SAPRR O&P Office as needed.

**R. Coast Guard Medical Officers**

1. Understand the elements of this Instruction and the role of a Coast Guard medical officer in taking Restricted or Unrestricted Reports from victims of sexual assault. Explain the reporting options and available resources to any patient that discloses a sexual assault. If the patient decides to make a report, assist the victim with completing the VRPS and immediately notify the local SARC or, with the patient's concurrence, conduct a "warm hand-off" to the SARC so the SARC can help the victim complete the VRPS.



2. The Coast Guard medical officer shall document the patient's declination to report in medical visit notes where a patient discloses a sexual assault and chooses not to disclose this information to SAPRR personnel or make a formal report. The Coast Guard medical officer does **not** notify the SARC of the disclosure absent written consent signed by the patient.
3. If, when seeking medical services, a member discloses that they have been sexually assaulted, the Coast Guard medical officer will give that member priority as an emergency case (triaged in the category of life-threatening emergency responses).
4. Coast Guard medical officers will, if notified by a SARC or VAPS that a member is enroute to medical clinic to seek immediate medical care, give that member priority as an emergency case (triaged in the category of life-threatening emergency responses).
5. If the victim desires a forensic exam, arrange transportation to a medical facility with SAFE capability. Coast Guard medical officers do not perform SAFEs. In coordination with the SARC, ensure a victim advocate is available to accompany the victim.
6. Notify the victim if the local jurisdiction requires civilian medical facilities or civilian employees at a Military Treatment Facility (MTF) to report sexual assaults to law enforcement, hence removing the restricted reporting option.
7. Ensure that any patient who discloses a sexual assault is offered testing for sexually transmitted infections (STIs) and offered prophylactics for pregnancy and STIs.
8. In accordance with federal guidelines, provide information and referrals for reproductive healthcare services, adoption services, and parenting resources to all patients who test positive for pregnancy after a sexual assault, unless expressly declined by the victim. Document all referrals provided, and any declination of referrals, in medical visit notes.
9. Attend the SAPRR CIT when requested, per Chapter 5 of this Instruction.
10. Complete annual SAPRR first responder training, per Chapter 8 of this Instruction.

## CHAPTER 2. UNIT LEVEL GUIDANCE

### A. **Command Climate.** Preventing and responding to sexual assault is a leadership priority.

Command cadre and civilian supervisors will maintain a healthy command climate that promotes dignity and respect for all members of the community, fosters diversity and inclusion, and affirms the contributions of all personnel. Commanding officers and staff are responsible for maintaining a healthy climate by:

1. Advising members that sexual assault is incompatible with the Coast Guard's Core Values and the Coast Guard Ethos. Sexual assault ultimately destroys unit cohesion and trust that is essential for mission success.
2. Actively help in promoting confidence on important prosecutorial decisions on sex related offenses, vocalizing that decisions will be made rationally and objectively on the merits of the case after a thorough investigation. As such, Commands must avoid taking sides in a case, making statements, or taking actions that may appear to coerce or unauthorizedly influence persons to take a particular action with regards to court-martial proceedings.
3. Understanding and adhering to military laws, general orders, and Coast Guard policies related to sexual assault. These laws include whistleblower protection laws per Reference (o), regulations, and Unlawful Command Influence (UCI) per Reference (f). Commands must understand and follow these policies at all times.
4. Protecting sexual assault victims, witnesses, bystanders who intervene, first responders, and other parties to the incident from all forms of retaliation, per Reference (a).
5. Sharing their entire Defense Equal Opportunity Climate Survey (DEOCS) results, including narrative comments, with the next higher-level command and devising a plan of action and milestones (POAM) to improve upon and/or maintain DEOCS results.
6. Ensuring that all units are 100% compliant with annual sexual assault training per Chapter 8 of this Instruction.
7. Making sexual assault prevention, education, and awareness materials readily available. All commands must post contact information for the SARC, VAPS, VVAs, Safe Helpline, CG-114, CG SUPRT, CGTips, and DoD SAPRO in conspicuous locations throughout the AOR.

### B. **Unit Access to VAs.** COs/OINCs will:

1. Provide unit personnel with the names of all SARCs, VAPSs, and VVAs providing services to the unit.
2. Support VVAs in their duties. If a VVA requires travel to assist a victim during legal

proceedings, the command shall request funding for the VVA's travel from the first Flag Officer in the VVA's chain of command.

3. Ensure personnel have access to SAPRR services:
  - a. All Area command cutters, 225 WLMs, and CGC MAKINAW shall have one trained, credentialed, and appointed VVA aboard when deployed.
  - b. National Security Cutters and Polar Security Cutters, and CGC EAGLE when deployed with trainees, must have two trained, credentialed, and appointed VVAs aboard when deployed.
  - c. Commands with more than 20 assigned personnel in a Tricare Prime Remote Service Area must have at least one trained, credentialed, and appointed VVA.
4. COs/OINCs must submit a waiver request to SAPRR-Notification@uscg.mil if a cutter cannot maintain the required VVA support. The request must explain why the command is unable to obtain or maintain the required VVA support, including all efforts previously taken to ensure continuous VVA coverage. The waiver must also include a proposed plan to ensure that members have 24/7 access to SAPRR support personnel.
5. COs/OINCs are responsible to ensure coverage is available and marketed to their workforce if a VVA is not available to support a command in a Tricare Prime Remote Service Area. COs/OINCs must notify the SARC and the SAPRR O&P Office via SAPRR-Notification@uscg.mil of the alternate coverage plan.

**C. Commands with Victims.** COs/OINCs will:

1. Use the Unit Commander's Checklist for Unrestricted Reports of Sexual Assault, available on the SAPRR Website, <http://www.dcms.uscg.mil/saprr>, when responding to an Unrestricted Report of a sexual assault.
2. Immediately notify CGIS, the SARC, and the SLO after receiving an Unrestricted Report or third-party notification of sexual assault.
3. Ensure the notified SARC assigns a VA to the victim.
4. Attend the SAPRR CIT per Chapter 5 of this Instruction. Attendance at the CIT may be delegated to the XO if necessary.
5. If indicated, submit a CCIR notification per template and route within 24 hours via encrypted email to SAPRR-Notification@uscg.mil.
6. Complete the Sexual Assault Incident Report (SAIR) and submit via encrypted email to the first O-6 or GS-15, the first Flag Officer in the victim's and alleged offender's chain of command, and SAPRR-Notification@uscg.mil within 72 hours of any Unrestricted

- Report, third-party notification, or a victim's disclosure of sexual assault.
7. Ensure that only personnel with a legitimate need to know, necessary to perform their duties, are provided any information about the victim or their case. If someone has a legitimate need to know, ensure they only receive the necessary information to do their job. Wholesale disclosure regarding the sexual assault is rarely necessary.
  8. Do not notify the victim's family unless the victim makes this request in writing.
  9. Make reasonable changes to the victim's berthing, schedule, classroom (TRACEN/USCGA), or work location upon request. If a victim requests to have the subject moved instead, make every effort to leave the victim in place and move the alleged offender.
  10. If a victim with an open, Unrestricted case is assigned to a cutter for deployment, notify the cutter CO that the victim has a current sexual assault case prior to the victim's arrival.
  11. Notify the victim of the right to request an expedited transfer.
  12. Upon receiving an expedited transfer request, consult with the SLO and the SARC, then forward the request to CG-PSC IAW Reference (q) with an endorsement indicating approval or disapproval of the request. The Commander is responsible for working with CG-PSC to expedite the transfer using all authorized means (including TAD to the gaining unit in advance of transporting household goods). Submit copies to the CG-PSC Commander, SARC, SVC (if applicable), and SAPRR O&P Office via encrypted email to SAPRR-Notification@uscg.mil within 24 hours of notifying the victim.
  13. Conduct a "warm hand-off" with the gaining CO when a victim with an open, Unrestricted case receives PCS orders.
  14. Upon receiving a report of an offense committed by a sexual assault victim, forward the report as soon as practicable to STC through the SLO.
  15. Upon receiving a report of an offense committed by someone the Command knows to be a potential witness to a sexual assault, forward the report to STC through the SLO.
  16. Upon final disposition of a UCMJ offense, the CO/OINC must ensure the victim is notified. The CO/OINC should consult with the SLO to ensure final disposition is complete and to receive advice on the matter of the notification and the information that may be shared. After such consultation, if the victim elected SAPRR services or SVC services, the CO/OINC will also notify the SARC and/or SVC so that their involvement may be coordinated.
  17. Refer any misconduct committed by a sexual assault victim, a bystander aiding a victim

of sexual assault, or a witness who reports the assault to the OCP. The OCP has exclusive decisional authority for collateral misconduct committed during, or in connection with, a covered offense (sexual assault). The OCP is responsible for communication with the SLO, the victim's SVC (if one is appointed), and the command regarding any action taken in relation to misconduct committed by a victim, witness, or bystander.

18. COs/OINCs, or the government prosecutor, must notify the victim of the type of action taken on the case and the outcome of the action (including any punishments or separation with characterization of service sought or issued, as applicable) upon final disposition of a criminal case or administrative action for an alleged sex-related offense. The CO/OINC, or the government prosecutor, must also notify the victim of any determination to not pursue criminal prosecution of the alleged offender. If the victim elected SAPRR services or SVC services, the CO/OINC or government prosecutor will notify the SARC and/or SVC with case disposition information. The SARC or SVC will then notify the victim of the case disposition.

**D. Commands with Alleged Offenders.** If a command has an alleged offender, whether originally from the command or reassigned to the command (*e.g.*, administrative assignment, "Ad Assign"), the CO/OINC shall conduct the following:

1. Monitor the well-being of the alleged offender, particularly for any indications of self-harm or suicidal ideation, and ensure appropriate intervention occurs.
2. Review Chapter 5 of the Discipline and Conduct Manual. Assess the necessity of a No Contact Order or Military Protective Order (MPO). Consult with the SLO prior to issuing either. If the CO believes the MPO is appropriate to bar the alleged offender from contact with the victim, the CO must consult with CGIS and the SLO prior to issuing the MPO. MPOs may be issued without an expiration date and removed when no longer needed. After issuing an MPO, the issuing CO must:
  - a. Ensure that the victim receives a copy of the MPO and understands that it is not enforceable by civilian authorities off base. Contacting the victim may be coordinated through the victim's CO, SARC, or SVC.
  - b. Register the MPO with the National Crime Information Center Registry (NCIC). This may be coordinated through the SLO.
3. Prohibit command representatives from discussing the incident with the alleged offender about the incident, other than a limited inquiry to ascertain safety issues.
4. Follow the guidance in the Unit Commander's Checklist for Unrestricted Reports of Sexual Assault, ensuring that information about the alleged offender and the incident is safeguarded. Only those who have an official need to know should have access to this information. Ensure the removal of the alleged offender's access to DA beyond self-

service access, and other secure internet sites to ensure he or she has no privileged access to victim information, location, or status. Command guidance can be found in Reference (s).

5. Ensure the alleged offender has permission during the workday to engage with support services (*e.g.*, counseling, chaplain, defense counsel, etc.) and attend required meetings.
6. If the alleged offender receives Non-Judicial Punishment (NJP) or administrative separation in lieu of court-martial for any sex-related offense, provide the assigned SARC and the SAPRR O&P Office with all pertinent information via encrypted email to SAPRR-Notification@uscg.mil for entry in DSAID.
7. Report all derogatory information, such as an NJP, military or civilian convictions, to the Security Center (SECCEN) using a CG-5588 and in accordance with the Personnel Security and Suitability Program, Reference (m).

### CHAPTER 3. PREVENTION

- A. General.** The Coast Guard is committed to eliminating sexual harassment and sexual assault; thus, all its members have the responsibility to eliminate these harmful behaviors. Only with positive command leadership, personal responsibility, awareness, and intervention, will the Coast Guard succeed in eliminating sexual harassment and sexual assault from the Service.
- B. Command Climate.** In addition to the specific duties described throughout this Instruction, all members will:
1. Maintain a command climate in which everyone is aware of the criminal nature of sexual harassment and sexual assault, that both are violations of our core values, of the relationship between sexual harassment and sexual assault, and how to intervene and prevent sexual assaults.
  2. Promote an environment in which victims and bystanders are comfortable coming forward to report the crime and seek help in the event of a sexual assault.
  3. Take all reports of sexual assault seriously.
  4. Build a culture that is intolerant of sexual assault, as well as the behaviors along the continuum of harm that enable it.
  5. Promote engaged leadership and bystander intervention.
  6. Conduct or attend training on sexual assault prevention strategies, the continuum of harm, response resources, and climate considerations for leaders.
  7. Focus on tactics to prevent a potential offender from committing an assault, instead of focusing on the victim's behavior.
  8. Use time at the SAPRR CIT to discuss potential trends and safety issues with the SARC and CGIS.
  9. Conduct climate surveys including DEOCS surveys regularly and within 90 days of a change of command, in accordance with Reference (r).
- C. Integrated Primary Prevention.** Primary prevention will be integrated across the Coast Guard enterprise, to include the SAPRR program, to build population-level protective factors that stop harmful behaviors before they occur. Integrated Primary Prevention (IPP) efforts are targeted to the Total Workforce, to include service members, their families, and Coast Guard civilian personnel. Efforts will include education, outreach, programming, and activities.

## CHAPTER 4. REPORTING

### A. General.

1. The reporting options detailed in this chapter are available to the following victims of sexual assault (hereinafter referred to as “SAPRR-eligible victims”):
  - a. Any current or former (separated or retired) Coast Guard service member (Reserve or active duty), regardless of their length of service;
  - b. Current recruits during boot camp, and current cadets at the Coast Guard Academy;
  - c. Public Health Service (PHS) officers currently detailed to the Coast Guard or serving in a joint command led by the Coast Guard;
  - d. DoD service members currently assigned to the Coast Guard;
  - e. Adult dependents of a current active-duty service member or PHS officer entitled to SAPRR services; and
  - f. Current Coast Guard civilian employees.
2. The following are eligible for information and referrals only, and are not eligible for full SAPRR services:
  - a. Federal contractors;
  - b. Former recruits who did not complete boot camp;
  - c. Former cadets at the Coast Guard Academy who did not commission as an officer or serve as an enlisted member;
  - d. Victims of sexual assault perpetrated by a spouse or other intimate partner;
  - e. Alleged sex offenders in cases where the SARC is informed of the sex offender’s name, from a victim receiving SAPRR services.
  - f. Minors (under 18 and unmarried);
  - g. Dependents of former Coast Guard service members;
  - h. Dependents of current Coast Guard civilian employees; and



- i. Victims not affiliated with the Coast Guard who were assaulted by a Coast Guard service member, PHS officer, or Coast Guard civilian employee.

**B. Reporting Options.** Regardless of when the incident occurred, SAPRR-eligible victims have two reporting options: Unrestricted and Restricted. The Coast Guard encourages all SAPRR-eligible victims to elect an Unrestricted Report, which provides leadership support, the full array of safety and support resources, and the possibility to hold the offender(s) accountable. The Coast Guard also recognizes that Unrestricted Reporting may present a barrier to reporting for some victims. Therefore, the Coast Guard provides an option for Restricted (confidential) Reporting. The victim may decide whether to make an Unrestricted Report, a Restricted Report, or no report at all. However, Restricted Reporting is not available if the sexual assault has already been disclosed to law enforcement or someone in the victim's direct chain of command.

**C. Taking Reports of Sexual Assault.** Only a SARC, VA, or Coast Guard medical officer can take a report of sexual assault. Taking a report of sexual assault means explaining the VRPS to the victim and signing as a witness to the victim's election for either Restricted or Unrestricted Reporting.

**D. Health Care Professionals.** All Coast Guard medical officers and supporting healthcare personnel must maintain confidentiality any time a victim discloses a sexual assault, when such communication was for the purpose of receiving or facilitating medical treatment or diagnosis, even if the Coast Guard medical officer or other healthcare personnel is off duty at the time of the disclosure. Disclosures to a Coast Guard medical officer and supporting healthcare personnel are not deemed reports of sexual assault unless the victim elects either an Unrestricted or Restricted Report via the VRPS. Among health care professionals, only Coast Guard medical officers can take a Restricted or Unrestricted Report of sexual assault.

**E. Chaplains, SVCs, and Legal Assistance Attorneys.** Chaplains, SVCs, and Legal Assistance Attorneys may not take a report of sexual assault but should maintain confidentiality regarding privileged communications and should provide a warm hand-off to a SARC or VA for information about reporting options and available resources.

**F. Unrestricted Reporting.** An Unrestricted Report initiates a criminal investigation and provides command support for service member victims. It allows for the full range of victim protections, including MPOs, transfer or relocation, expedited transfer, convalescent leave, and unrated time, per Reference (q), for performance evaluations.

1. Upon notification of an actual, suspected, or alleged sexual assault, the command must immediately contact the servicing SARC and notify CGIS, per Reference (g).
2. The victim's CO/OINC shall complete the Sexual Assault Incident Report (SAIR) and submit via encrypted email to the first O-6/GS-15 and the first Flag Officer in the victim's and subject's chain(s) of command, and submit via encrypted email to the

SAPRR O&P Office via SAPRR-Notification@uscg.mil within 72 hours of receiving an Unrestricted Report, third-party notification of sexual assault, or a victim's disclosure law enforcement or someone in their direct chain of command.

3. The SARC shall immediately arrange for a credentialed and appointed VA to contact the victim and offer SAPRR services. The SARC serves as the initial VA until such time that the VA is appointed. SAPRR services are voluntary; the victim may request or decline services at any time. The victim may also request a different VA than the one assigned.
4. The SARC, VA, or Coast Guard medical officer who takes a report of sexual assault shall also explain the various forms of retaliation that the victim may experience and resources available to the victim for reporting retaliation.
5. CGIS has the sole responsibility for conducting the criminal investigation of a sexual assault allegation within the Coast Guard. Commands must not take any formal or informal investigative action, to include a preliminary inquiry or interview of victims, alleged offenders, or witnesses regarding the assault.
6. Victims must not be forced to participate in a law enforcement investigation. A victim may decline to participate with law enforcement at any time.
7. If an unrelated, command-directed investigation has begun and concerns or allegations of a sexual assault are discovered, the Investigating Official must stop the investigation and refer the matter to CGIS.
8. Commands must not suspend a victim's security clearance or ability to carry a Coast Guard-issued firearm solely because the individual made an Unrestricted Report of sexual assault. The victim's decision to seek mental health care should not, in and of itself, adversely affect that individual's ability to obtain or maintain a national security position. Commands must discuss any safety concerns with the SAPRR CIT and treating Coast Guard medical officer for guidance per Chapter 5 of this Instruction.
9. Following an Unrestricted Report, a victim may request an expedited transfer to a new duty station in accordance with Reference (p). If the victim is interested in an expedited transfer, the SARC must explain the process and facilitate the request to the command. See Reference (q) for further guidance.
10. A victim with an Unrestricted Report (open or closed) may request an expedited transfer if stationed with a subject named in a law enforcement investigation of their sexual assault case. This may occur at any point in the victim's career, with no time limit.
11. Members recovering from sexual assault may be approved for non-chargeable convalescent leave. The policy covering this leave can be found in Reference (q).

**G. Commander's Critical Information Report (CCIR)**

1. COs/OINCs will prepare a CCIR based on information provided by a subject's CO, CGIS, and/or the SARC. The CCIR will only contain factual information that is known and must avoid opinion or characterization.
2. The CCIR will be completed on all allegations of sexual assault meeting any of the following criteria:
  - a. The subject is an officer in the rank of O-6 or above;
  - b. The subject is an enlisted member in the rank of E-8 or above;
  - c. The subject is a civilian employee who supervises the victim;
  - d. The subject is a SARC, VAPS, VVA, or SAPRR program staff member;
  - e. The subject is currently serving as a CO/OINC;
  - f. The case is likely to receive media attention;
  - g. The case involves multiple victims or multiple subjects;
  - h. The case is likely to trigger, or has already triggered, Congressional interest;
  - i. The victim sustained life-threatening physical injury; or
  - j. Any case deemed unusual enough to merit notification to the SAPRR Oversight & Policy Office.
3. Once the Command or SARC deems that a case meets one of the CCIR criteria, the CO/OINC must submit the completed CCIR within 24 hours via encrypted email to the first O-6 in the chain of command who further directs it to the appropriate chain (via Sector/District/Area/HQ CG-11), and the SAPRR O&P Office via encrypted email to SAPRR-Notification@uscg.mil. If the accused is one of the listed parties who receives the CCIR, the alleged offender must be excluded from the email notification.
4. The CCIR notification email must be encrypted and must show all required recipients in the "To" line; use of blind carbon-copy ("Bcc") is not authorized.
5. All CCIRs will be prepared using the SAPRR O&P Office standard template, available from the local SARC, the SAPRR O&P Office, or the online Commanders' Toolkit Resources at <https://www.dcms.uscg.mil/saprr>.

**H. Restricted Reporting.** SAPRR-eligible victims may elect a Restricted Report and receive SAPRR services, SVC services, medical treatment, counseling, and referrals to community resources. A Restricted Report does not trigger an investigation or command notification. Exceptions to Restricted Reporting are listed in Paragraph I of this Chapter.

1. Disclosure of a sexual assault to anyone other than a SARC, VA, Coast Guard medical officer or supporting healthcare personnel, chaplain, or SVC, may result in a third-party notification if the person who receives the disclosure reports it to law enforcement or someone in the victim's direct chain of command.
2. A third-party notification does not affect an existing Restricted Report. A SARC or VA may not disclose the existence of a Restricted Report to law enforcement or the victim's chain of command.
3. If there is a third-party notification to a mandatory reporter before the victim elects a Restricted Report via the VRPS, Restricted Reporting is no longer an option. In this case, the victim may elect an Unrestricted Report via the VRPS or choose not to make a report. A victim may decline to participate in an investigation of the sexual assault.
4. If a victim discloses their sexual assault to anyone other than a mandatory reporter (*i.e.*, anyone currently serving in a law enforcement billet, or anyone in the victim's direct chain of command), the confidant is not required to report the sexual assault. These communications, however, are not privileged or confidential and cannot be considered a Restricted Report. The confidant should refer the victim to a SARC or VA to discuss reporting options and available services. [Note: this was formerly titled the *Confiding in Another* policy.]
5. Any VA or Coast Guard medical officer who takes a Restricted Report must notify the SARC immediately; the SARC will assign a VA to support the victim. The victim may or may not accept the services of a VA.
6. The SARC, VA, or Coast Guard medical officer will explain all available services during the initial contact with the victim, including those services that are only available with an Unrestricted Report. All services are elective. If desired, a SARC or VA may coordinate or arrange services on behalf of the victim.
7. The SARC, VA, or Coast Guard medical officer who takes the report of sexual assault must also explain the various forms of potential retaliation and resources for the victim to report retaliation if it should occur.
8. Unauthorized disclosure of a Restricted Report by a SARC, VA, or any Coast Guard medical officer may result in administrative or disciplinary action, including termination of employment.

## I. Exceptions to Restricted Reporting

1. There are two possible exceptions to Restricted Reporting that may require disclosure of the sexual assault. The SARC will evaluate the confidential information and consult with CG-LSC before determining whether one of the following exceptions applies:
  - a. Disclosure to command officials or law enforcement to prevent or lessen a serious and imminent threat. This may be a threat to the health or safety of the victim, the alleged offender, or a third party. Multiple reports from the same victim, or multiple victims' reports involving the same subject, may meet this criterion.
  - b. Disclosure required by civilian or military court order.
2. In the event there is a potential conflict of interest with the SLO or a need to preserve Restricted Reporting options, the SARC will coordinate with HSWL Service Center (CG-LSC) to determine the appropriate legal advisor and mitigate any conflict of interest with the command-appointed advisor.

**J. Restricted to Unrestricted Reporting.** Victims who initially elect the Restricted Reporting option may change the report to Unrestricted at any time. If this occurs, the required protocols and procedures discussed for an Unrestricted Report will commence at that time. The SARC must immediately notify the victim's CO/OINC who must immediately notify CGIS and the SLO. The victim's command will initiate a SAPRR CIT, complete the SAIR within 72 hours, and complete a CCIR if required. Once an Unrestricted Report is elected on the VRPS, it can never revert to a Restricted Report; however, a Restricted Report may be changed to an Unrestricted Report at any time by indicating this change on the VRPS.

**K. Victim Reporting Preference Statement (VRPS), Form CG-6095.** The SARC, VA, or Coast Guard medical officer who makes initial contact with the victim will explain the VRPS to the victim in its entirety. This explanation must:

1. Ensure the victim understands the Restricted and Unrestricted Reporting options, as well as the option to not make a report. If the Restricted Reporting option is not available to the victim, the SARC, VA, or Coast Guard medical officer must still explain what Restricted Reporting is, and why it is not an option.
2. Advise the victim that disclosing the assault to anyone not required to maintain confidentiality could result in a third-party notification if that person reports it to law enforcement or someone in the victim's direct chain of command.
3. Ensure the victim understands that Restricted Reporting does not allow for issuance of an MPO, expedited transfer, unrated time, convalescent leave, or any other accommodations to separate the victim and offender.

4. Advise the victim to keep a copy of the VRPS in a secure place, as this form may be used in matters before other agencies (*e.g.*, Department of Veterans Affairs).
5. If the victim declines to elect a reporting option, the SARC, VA, or Coast Guard medical officer will not disclose any information about the victim or the assault to the command or CGIS, absent an imminent threat to the victim's health and safety.

#### **L. Victim Resources**

1. Many resources are available independent of SAPRR services, including SVC, chaplain, medical, mental health counseling, CG SUPRT (<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/>), Safe Helpline (<https://www.safehelpline.org>), and civilian resources, such as the Rape, Abuse, & Incest National Network (RAINN).
2. A victim who elects Restricted Reporting will have SAPRR services available to them, including SARC and VA support. They may also have a forensic exam, SVC services, and access to the Catch a Serial Offender Program (CATCH). See Appendix A and <https://www.sapr.mil> for more information.
3. A victim who elects Unrestricted Reporting has additional resources to aid safety and recovery. These include command support, MPOs, geographical/physical separation from the offender, SAPRR CIT oversight, retaliation reporting options, unrated time for performance evaluations, convalescent leave, and the option to participate in a criminal investigation and subsequent legal processes.
4. Previously eligible victims who no longer have an open DSAID case and/or continued nexus with the Coast Guard will be referred for advocacy, medical, and counseling resources externally (*i.e.*, information and referral to outside agencies such as the Department of Veterans Affairs).

## CHAPTER 5. RESPONSE

**A. SAPRR Crisis Intervention Team (SAPRR CIT).** For every Unrestricted Report and third-party notification involving current Coast Guard service member victims, a SAPRR CIT will provide primary coordination for sexual assault incident response by promoting safety and communication across stakeholders. While the specifics of the criminal investigation will not generally be reviewed, team members will discuss appropriate courses of action to ensure the safety and well-being of victims and carry out those actions within their own technical authorities and expertise in coordination/consultation with each other.

1. Upon receiving an Unrestricted Report or third-party notification of a sexual assault involving a Coast Guard member victim, the victim's CO/OINC must initiate a SAPRR CIT within 24 hours, or elevate that responsibility up the chain of command to the next senior CO.
  - a. Each SAPRR CIT will be chaired by the victim's CO/OINC or the CO/OINC's commander. This responsibility is non-delegable below XO.
  - b. The SAPRR CIT consists of the following required team members:
    - (1) The SARC;
    - (2) The assigned VA (if applicable);
    - (3) The assigned CGIS special agent in situations where a victim elects to participate in the investigation, or when there is an identified threat to the victim's safety; and
    - (4) A judge advocate from the SLO.
  - c. A Coast Guard medical officer is an optional member of the SAPRR CIT but should attend if requested by the CO/OINC.
  - d. A chaplain is an optional member of the SAPRR CIT and may attend if requested by the CO/OINC.
  - e. An SVC may be invited to a SAPRR CIT. However, a person inviting the SVC must first obtain the concurrence of the OIC/OINC. The OIC/OINC should consult with the SLO before accepting the invitation. The SVC may relate information at the beginning of the SAPRR CIT pertaining to the victim's safety and well-being and may listen to CGIS's status update on their investigation. In order to protect the integrity of the CIT and the SVC's role in representing the victim, the SVC may not attend any portion of the CIT except for initial status updates.

- f. The initial meeting of the SAPRR CIT will only involve the required stakeholders, as well as a Coast Guard medical officer and/or chaplain if requested. Unnecessary participation of others, including other members of the Command, increases risks to privacy and the integrity of any investigation. Additional or adjunct members may be invited to attend, as appropriate and on an as-needed basis, if all SAPRR CIT members agree to the invitation. The subject's CO/OINC (non-delegable below XO), may be invited as an adjunct member if needed to ensure victim safety.
  - g. SAPRR CIT meetings will occur at least once a month, or more often as needed or requested. Meetings should be held in person if possible. If an in-person meeting is not possible for all members, the CIT will be held via remote means capable of ensuring all participants are identified and recorded in the meeting minutes.
  - h. SAPRR CIT members may take notes regarding procedural steps and future meetings times but shall never document specifics about the case. The SARC may take notes as required for DSAID entry and documentation that the CIT occurred.
  - i. The command must convene the SAPRR CIT:
    - (1) Within 24 hours of an Unrestricted Report or third-party notification of sexual assault involving a Coast Guard service member victim;
    - (2) At least monthly thereafter until: (a) final legal disposition, and (b) the victim consents to closing the SAPRR case; and
    - (3) As requested by any SAPRR CIT member for a crisis/emergency or following substantial case developments.
2. In general, the SAPRR CIT should:
- a. Focus on the victim's safety, well-being, concerns, and requests at all times;
  - b. Review information that is not sensitive to the investigation and does not violate the victim's privilege with any service provider;
  - c. Coordinate a timely response by developing an agreed-upon course of action with respect to each member's corresponding roles;
  - d. Ensure the victim's rights and interests are considered and protected;
  - e. Understand that this is not an appropriate venue to discuss the alleged offender, except as he or she relates to the victim's safety, well-being, concerns, and requests;



- f. Without violating victim confidentiality, coordinate efforts and communicate, as appropriate, with the disposition authority; and
  - g. Provide the SAPRR CIT chair with information for the SAIR, as requested.
3. Members of the SAPRR CIT will provide advice and information within their areas of responsibility and expertise, following relevant laws and regulations regarding privacy and privileged communications. Unauthorized discussion outside of the CIT, including release of PII or information relating to the case, may result in administrative or disciplinary action against the individual making the unauthorized disclosure.
- a. The command convening the SAPRR CIT will:
    - (1) Initiate the SAPRR CIT per the guidelines listed above.
    - (2) Ensure the SAPRR CIT complies with this Instruction and the SAPRR TTP, to include limiting information to a need-to-know basis.
    - (3) Coordinate future meetings of the SAPRR CIT.
    - (4) Complete the Unit Commander's Checklist for Unrestricted Reports of Sexual Assault with assistance from the SAPRR CIT.
    - (5) Discuss the need for an MPO with the SAPRR CIT. If necessary, the command will work with the subject's command to issue an MPO. The command will provide the victim with a copy of the MPO.
    - (6) Discuss any pending PCS or Permanent Change of Assignment (PCA) orders for the victim or subject with the SAPRR CIT.
      - (a) If a victim receives PCS orders prior to final case disposition or while still receiving SAPRR services, the command is responsible for coordinating transfer of SAPRR CIT responsibilities from the sending command to the receiving command. The victim's receiving CO/OINC and SARC shall attend the sending command's final CIT meeting prior to the victim's transfer.
      - (b) In the event an alleged offender is pending PCS/PCA, the subject's CO/OINC is responsible for notifying the receiving commander of an inbound member who has been named the subject in a sexual assault investigation.
    - (7) Determine when CIT meetings may be discontinued. Monthly CIT meetings

must continue until two conditions are met: (1) final disposition of any criminal proceedings against the subject(s) **and** (2) termination of SAPRR services (defined as SARC/VA support and case management) to the victim. Meetings may reconvene if safety becomes a concern or if the case is reopened in DSAID.

b. The SARC will:

- (1) Communicate with the victim regarding the status of the case within 72 hours of a SAPRR CIT meeting and advise the victim of their right to speak with their CO/OINC regarding any questions or concerns. These communications are independent of any actions or obligations of a detailed SVC.
- (2) Update referrals and recommendations from the SAPRR CIT team in DSAID, as the system of record for sexual assault case management.
- (3) Advise the CIT when the victim is no longer receiving SAPRR services.
- (4) Close the case in DSAID within five business days of the decision to discontinue CIT meetings for a case. The SARC must enter final disposition information, quality-check information in DSAID to ensure that all applicable data fields are complete and correct and confirm that the victim is no longer receiving SAPRR services. CIT meetings will continue until the SARC has final disposition information and the victim is no longer receiving SAPRR services.

c. The Coast Guard medical officer (if requested to attend as a member of the SAPRR CIT) will:

- (1) Ensure the victim is offered medical services.
- (2) Guide the SAPRR CIT on medical concerns common to sexual assault victims generally, including mental health and substance abuse concerns.
- (3) Advise on the medical services and resources available in the local area.
- (4) Coast Guard medical officers shall not disclose otherwise privileged or protected information about a victim unless permitted by law or approved in writing by the victim.

d. The assigned CGIS special agent will:

- (1) Provide relevant, non-sensitive updates on the criminal investigation, or relevant civilian law enforcement activities, to the SAPRR CIT. These updates may be related to the case status (*e.g.*, “Investigation is ongoing” or “Investigation is

complete, we will provide our investigation report next week”) but should not include any details of the investigation.

- (2) Inform the SAPRR CIT if the subject has a known history of criminal behavior, and any other information that could impact the victim’s safety.
- e. The SJA from the SLO will:
- (1) Provide updates on the legal case including information on final case disposition to the SAPRR CIT.
  - (2) Ensure the victim is informed of the legal processes, including projected timelines for investigation and prosecution.
  - (3) Coordinate correspondence to the victim with the victim’s SVC, if detailed.
  - (4) Inform the SAPRR CIT if the discussed courses of action violate any known laws or policies.
  - (5) If a victim is transferred outside of the AOR, the losing command’s SLO will coordinate with the receiving command’s SLO to ensure an appropriate transfer of services.
- f. Special Victims’ Counsel (SVC) will:
- (1) If invited to the CIT with the consent of the CO/OINC, present factual information relating to the victim’s well-being and safety at the beginning of the SAPRR CIT;
  - (2) Attend the CGIS update on the status of the criminal investigation; and
  - (3) Must not be present during the CIT’s deliberations.
4. The SAPRR CIT must focus on safety to include, at a minimum, evaluating:
- a. Victim’s safety concerns.
  - b. Subject’s access to the victim and whether the subject is allegedly stalking or has allegedly stalked the victim.
  - c. Whether the subject poses a safety threat to the victim. The CIT may consider communications or threats (alleged or actual) made by the subject, the subject’s access to weapons, and the subject’s known history of criminal or violent behavior.

- d. Whether the victim sustained serious physical injuries in addition to those of the sexual assault.
  - e. Whether the subject has a history of law enforcement involvement regarding domestic abuse, assault, or other criminal behavior.
  - f. The current status of any MPO or Civilian Protective Order (CPO), including expiration dates and violations, if any.
  - g. Victim's referral to the Substance Abuse Prevention Program (SAPP).
  - h. Whether the subject has exhibited any erratic or obsessive behavior, substance abuse, rage, agitation, or instability that could have an impact on the victim's safety or mental well-being.
  - i. Whether the subject has attempted to contact the victim in person, by phone, using social media platforms, through a third party, or by any other means.
5. The SAPRR CIT members will discuss if the victim, victim's friends or family, witnesses, bystanders, SARC(s), VA(s), responders, or other parties to the incident have experienced incidents of retaliation (*e.g.*, reprisal, ostracism, or maltreatment). If any allegations of retaliation are reported, the information will be forwarded to the proper authorities (*e.g.*, CGIS). Allegations of retaliation involving parties of the SAPRR CIT will not be staffed at the SAPRR CIT and, with victim's permission, will be referred to CGIS to determine investigative authority.
  6. Any CO, OINC, or civilian supervisor may convene a CIT as needed for cases involving civilian victims. The SAIR is not required for cases involving civilian victims.

**B. DoD Military Treatment Facility (MTF).** When a service member receives treatment at a DoD MTF, the initial sexual assault response procedures of that military service will apply. Normally, the DoD SARC contacts the responsible Coast Guard SARC to report the case.

1. The Coast Guard SARC works with the DoD SARC to determine an initial follow-up care plan that best meets the needs of the victim to include all relevant Coast Guard services.
2. The Coast Guard SARC is responsible for ensuring proper management of the case per this Instruction, but depending on the location and circumstances, the DoD SARC may continue to be involved.

- C. Civilian Facility Procedures.** Coast Guard medical officers, SARCs, and VAs must familiarize themselves with the local civilian facilities and be prepared to act as a liaison to ensure seamless delivery of services for the victim. This should include an understanding of the local laws with respect to mandatory reporting of sexual assault.

## **CHAPTER 6. RETALIATION**

### **A. General**

1. All members must foster a professional climate intolerant of retaliatory behaviors (reprisal, coercion, ostracism, maltreatment, and witness intimidation) in accordance with Reference (r). Retaliation not only harms the lives and careers of sexual assault victims and others, but also undermines morale, unit cohesion, and readiness.
2. When taking an Unrestricted Report, the SARC, VA, or Coast Guard medical officer will explain retaliatory behaviors and available resources to the victim. This should include definitions and examples of retaliation, reprisal, coercion, ostracism, maltreatment, and intimidation.
3. Any VA, Coast Guard medical officer, or chaplain who is notified of retaliation related to a sexual assault will refer the person to the SARC and SVC.

### **B. Leadership Responsibilities**

1. Maintain a standardized response process to provide comprehensive support to those who experience retaliation related to sexual assault.
2. Prohibit retaliation, train members how to spot and report retaliation, monitor the command for retaliatory behaviors, and hold members accountable for violations.
3. Ensure all supervisors in the victim's chain of command take appropriate measures to protect the victim, their family members, witnesses, first responders, and bystanders from retaliation that is directly related to an Unrestricted Report or third-party notification of sexual assault.
  - a. When a CO/OINC becomes aware of an allegation of retaliation, they will immediately confer with the SLO and CGIS to determine the appropriate personnel to investigate the retaliation allegation, without attempting to assess the credibility of the allegation.
  - b. Supervisors may contact the SARC or the SLO with any questions about retaliation and/or appropriate support for those who may be affected.
  - c. CO/OINC will require subordinate commanders to detail expectations of professional conduct to their command leadership team (officer and enlisted), explaining how to promote healthy unit climates and prevent incidents of retaliation against sexual assault victims, victims' family members, bystanders, witnesses, SARCs, VAs, and first responders.

**C. SARC Responsibilities**

1. Explain the process to victims requesting SAPRR services for retaliation. If SAPRR services are requested, the SARC will document the request in DSAID.
2. Ask if the person would like the retaliation concern discussed at the SAPRR CIT; if so, add this to the agenda for the next SAPRR CIT. If safety concerns are imminent, the SARC will initiate an emergency SAPRR CIT.
3. When a victim with an Unrestricted Report or third-party associated with the notification of sexual assault alleges retaliation, the SARC will provide information on support services to include mental health providers and chaplain resources. The SARC will also explain that the concerned person can go to the OIG, contact CGIS, or reach to their supervisor/CO/OINC at any time to discuss and report retaliation.
4. Explain that if the victim is eligible for SVC services, their assigned SVC can assist with helping the victim understand options and support for reporting retaliation. Eligible victims who have not previously elected SVC services may do so at any time, including after reporting an incident of retaliation.

## **CHAPTER 7. RECOVERY**

### **A. General**

1. Recovering from a sexual assault is an individual process; the process will be different for every survivor of sexual assault. The guiding principles of trauma recovery are the restoration of safety and empowerment. Recovery does not necessarily mean complete freedom from post-traumatic effects, but fundamentally means the ability to live in the present without being overwhelmed by the thoughts and feelings of the past. There is no specific timetable for a return to wellness – it may take weeks, months, or years.
2. The ultimate goal of recovery is to effectively support a person who has been victimized by sexual assault and assist them on the path toward recovery. Support in this context is defined as providing aid and resources, as well as demonstrating concern for a person’s psychological well-being and healing process.
3. Some people prefer the term “victim” while others prefer “survivor”. These terms are used interchangeably throughout this Instruction, but it is up to each person to decide how to identify themselves based on how they view themselves and what has happened to them. Very often, life after a sexual assault requires a “new normal”, as the survivor cannot ever go back to what life was like prior to the traumatic event. Learning how to survive and ultimately thrive in this “new normal” is the goal for long-term recovery.

### **B. Recovery Assistance**

1. Recovery assistance is the support and resources provided to individuals who have suffered a sexual assault. Effective and comprehensive victim support during the response stage immediately after the disclosure of a sexual assault is the baseline for an individual to begin the recovery process. The first things said to a victim of sexual assault can forever affect their recovery, so it is vital that all first responders, coworkers, friends, and family members remain aware that their nonjudgmental, unbiased support will be of critical assistance to anyone who is forging their path towards recovery on the timeline most helpful for them.
2. Victims with adequate access to advocacy, medical care, legal help, and counseling typically begin the recovery process sooner and better sustain momentum toward recovery when effectively supported by coworkers, friends, and family.
3. Ongoing support and recovery assistance must be available to victims from the time of disclosure and well beyond. It is not uncommon for a person to believe they are doing “well” or “okay,” and simply want to try to get back their routine lifestyle. Some people are able to do that; other times, a person can unexpectedly be overwhelmed again or



“triggered” by something, causing the victim to need support services once again to get back on track towards wellness and recovery. The short- and long-term effects of a trauma such as sexual assault can often last a lifetime, but most victims move into the survivor stage at some point and no longer believe that the incident defines them or limits them in their goals and relationships.

4. Commands should allow active-duty members sufficient time to access the care they need with the intent to allow healing and recovery from the trauma of sexual assault. Convalescent leave is now authorized as time off for appointments during the regular workday, as is non-chargeable, extended time off.

### **C. Recovery Tools**

1. Active-duty service members who file an Unrestricted Report of sexual assault may request unrated time to facilitate healing and minimize the impact to their career. The SARC or SVC may facilitate this request to the victim’s CO/OINC.
2. COs/OINCs may grant non-chargeable convalescent leave, or other available leave, to active-duty members for treatment and recuperation from sexual assault in accordance with Reference (q).
3. Commands should allow active-duty members to attend any scheduled medical or non-medical appointments, services, or counseling related to their sexual assault to best support them in their recovery. These are to be the member’s appointed place of duty, and there is no cumulative limit to the number of days that an active-duty member may take to attend such activities in a normal duty status.
4. Commands and supervisors have wide latitude to approve a different work environment, restructure or reassign duties, and change work schedules as needed to assist a victim’s recovery. Service members and civilian employees must have an Unrestricted Report of sexual assault to request modified working conditions. The SARC or SVC may facilitate this request to the victim’s CO, OINC, or supervisor. Supervisors must consult HR if they believe a civilian employee needs a Reasonable Accommodation to modify their working hours. Commands should consult with the SARC, SVC, and PSC-PSD-MED when considering alternative work environments for victims of sexual assault.
5. There is no time limit regarding when victims may request the recovery tools listed in this Chapter. The SARC may only facilitate a request if the victim’s case is currently open in DSAID. The SVC may only facilitate a request when acting as the victim’s appointed attorney (*i.e.*, before termination of the attorney-client relationship).

**D. Special Duty Pay (SDP).** Victims who are temporarily unable to perform a duty for which they normally receive SDP are eligible to continue receiving the SDP as long as they meet

three of the following four criteria: (a) have an open, Unrestricted Report of sexual assault; (b) are currently receiving treatment for a physical, mental, or emotional condition that prevents them from performing the duty; (c) a treating physician or physician assistant deems them unable to safely perform the duty; and (d) a member has requested unrated time to avoid potential for a Medical Evaluation Board (MEB). The victim may continue to receive the SDP indefinitely, as long as three of the four conditions are met. Eligibility to continue receiving SDP is granted through CG PSC-PSD-MED, per References (s) and (t).

**E. Transition Assistance Program (TAP).** Victims of sexual assault who leave active duty are eligible for one-on-one transition assistance counseling, per Reference (v).

**F. Referrals**

1. Recovery support is available within the Coast Guard via SARCs, VAs, chaplains, Coast Guard medical officers, the Coast Guard's Employee Assistance Program (CG SUPRT), and Safe Helpline. The SAPRR O&P Office (CG-114) and the HSWL Service Center can assist in resource identification as well as policy and process improvements.
2. SARCs will ensure that all victims receive and are aware of recovery resource information at various times during the case management process. This will include referral to the Coast Guard SAPRR website, <http://www.dcms.uscg.mil/saprr>, under "Recovery Assistance."
3. Civilian employees may consult their HR representative regarding leave options provided by the Family and Medical Leave Act (FMLA).

## CHAPTER 8. TRAINING

### A. General

1. Members of the Coast Guard (military and civilian) must participate in the required education and training to help enable a robust SAPRR program to prevent sexual assault from occurring and to respond appropriately to incidents of sexual assault.
2. All SAPRR training must be reviewed and approved by the SAPRR O&P Office. Full-time SAPRR personnel may submit trainings materials to SAPRR-Guidance@uscg.mil for review.
3. SAPRR training must be attended as prescribed, when required to perform specifically assigned or expected job related functions (*e.g.*, SAPRR training for prospective Commanding Officers or Victim Advocate training for VAs).
4. All SAPRR training conducted at Cape May, the Coast Guard Academy, A Schools, and Leadership Development Courses will normally be conducted in person, absent extenuating circumstances rendering in-person training impractical (*e.g.*, a pandemic requiring lockdown).
5. Members, cadets, and recruits with a current or closed report of sexual assault (Restricted or Unrestricted) who experience or anticipate difficulty attending SAPRR training due to potentially triggering subject matter, may request an exemption from either the SARC conducting the training or their District SARC. If the SARC approves the exemption, they will provide individual training to the member, and notify the appropriate training officer to record the member's training completion in Direct Access.
6. SAPRR training content must be appropriate to the service member's grade and commensurate with their level of responsibility. Victim sensitivity and care are top Coast Guard priorities when providing any SAPRR training. Therefore, training outlined below and throughout this chapter must include a disclaimer that breaks are not scheduled, and individuals should take breaks as needed. This allows attendees to discreetly take time away from training material, if needed, without causing undue attention. Trainers and curricula developers will ensure the disclaimer allows survivors the option to receive training individually from a SARC or VAPS, and, as applicable, notify audience members of the potential for graphic language as needed to communicate effectively about this subject matter. All training will utilize the term "sexual assault" as defined in this Instruction.

## **B. Personnel Training Requirements**

1. During Accessions, SAPRR training must be prioritized and occur within the timelines established in the SAPRR TTP.
2. Annual training is mandatory for all service members regardless of rank, occupation, or specialty. This is a calendar year requirement.
3. Professional military education (PME) for command cadre must include SAPRR training tailored to the needs, ranks, and responsibilities of attendees.
4. The Coast Guard Recruiting Command (CGRC) must provide training on sexual assault prevention and response for all individuals enlisted in the Coast Guard under a delayed entry (DET) program. Options for DET SAPRR training are maintained by CG-114 and updated in Reference (s). CGRC is responsible for providing PSC documentation of DET SAPRR training completion.
5. Annual training is required for all federal employees and if feasible, highly recommended for Coast Guard contractors and interns. In-person training is always preferred, but federal employees may satisfy this requirement with computer-based training or other methods specifically approved by the SAPRR O&P Office. Training requests may be submitted to CG-114 at [SAPRR-Guidance@uscg.mil](mailto:SAPRR-Guidance@uscg.mil).
6. At a minimum, prior to a deployment or going underway, commanders of afloat and other deploying units will ensure:
  - a. All personnel are aware of how to contact a SARC, VAPS, or VVA 24/7;
  - b. Personnel are aware that the CGIS tip line can be used to report a crime or retaliation, and the information (<https://www.uscg.mil/units/coast-guard-investigative-service>) is posted in a conspicuous place; and
  - c. All annual SAPRR training requirements are completed prior to deployment.

**C. Responder Training Requirements.** To standardize services throughout the Coast Guard, all Coast Guard sexual assault first responders must receive the same foundational annual training (required at least once per calendar year). These minimum training standards form the baseline on which the Coast Guard and specialized communities can build. First responders are composed of personnel in the following disciplines or positions: SARCs, VAs, Coast Guard medical officers, Coast Guard security forces, CGIS, judge advocates, SVCs, and chaplains. In addition to the baseline SAPRR responder training:

1. Coast Guard medical officer training will:
  - a. Explain how to deal with emergency contraception, STI prophylactics and treatment, and abortion information and referrals.
  - b. Explain medical records management.
  - c. Explain that wholesale disclosure to command cadre of a victim's personal history is rarely necessary; discuss legal and Coast Guard policy requirements for disclosing protected health information (PHI) to a victim's command.
  - d. Coast Guard medical officers should be encouraged to provide a warm hand-off to a SARC and only take the full report if contacting a SARC is not possible.
2. CG security forces training must explain how to respond according to SAPRR guidance:
  - a. Notify the command, SARC, and CGIS.
  - b. Work with SARCs, VAPs, VVAs, and Coast Guard medical officers.
  - c. Explain how to work with sexual assault victims, to include the effects of trauma on sexual assault victims. Ensure victims are informed of and afforded their rights, in accordance with Reference (f).
  - d. Take into consideration the victim's safety concerns, medical needs, and psychological well-being.
3. Training for CGIS special agents and supervisors will:
  - a. Include initial and annual refresher training on essential tasks specific to investigating sexual assault.
  - b. Explain sexual assault quarterly and annual reporting requirements.
  - c. Explain the role of an SVC and the statutory responsibility to provide this information to victims. Explain how and when to request an SVC.
  - d. Include Coast Guard regulations and logistical requirements of maintaining chain of custody and other legal concerns when transporting and transferring SAFE kits.
  - e. Explain how to work with sexual assault victims:
    - (1) Effects and impacts of trauma on the victim, including stress on memory and

recall.

- (2) The need for sensitivity to the victim's needs during the investigative process to avoid decompensating the victim further.
  - (3) Ensure victims are informed of and afforded their rights, in accordance with Reference (f), this Instruction, and Coast Guard Regulations.
  - (4) Take into consideration the victim's safety concerns, medical needs, and psychological well-being.
- f. Explain how to respond to a sexual assault per this Instruction, including:
- (1) Conducting command and SARC notifications.
  - (2) Investigating cases that may include drug- and alcohol-facilitated sexual assaults, multiple subjects, sexual assaults related to domestic violence, and same-sex sexual assaults.
  - (3) Explain unique issues with sex offenders to include identifying, investigating, and documenting predatory behaviors.
  - (4) Explain the roles, responsibilities, and unique limitations of each support team member, to include but not limited to, the SARC, VAPS, VVA, victims' services and support programs; and victim privilege and privileged communications in accordance with MRE 514 of Reference (a).
4. The Judge Advocate General and the Office of the Chief Prosecutor are responsible for the proper training of judge advocates who will be advising COs/OINCs on the investigation or disposition of sex-related offenses or who prosecute or defend sex-related offenses.
5. SVC training will be completed as outlined in Reference (l) and include information on eligibility for, and benefits potentially available to, victims as part of transitional compensation benefits found in 10 U.S.C. § 1059 and other state and federal victims' compensation and restitution programs.
6. Chaplain training will address:
- a. For pre-deployment SAPRR training, focus on counseling services needed by sexual assault victims and alleged offenders in contingency and remote areas.
  - b. Privileged communications and the Restricted Reporting policy rules and limitations,

including legal protections for chaplains and their confidential communications, assessing victim and subject safety issues (while maintaining chaplain's confidentiality), and MRE 514 of Reference (a).

- c. The CATCH program.
  - d. How to support victims; discussion must include sensitivity of chaplains in addressing and supporting sexual assault victims to assist them towards recovery, identifying the chaplain's own biases, ethical issues, trauma training with pastoral applications, and victims' rights.
  - e. Counseling an alleged offender when the victim is known to the chaplain.
  - f. Counseling both the alleged offender and the victim when there is only one chaplain at that location.
  - g. Potential distress experienced by witnesses and bystanders.
  - h. Counseling for SARCs, VAPs, VVAs, Coast Guard medical officers, chaplains, judge advocates, law enforcement, or any other professionals who routinely work with sexual assault victims and may experience secondary effects of trauma.
  - i. Providing guidance to unit members and leadership on how to mitigate the impact that sexual assault has on a unit and its individuals, as well as assisting victims towards recovery.
7. Victim advocates must receive a (minimum) 40-hour initial training and receive NACP credentials (or have D-SAACP credentials) prior to assuming any SAPRR duties.
  8. SARCs must complete the (minimum) 40-hour initial VA training, complete Coast Guard SARC training, and receive NACP credentials (or have D-SAACP credentials) prior to assuming SAPRR duties.
  9. Initial VA and SARC training curricula must be approved by CG-114 or provided by DoD SAPRO in a joint training environment.

## **CHAPTER 9. INSPECTIONS**

### **A. General**

1. The SAPRR program receives intense scrutiny from senior Coast Guard leadership, Congress, and the American public. Continuous quality assurance of the SAPRR program must be a regular part of the battle rhythm.
2. Commands, SARCs, and other stakeholders must perform regular, internal quality assurance checks to hold themselves and other service providers accountable for excellent victim care and to maintain SAPRR program integrity and fidelity to SAPRR policy.
3. The HSWL SC Quality Assurance Inspection (QAI) process may be used to evaluate the SAPRR program.

### **B. SAPRR Oversight and Policy (O&P) Office Inspection Program**

1. The SAPRR O&P Office will conduct short-notice inspections using a standardized inspection checklist available on the SAPRR portal page.
2. Inspectors will be a member of the SAPRR O&P Office (CG-114) at the GS-13/LCDR level or above.
3. Inspections may be conducted at the unit, sector, district, or area command level, and may include any or all subordinate commands.
4. The inspector will produce a preliminary inspection report within five business days of concluding the inspection and provide the preliminary report to the CO/OINC of the inspected command, the SAPRR O&P Office Chief, and the SAPRR Program Manager.
5. After receiving the preliminary report, the CO will have five business days to dispute or request clarification of anything contained within the report. The CO will direct this response/inquiry to the HQ SAPRR Program via [SAPRR-Inspections@uscg.mil](mailto:SAPRR-Inspections@uscg.mil).
6. The SAPRR O&P Office (CG-114) will issue a final inspection report signed by the SAPRR O&P Office Chief within fifteen business days of receiving the CO's/OINC's response to the preliminary report, or within twenty business days of issuing the preliminary report if the CO/OINC does not submit a response.
7. The final report will be provided to the CO/OINC of the inspected unit, the commander



of the inspected unit's higher headquarters, and other leadership per the SAPRR TTP. The report will contain a summary of findings, as well as a corrective action plan for any identified deficiencies.

8. Any disagreement or comment on the final inspection report, or its corrective action plan, will be directed to the SAPRR O&P Office Chief via email for resolution.
9. All corrective action plans for serious deficiencies will require a re-inspection to ensure compliance and remediation.

## APPENDIX A. DEFINITIONS

1. Adult Armed Forces Dependent. A spouse or child of an armed forces member who is 18 years of age or older (or married to a service member if under 18) and qualifies as a dependent in the Defense Enrollment Eligibility Reporting System (DEERS).
2. Bystander. A person who is present at, or potentially aware of an event or incident, but is not a victim or alleged offender.
3. Catch a Serial Offender (CATCH) Program. The CATCH Program gives people making a Restricted Report an opportunity to anonymously disclose suspect information to help law enforcement identify serial offenders. CATCH allows sexual assault victims to discover if the suspect in their Restricted Report may have also assaulted another person (a “match” in the CATCH website), and having that knowledge, decide whether to convert their Restricted Report to Unrestricted to initiate an investigation of the serial offender suspect.
4. CG SUPRT. The Coast Guard’s Employee Assistance Program, available 24/7/365 to help with some of life’s most difficult challenges. Services are free and confidential, within the bounds of the law.
5. Closed Case. A case that has been closed in DSAID because there is no pending legal action, all applicable fields have been completed in DSAID and checked for accuracy, and the victim is no longer receiving SAPRR services. The victim may ask a SARC to reopen the case at any time in the future to continue receiving SAPRR services.
6. Collateral Misconduct. Misconduct associated with the time, place, or circumstance surrounding a sexual assault. Often discovered as a result of the report, investigation, or prosecution of the sexual assault. Policies regarding collateral misconduct apply to victims, bystanders who intervene, and third-party reporters of sexual assault.
7. Consent. “Consent” means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance does not constitute consent. Submission resulting from the use of force, threat of force, or placing another person in fear also does not constitute consent. A current or previous dating or social or sexual relationship by itself, or the manner of dress of the person involved with the accused in the conduct at issue, does not constitute consent.
8. Civilian Protective Order (CPO). An order issued by a civilian civil or criminal court directing an individual to do, or refrain from doing, specified acts (*e.g.*, staying a certain distance away from a workplace/residence, or have no contact with a specific person).
9. Deployment. Any period of time when a person is geographically separated from their home

station location.

10. Disclosure to Command. A victim's disclosure of sexual assault to any member of their direct chain of command.
11. Disclosure to Law Enforcement. A victim's disclosure of sexual assault to any member of law enforcement.
12. Expedited Transfer. Service members who file an Unrestricted Report have the option to request an expedited transfer from their command. If approved by CG-PSC, they will be transferred to an alternate command at the same or different location from their current assignment. The intention is to assist the victim's recovery by ensuring they feel comfortable in their working environment, have supportive resources, and can move forward without fear of retaliation. More information about Expedited Transfers can be found in reference (q).
13. Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA is a federal law that requires the creation of national standards to protect sensitive patient health information from being disclosed. It applies only to medical providers and other covered persons or entities.
14. Making a Report. All current and former service members, adult dependents of current service members, and current civilian Coast Guard employees are eligible for SAPRR services and may elect to make a Restricted Report or Unrestricted Report of a sexual assault via the VRPS, Form CG-6095. The victim elects either the Restricted or Unrestricted reporting option by signing the VRPS, thereby "making a Report". Any other form of disclosure by a victim is not a "Restricted Report" or "Unrestricted Report" for purposes of this Instruction. SAPRR services consist of SARC/VA support and case management. Other resources may or may not be available to a victim, as eligibility for other services is not affected by eligibility for SAPRR services.
15. Mandatory Reporter. A victim's disclosure of their sexual assault to anyone currently serving in a criminal or civil investigative role or in the victim's direct chain of command, must be reported to the victim's CO/OINC, CGIS, and SARC. Therefore, those in law enforcement and in the victim's direct chain of command are considered "mandatory reporters."
16. Military Protective Order (MPO). An order directing a service member to do, or refrain from doing, specified acts (*e.g.*, staying a certain distance away from a workplace or residence, or to have no contact with a specific person).
17. Offender. As used in this Instruction, a person who is alleged to have committed an offense under the UCMJ.

18. Open Case. A case that remains active in DSAID because there has not been a legal resolution, and/or because the victim is still receiving SAPRR services.
19. Personally Identifiable Information (PII). Any information that permits the identity of an individual to be directly or indirectly inferred, including any other information that is linked or linkable to that individual, regardless of whether the individual is a U.S. citizen, legal permanent resident, visitor to the U.S., or employee or contractor to the Department.
20. Privileged Communications. Conversation that takes place within the context of a protected relationship, such as that between an attorney and client, psychotherapist and patient, clergy/chaplain and penitent/parishioner, or SARC/VA and sexual assault victim.
21. Recovery. Recovery is self-directed and empowers the victim. Every victim of sexual assault has different needs, so recovery is an individual process that is supported from the initial crisis stage and continues as long as the victim needs and/or desires support (long-term recovery).
22. Restricted Report. A SAPRR-eligible victim of sexual assault makes this report by completing and signing a VRPS, Form CG-6095, and electing the Restricted Reporting option. Restricted Reports are not disclosed to law enforcement or anyone in the victim's chain of command.
23. Report. For purposes of this Instruction, the term "Report" refers to a SAPRR-eligible victim's election for either a Restricted Report or Unrestricted Report by signing the VRPS, Form CG-6095.
24. Service Member. Coast Guard active-duty members, PHS Officers detailed to the Coast Guard, DoD members assigned to the Coast Guard, and Coast Guard Reserve members on active duty or in a drill status, unless otherwise noted.
25. Sexual Assault. Sexual assault is intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority, or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit any of these acts.
26. Sexual Assault Forensic Examination (SAFE). The medical examination of a sexual assault victim under circumstances and controlled procedures to ensure the physical examination process, and the collection, handling, analysis, testing, and safekeeping of any bodily specimens, meet the requirements necessary for use as evidence in criminal proceedings. This exam is commonly known as a "rape kit."
27. Sexual Assault Response Coordinator (SARC). A SARC is a full-time, Coast Guard civilian

employee who is trained to ensure appropriate care is coordinated and provided to victims of sexual assault. In addition, a SARC tracks the services provided to a victim of sexual assault from the initial report through final disposition and resolution. SARCs lead all SAPRR services in their AOR such as training and prevention activities.

28. Sex-related Offense. Crimes related to sexual misconduct that do not fall under the categories of sexual assault or rape are prosecuted under Article 120c of the UCMJ.
29. Special Victims' Counsel (SVC). A trained judge advocate who provides legal assistance to victims in a confidential attorney-client relationship throughout the investigation and any related proceedings.
30. Subject. A person identified as an alleged offender in a law enforcement investigation. The terms "subject" and "alleged offender" are used interchangeably for purposes of this Instruction.
31. Taking a Report. Only a Sexual Assault Response Coordinator (SARC), Victim Advocate (VA), or Coast Guard medical officer may take a Restricted Report or Unrestricted Report of sexual assault via the VRPS. Taking a Restricted or Unrestricted Report of sexual assault means the following: explaining each section and item on the VRPS to victims; ensuring they understand their rights, reporting options, and available resources; and signing the completed VRPS as a witness. These actions, in their totality, constitute the "taking" of a Report.
32. Third-party Notification. Notification of a known, actual, suspected, or alleged sexual assault made by someone other than the victim to any member of law enforcement or the victim's chain of command.
33. Unrestricted Report. A victim makes an Unrestricted Report by completing and signing the VRPS, Form CG-6095, and electing the Unrestricted Reporting option. The SARC will notify the victim's CO/OINC as soon as possible after receiving notice of an Unrestricted Report; the victim's CO/OINC is required to notify CGIS immediately.
34. Victim. A person who alleges direct harm resulting from the commission of a sexual assault. This term is used interchangeably with "survivor" for purposes of this Instruction.
35. Victim Advocate (VA). Includes VAPSs and VVAs.
36. Victim Advocate Program Specialist (VAPS). A VAPS is a Coast Guard civilian employee who is trained and credentialed to ensure appropriate care is coordinated and provided to victims of sexual assault. The VAPS works in conjunction with the SARC, and receives taskings, mentorship, oversight, guidance, training, and support from the SARC. Volunteer Victim Advocate (VVA). Trained and professionally credentialed Coast Guard active-duty and/or Reserve volunteers who advocate for the victim; a person who can provide

emotional support to the victim during interviews, medical procedures, and legal proceedings. A VVA is also a prevention resource and assists the SARC and VAPS in prevention-related activities. NOTE: Coast Guard ombudsmen are not eligible for the VVA role.

**APPENDIX B. ACRONYMS**

AOR	Area of Responsibility
CATCH	Catch A Serial Offender Program
CE	Categorically Excluded
CGIS	Coast Guard Investigative Service
CG PSC	Coast Guard Personnel Service Center
CGSF	Coast Guard Security Forces
CIT	Crisis Intervention Team
CO	Commanding Officer
CPO	Civilian Protective Order
CSB	Command Services Branch
DA	Direct Access
DEERS	Defense Enrollment Eligibility Reporting System
DEOCS	Defense Organizational Climate Survey
DHS	Department of Homeland Security
DMOA	Designated Medical Officer Advisor
DOD	Department of Defense
DOJ	Department of Justice
DSAID	Defense Sexual Assault Incident Database

EAPC	Employee Assistance Program Coordinator
EI-PDR	Electronically Imaged – Personnel Data Record
FACTS	Field Activity Case Tracking System
FAP	Family Advocacy Program
FAS	Family Advocacy Specialist
FORCECOM	Force Readiness Command
HIPAA	Health Insurance Portability and Accountability Act
HSWL SC	Health, Safety and Work-Life Service Center
JAG	Judge Advocate General
LDT	Leadership Development Training
LOD	Line of Duty
MCM	Manual for Courts-Martial
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPO	Military Protective Order
MRE	Military Rules of Evidence
MT	Mandated Training
MTF	Military Treatment Facility



NACP	National Advocate Credentialing Program
NARA	National Archives and Records Administration
NDAA	National Defense Authorization Act
NEPA	National Environmental Policy Act
NJP	Non-Judicial Punishment
NOVA	National Organization for Victim Assistance
OCP	Office of Chief Prosecutor
OINC	Officer in Charge
OMPFOINC	Official Military Personnel File
PCA	Permanent Change of Assignment
PCS	Permanent Change of Station
PD	Position Description
PDR	Personnel Data Record
PHS	Public Health Service
PHI	Protected Health Information
PII	Personally Identifiable Information
PM	Program Manager
PME	Professional Military Education

QA	Quality Assurance
RPM	Regional Practice Manager (HSWL)
SAAPM	Sexual Assault Awareness and Prevention Month
SAFE	Sexual Assault Forensic Examination
SAMFE	Sexual Assault Medical Forensic Examiner
SANE	Sexual Assault Nurse Examiner
SAPRR	Sexual Assault Prevention, Response, and Recovery
SAPRR CIT	Sexual Assault Prevention, Response, and Recovery Crisis Intervention Team
SAPRO	Sexual Assault Prevention and Response Office
SAPRR O&P	SAPRR Oversight & Policy Office (CG-114)
SAPRR PM	Sexual Assault Prevention, Response, and Recovery Program Manager
SARC	Sexual Assault Response Coordinator
SECCEN	Security Center
SJA	Staff Judge Advocate
SLO	Servicing Legal Office
SME	Subject Matter Expert
SPO	Servicing Personnel Office
STI	Sexually Transmitted Infection

SVC	Special Victims' Counsel
TMT	Training Management Tool
TRACEN	Training Center
TTP	Tactics, Techniques, and Procedures Publication
UCI	Unlawful Command Influence
UCMJ	Uniform Code of Military Justice
USCG	United States Coast Guard
U.S.C.	United States Code
VA	Victim Advocate
VAPS	Victim Advocate Program Specialist
VVA	Volunteer Victim Advocate

**APPENDIX C. FORMS**

Victim Reporting Preference Statement, Form CG-6095 [use per this Instruction]

Victim Advocate Statement of Understanding, Form CG-6095A [local record keeping]

Victim Advocate Supervisor Statement of Understanding, Form CG-6095B [local record keeping]

Sexual Assault (SA) Incident Report, Form CG-5370

Military Protection Order, Form CG-6070