

UNITED STATES COAST GUARD

# "NOT IN MY COAST GUARD"

SEXUAL ASSAULT AWARENESS AND PREVENTION MONTH  
APRIL 2016

FACILITATION GUIDE



# TABLE OF CONTENTS

---

## Contents

|  |    |
|--|----|
| TABLE OF CONTENTS .....                          | 2  |
| OVERVIEW.....                                    | 3  |
| FACILITATION GUIDE .....                         | 7  |
| Opening Remarks.....                             | 7  |
| Discussion Overview .....                        | 7  |
| SAPR Resources and Processes.....                | 8  |
| Discussion .....                                 | 9  |
| Statements.....                                  | 9  |
| Guided Questions .....                           | 10 |
| Discussion Conclusion.....                       | 13 |
| APPENDIX A GLOSSARY .....                        | 14 |
| APPENDIX B SARC CONTACT LIST .....               | 16 |
| APPENDIX C REPORTING OPTIONS and RESOURCES ..... | 18 |
| APPENDIX D FEEDBACK FORM.....                    | 20 |
| APPENDIX E ATTENDANCE FORM .....                 | 22 |

# OVERVIEW

---

The theme of the 2016 Sexual Assault Awareness and Prevention Month (SAAPM) continues last year's theme of "Not in My Coast Guard." The facilitated unit discussions are focused on culture of respect, personal responsibility, and bystander intervention. This year, the Coast Guard's cadre of full-time Sexual Assault Response Coordinators (SARCs) will manage SAAPM, with assistance from Victim Advocates (VA) and command cadre as needed. Following the SAAPM event, each person will be charged with continuing the discussion on sexual assault in the Coast Guard community and assist in highlighting the responsibilities that each person plays in preventing and responding to sexual assault and the behaviors that enable it. As commands have ownership of the Coast Guard's culture, they are highly encouraged to conduct other SAPR-related activities as these activities will provide the visible leadership necessary to transform our culture. Note that these activities should be planned in coordination with the SARC to ensure activity is appropriate and relevant.

Respecting one's self and others is consistent with the Coast Guard's Core Values and fosters a climate of mutual respect that will create a safer and more supportive working environment.

## Purpose

Continue to educate and raise awareness for all Coast Guard members on the topic of sexual assault prevention and response and highlight the importance of bystander intervention.

## Learning Objectives

By the end of the workshop, participants should be able to:

- Discuss typical gender-based and other societal stereotypes and the potential problems associated with them.
- Identify ways to prevent sexual assault and factors influencing the occurrence of sexual assault, including bystander intervention.

## Course Format

This course is comprised of a series of provocative statements and facilitated discussion. Ideally, an optimal group size should allow for active participation from attendees and should be customized to fit the unit size and logistical capacity at the SARC and Command's discretion.

The estimated length of this training is 1.5 hours.

- Statement Exercise: ~25 min
- Facilitated Discussion: ~50 min
- Administrative: 15 min

Materials and Handouts:

- Facilitation Guide
- Unit sign in sheets
- Supporting material handouts for training sessions
  - Flyer of reporting options and resources (**Appendix C**)
  - Feedback Form (**Appendix D, also provided in SAAPM 2016 ALCOAST, link provided**)
  - Attendance Log (**Appendix E**)

## **Training Guidance**

It is essential for commands and facilitators to be sensitive to the fact that this discussion might be upsetting or uncomfortable for some participants. Some may become visibly emotional, while others may conceal their feelings. It is possible that a victim of sexual assault, a predator, potential offender, and/or person who has been previously accused of sexual assault may be in attendance. Some personnel may have been victimized while in the Coast Guard and some may have been victimized prior to joining the Coast Guard.

Prepare the handouts prior to the start of the training session.

**NOTE:** SAAPM training exemptions for personnel previously affected by sexual assault (Unrestricted Reports) should be considered carefully on a case-by-case basis and left to command discretion in consultation with the unit's SARC. A private meeting/discussion with the SARC (or designee) to discuss the training content is necessary as all members still need the information provided during SAAPM.

## **Terminology**

The term "victim" is used throughout this guide rather than "survivor," which is a well-known term often used by advocacy groups. It is up to the person who has been victimized to decide when to call himself/herself a "survivor." The term "victim" best describes a person who has been subjected to the crime of sexual assault.

The term "alleged offender" is also used in this event. The use of this terminology is not meant to imply that everyone charged with a sexual assault is guilty of sexual assault. Individuals will be presumed innocent until proven guilty.

## **Support Services**

A Sexual Assault Response Coordinator (SARC) or Victim Advocate (VA) should facilitate this event. If command cadre have been designated by the SARC it is beneficial for a VA, a Coast Guard Chaplain or Health Care Provider (HCP) to attend if possible. If any of these members are present, they should be introduced prior to the start of the event. Support persons are responsible for observing the discussion and watching for anyone who might have an emotional reaction. Facilitators should confirm with this individual, prior to the event, that they will discreetly check on the welfare of anyone who leaves the room during the training. If a SARC, VA, Chaplain, or HCP is not available, members of the Chief's Mess and Command (only those with exceptional personal integrity and approved by Command) should be identified to monitor members who might have an emotional reaction, ensuring that they offer available services or the opportunity to connect the member with a SARC, VA, Chaplain, or HCP.

Introducing or identifying these individual(s) at the outset ensures that participants have an identifiable resource available to speak to if the discussion becomes overwhelming, and that all of the attendees can easily seek out or contact one of these first-responders. This is an important "safety net" function. It is critical that personnel understand that their leadership is engaged and committed to supporting all members affected by sexual assault.

## Facilitator Guidance

This Facilitation Guide is for the SAAPM 2016 training event for SARCs, VAs and potential command cadre facilitators. **It is recommended that the discussion guide be reviewed at least 48 hours before the event to familiarize oneself with the material being presented.**

As a reminder, the SAAPM training is mandatory unless an exemption has been granted for a private training session with the SARC or designee. SARCs and commands should work together to ensure that 100 percent of units comply with this requirement. The event should ideally occur in April (Sexual Assault Awareness and Prevention Month) and units will work with their SARC to coordinate. If an April event is not feasible due to scheduling commitments, units will coordinate an alternate delivery date with their SARC.

For 2016, the SAAPM presenter will be a SARC, VA, or command cadre as determined and coordinated by the SARC. In addition every unit event should have representation by a member of the Command (Commanding Officer, Executive Officer, Officer-in-Charge, Command Master Chief, an Officer, or a Chief). Facilitators should familiarize themselves with the course objectives and the discussion guide, as well as with other reference material pertaining to sexual assault. See **Appendix A** for the Glossary and **Appendix C** for a list of Additional Resources.

Prior to the beginning of the event, presenters should determine who will lead the facilitated discussions and who will complete the administrative tasks.

The training facilitator will take the completed sign-in rosters at the end of each training session and submit them to the Unit Training Officer (UTO), and maintain a copy as well. The UTO will then make the update in CGBI to give attendee Mandatory Training (MT) credit for SAPR Training for the current year (2016).

### Feedback

The USCG SAPR Program strongly encourages facilitators to actively seek feedback on the SAAPM training, specifically by using the online form. SARCs will work with facilitators and Commands to communicate the location of the online form's link (within this guide and in the SAAPM 2016 ALCOAST) to units.

Link: <https://surveys.uscg.mil/Community/se.ashx?s=6F20F7741A59F5BD>

For those units who have limited access to complete the online form, paper feedback forms (**Appendix D**) should be provided and collected at the conclusion of the session and sent to the SARC. The use of online vs. paper feedback forms is at the discretion of each SARC and facilitator.

### Format of the Facilitation Guide

The Facilitation Guide is designed to be a script for presenters to follow for the topic and discussion of the SAAPM event. It is written to equip commands with thought-provoking questions about sexual assault prevention and response and to elicit meaningful discussion.

### The "Do's and Don'ts" of Facilitation

- **Do** ensure that everyone in the room can hear the discussion. Be sure to repeat questions and comments that may have been spoken too quietly for others to hear.
- **Do** be alert to statements that reveal stigma or a myth about sexual assault. Correct these statements during the discussion, while still validating a person's right to having an opinion.
- **Do not** allow only a few participants to dominate the conversation.

- **Do not** lose track of time or lose sight of the discussion objectives. It is important that you cover the entire event during the 90-minute session.
- **Do not** attempt to guess if you do not know how to answer a question about statistics, resources, or policy. Offer to reach out to a SARC, VA, or other relevant and knowledgeable individual regarding the question and provide an answer later.
- **Do not** discuss or permit others to discuss details of current sexual assault investigations or disclose details about alleged or suspected incidents.
- **Do not** discuss your personal opinions about sexual assault or its causes.

Questions or clarification of any SAPR resources or information should be directed to your local SARC. A list of the SARCs is provided in **Appendix B**.

Questions about the Facilitation Guide should be directed to the SAPR Program POCs:

- SAPR Program Coordinator, HSWL Service Center, Mr. Magnus Graham ([Magnus.J.Graham@uscg.mil](mailto:Magnus.J.Graham@uscg.mil))
- SAPR Program Specialist (CG-111), Ms. Andrea McKie ([Andrea.L.McKie@uscg.mil](mailto:Andrea.L.McKie@uscg.mil))
- SAPR Program Manager (CG-111), Ms. Shawn Blaine ([Shawn.M.Blaine@uscg.mil](mailto:Shawn.M.Blaine@uscg.mil))

# FACILITATION GUIDE

---

## Opening Remarks (approx. 15 Minutes)

### SAY:

- Welcome! Good morning/good afternoon, my name is \_\_\_\_\_ and I will be your facilitator for today's presentation and discussion. April is Sexual Assault Awareness and Prevention Month (SAAPM) and the theme of this year's campaign is "Not in my Coast Guard," following the same theme as last year
- In recognition of SAAPM and this year's theme, we will hold an interactive discussion about bystander intervention and culture change to eliminate sexual assault.
- Today, we will discuss actions that each of us can take to advance our goal to drive sexual assault out of our Coast Guard.
- Our discussions will cover:
  - Reporting options and resources available for assistance.
  - Gender-based and other societal stereotypes and their associated problems.
  - Ways to prevent sexual assault and factors influencing the occurrence of sexual assault, including bystander intervention.
- Today's agenda will feature a two-part activity that includes a series of statements to which I will ask you to give immediate and candid responses followed by guided discussion questions focused on prevention and bystander intervention.
- Please visit the HQ SAPR website of [www.uscg.mil/sapr](http://www.uscg.mil/sapr) for more information as well.

### DO:

Distribute handouts for participants, including:

- An overview of Coast Guard Sexual Assault Reporting
- A list of the SARCs in the Coast Guard
- (If necessary) a Feedback form to be collected at the end of this event
- Attendance log

## Attendance

### SAY:

- Please ensure that you put your name and information on the sign-in sheet (Handout Attendance Log). Without it, you will not get SAPR Mandatory Training credit for attendance.

## Discussion Overview

### SAY:

- Our discussion today may remind you of situations you have seen in the workplace and/or outside of the workplace. Personal stories that connect with these cultural issues are good to identify. However, this is not the time to report an individual or individuals who have conducted inappropriate or criminal behavior that you have witnessed. Sharing hypothetical situations without personal identifiers is acceptable.

- If you believe that you have experienced or witnessed a situation that warrants reporting, we ask that you follow the appropriate reporting processes. In a moment, we will review the reporting processes.
- Today's conversations may trigger emotional reactions. If you feel uncomfortable or need to leave the room for any reason, such as using the facilities, please quietly exit the room at any time and return as soon as you are able.
- Does anyone have any questions before we proceed?

### **SAPR Resources and Processes**

#### **SAY:**

- At this point, I want to introduce you to (anyone who is appropriate – medical, chaplain, SVC, etc.).  
The SARC for this unit is: \_\_\_\_\_.  
The VAs for this unit are: \_\_\_\_\_.
- These individuals have been specifically trained in sexual assault prevention and response and are familiar with the Coast Guard environment. They can offer real-life perspective and are an excellent resource for any questions you may have. If you have any questions or concerns following this presentation, please seek them out at any time.
- In addition, these individuals are authorized and trained to receive reports of sexual assault. If you are a victim of sexual assault or know of a shipmate who has been sexually assaulted, you CAN privately share that information with our representative VAs or SARCs. You can also seek additional resources through a chaplain, the DoD Safe Helpline or CG SUPRT.
- Special Victims Counsel (SVC) is available to victims of sexual assault and are typically assigned via the SARC. SVCs are judge advocates that represent the interests of the victim throughout the investigatory and military justice processes. The main objective of an SVC is to provide legal support to individuals eligible for military legal assistance and DHS/CG civilian employees who are victims of an alleged sex-related offense. A victim can access this support with either a Restricted or Unrestricted Report.
- As a reminder, within the Coast Guard, there are two reporting options available to victims of sexual assault:
  - Unrestricted reporting: This is the process used by a service member to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim's report to command or law enforcement authorities or to a SARC, VA, health care professional (HCP), or anyone else is reportable to the Coast Guard Investigative Service (CGIS).
  - Restricted reporting: This is the process used by a service member to disclose to specific individuals on a confidential basis that he or she is the victim of a sexual assault. If the assault has been disclosed to ONLY a SARC, a VA, or HCP, it will not be reported to the chain of command or law enforcement (unless the victim consents or an established exception is exercised, per the SAPR Manual, COMDTINST M1754.10 (series)). If the assault was disclosed to any active duty member of the CG or DOD (except otherwise privileged communications with chaplains or a legal assistance attorney), the report must be Unrestricted. Exceptions to Restricted Reporting do exist.



**NOTE:** See **Appendix A** for the definition of Health Care Providers (HCPs) if needed.

## **Discussion**

### **SAY:**

- Let's start with an activity that involves presenting and then discussing a series of statements frequently heard concerning sexual assault. Some of these statements are myths, others are misconceptions, and others are based on stereotypes or prejudice. Some of the statements may be partially accurate but require clarification. Please understand that these statements are designed to be thought provoking and you are encouraged to speak openly and candidly about your feelings and opinions on the statements.

### **DO:**

- **Facilitator Guidance:** Facilitators must use the first three (3) statements, and then choose from the remaining set to discuss with participants as time permits. Regardless of the number of statements completed, once the statement activity reaches 25 minutes, begin to move to the Discussion Questions section following this segment. If there is more time after the discussion or if the participants are particularly engaged with this exercise, use the time to address more of these statements.

### **Part 1 - Statements Activity (~25 Minutes)**

**Facilitator Instructions:** *Read each statement aloud. Ask participants to discuss their thoughts or views on the statement. Remind participants to consider whether they think the statement is a myth, stereotype, based on prejudice or needs additional clarification when describing their views and opinions. After hearing participants' views, close the discussion of each statement by reading the "Guidance" following each statement.*

- Statement #1: I could never be sexually assaulted.
  - **Guidance:** Anyone could become a victim of sexual assault. It is important to be aware of surroundings and potentially dangerous situations although becoming a victim of a crime is never the victim's fault.
- Statement #2: Everyone should make sure to protect him or herself when going on a date with someone they do not know well.
  - **Guidance:** This statement is true regardless of gender. It is important that people maintain awareness of a situation and do not lose control. When going on a date, ensure a friend knows where you are. Although we all should take precautions to protect ourselves and be safe, it is never the fault of a victim if a crime is committed against them. Potential offenders look for vulnerabilities in a potential victim. Vulnerabilities could include being intoxicated and unable to protect oneself or being isolated away from others who might intervene or assist if a situation arises.
- Statement #3: Coast Guard members should help keep each other safe.
  - **Guidance:** All members must adhere to the Coast Guard's core values of honor, respect, and devotion to duty. Issues such as sexual assault, hazing, harassment, and stalking, often stem from a breakdown in these values. The public looks to you, members of the armed forces, to lead this culture of change in society. Respecting all people at all times eliminates undesirable and inappropriate issues such as sexual assault, hazing, harassment, stalking, etc.

Additional Statements:

- People are sexually assaulted because they ask for it in some way.
  - **Guidance:** Sexual assault is never the victim's fault regardless of appearance, gender, age, etc.
- Men are less likely to be victims of a sexual assault.
  - **Guidance:** Anyone could be a victim regardless of gender, so either gender is at risk for sexual assault. While women in the Coast Guard are ten times more likely to be a victim of assault, according to a 2014 survey, one third of assault victims were male.
- A woman could never sexually assault a man.
  - **Guidance:** Women can and do sexually assault men.
- Living up to the Coast Guard's core values is not always possible.
  - **Guidance:** Those who join the Coast Guard are aware of the core values and the expectation that members to their utmost to adhere to them.
- Stereotypes are based mainly on facts about people.
  - **Guidance:** Stereotypes are based in perceptions of people, not facts.
- I know what to do to intervene safely to prevent sexual assault.
  - **Guidance:** Remember, safety is paramount. We will learn more about what safe intervention looks like in the discussion to follow.
- I know all I need to know to report a sexual assault.
  - **Guidance:** Each unit has information about reporting and SARC and VA contact information. Also, the HQ SAPR website contains a good deal of information that all members can access – [www.uscg.mil/sapr](http://www.uscg.mil/sapr).

**Part 2: Discussion Questions (~50 Minutes)**

**Facilitator Instructions:** Pose each of the questions to the large group. Allow time for individuals to respond. Be sure to follow guidance provided for each question, including possible response sets and follow up questions. As facilitator, listen for each of the possible responses and fill in those that are not offered by participants. Some of the questions do not have answers as those questions allow for opinion-based answers.

**SAY:** At this point, we've completed Part 1 of the Activity. Let's dig deeper into topics related to gender and other societal stereotypes; risk, prevention, and intervention with regard to sexual assault; as well as how Coast Guard core values and a culture of respect work together to drive out sexual assault from our Service. Remember, everyone's views and opinions will be respected as we discuss these important topics.

- What are your initial reactions to these statements and our discussion about them?
  - **Possible responses:** Participants may be uncomfortable, annoyed, angry, surprised, disappointed, motivated, frustrated, or experience disbelief. Participants may give a variety of answers including some of these emotions. Try to elicit a response that includes an emotion or opinion on statements. If participants are quiet, use these or other emotions as starting points and ask if anyone felt that way. Acknowledge that these are typical responses to this type of discussion.
  - **Follow-on:** What about this exercise stood out for you? Why?

- What do you think are the main points you should take away from this activity?
  - **Possible responses:** Everyone is responsible for sexual assault; sexual assault is a societal problem; everyone deserves respect; anyone could be a victim or offender. As facilitator, listen for each of these responses and fill in those that are not offered by participants. Ask participants if they agree that the exercise addressed these topics.
  
- Can you think of some examples in everyday life of behaviors driven by gender-based attitudes? Where do you see it?
  - **Possible responses:** TV and commercials (Jersey Shore, AXE, perfume); movies; magazines; advertisements; music.
  
- What are your thoughts or views about societal gender stereotypes?
  - **Possible responses:** There are different words used for the same behavior or characteristics in men and women; children based on their gender are treated differently by adults; marketing targets people based on gender; yes, there are gender stereotypes, but why is that a bad thing?
    - Stereotypes place limitations on individuals and influence behavior
  - **Follow-on:** Have you seen stereotypes change throughout your lifetime?
  - **Follow-on:** What contributes to these stereotypes?
    - **Possible responses:** Some stereotypes are based in physical characteristics and differences; some are historical or economic.
  - **Follow-on:** What types of stereotypes do you see on a day-to-day basis?
  
- What message does it send when gender-based stereotypes go unchecked?
  - **Possible responses:** Okay to marginalize people; devalues worth; treat as objects.
  - **Answer:** People sometimes feel validated in not respecting others as it seems that society feels it's ok as well.
  
- How do you think gender-based stereotypes contribute to views and actions with regard to sexual assault?
  - **Possible responses:** Influences expectations, creates artificial roles, etc.
  - **Answer:** These stereotypes create a false sense of what's appropriate.
  
- Who is at risk for sexual assault?
  - **Possible responses:** People dressed in certain ways; people who are drunk or incapacitated; subordinates; people who are reckless. If these responses are given, ask participants why they feel these characteristics increase risk.
  - **Answer:** Everyone is at risk regardless of gender, age, appearance, or any other characteristic. Keep in mind that young people and seniors are often victims as well. State to participants that sexual assault is a crime – no one deserves to be sexually assaulted.
  - **Follow-up:** In what ways are the perpetrators of sexual assault always the same?
    - **Possible responses:** Always men; uneducated; unattractive; people without access to sex any other way; those in power.

- **Answer:** As it turns out, perpetrators are often personable, likable, socially adept, and have access to consensual sex. But above all, perpetrators typically don't have a uniform profile—men and women alike can be perpetrators regardless of age, position, or background.
- Who is responsible for preventing sexual assault?
  - **Possible responses:** People should protect themselves; women shouldn't dress in certain ways; people should not lose awareness or self-control; men.
  - Answer:** Everyone is responsible for preventing sexual assault because anyone can be affected by it, including ourselves, our partners, our children, our family, our friends, and our colleagues.
- What does "bystander intervention" mean to you?
  - **Possible responses:** Stop something bad from happening; not turning a blind eye; reporting; get an expert or superior involved, call the police.
  - **Answer:** As facilitator, listen for each of these responses and fill in those that are not offered by participants. Reiterate that everyone must take an active role in prevention. Everyone is responsible to intervene safely in circumstances he/she perceives to be unsafe, and we'll discuss the methods to do so shortly...but first:
- What are some reasons why people DON'T get involved in a given situation?
  - **Possible responses:** It's not my problem; It's not my job; It's not my responsibility; I don't feel safe; I don't know what to do or say; I don't want to get into other people's business; someone else will take action; I've been drinking and don't want an alcohol incident if things go bad.
  - **Answer:** As facilitator, listen for each of these responses and fill in those that are not offered by participants. Bystanders often feel that getting involved is not their "job" and they should mind their own business, especially if the person at risk is a stranger or there are many other people around who could potentially intervene.
- What are some reasons that people DO get involved in a given situation?
  - **Possible responses:** I care about the person involved; someone helped me once; I didn't think about it, I just reacted; I was doing what I would want someone to do for me; it's the right thing to do; my duty to intervene; Shipmate 19, no bystanders in the CG, senior leadership speeches and messages, etc.
  - **Answer:** As facilitator, listen for each of these responses and fill in those that are not offered by participants.
- What are safe ways to intervene?
  - **Possible responses:** Call the police (yes if warranted); restrain the perpetrator (do not physically engage); assist when asked; take a picture; assess for safety.
  - **Answer:** Use the four "D"s:
    - **Direct** – most common; you safely intervene by approaching the potential victim and/or potential offender in a non-threatening manner (e.g., ask if they are ok, does anyone need to go home, etc.). Do not physically engage.
    - **Distract or Delay** – intervene by diffusing the issue with a distraction

(spilling a drink, females go to the ladies room in groups, etc.), or speak to the potential victim about something else to draw them away and get them out of the situation.

- **Delegate** – talk to a bartender/bouncer, etc. to decide action. Call the police if situation warrants it.
- Now that we've completed both parts of this activity, what is your main take away from this exercise?
  - **Answer:** Sexual assault is everyone's concern. Everyone must be aware – both of him or herself and other Coast Guard members. Safe intervention is a critical part of preventing sexual assault.

#### **Discussion Conclusion**

- The Coast Guard's core values are Honor, Respect and Devotion to Duty. If all people truly respected each other, issues such as sexual assault would never occur. Unit cohesion and the desire to look out for others results in individuals intervening to assist someone at risk of injury or violence. Prevention and effective bystander intervention is a win for you, the potential victim, as well as the entire Coast Guard. Please be sure to provide feedback on today's training via the link in the SAAPM 2016 ALCOAST (link also on paper feedback forms). Thank you for your time today.

## APPENDIX A – GLOSSARY

---

1. **Consent**–Words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person. An expression of refusal or lack of consent through words or conduct means there is no consent (i.e., “No Means No”). Lack of verbal or physical resistance or submission resulting from the accused’s use of force, threat of force, or placing another person in fear does not constitute consent. The victim’s lack of verbal or physical resistance or submission resulting from intoxication, from unconsciousness due to sleep or alcohol/drug consumption, or from any other conditions which render the person incapable of consenting, declining participation in the act, or communicating unwillingness to engage in the sexual act does not constitute consent. A current or previous dating relationship shall not constitute consent. The manner of dress of the victim shall not constitute consent.
2. **Health Care Provider (HCP)**–This term applies to personnel (military, uniformed, civilians, contract, and Auxiliary) who provide clinical care at Coast Guard clinics or sickbays. HCPs include physicians, dentists, pharmacists, physician assistants, nurses, dental hygienists and assistants, mental health counselors, and health services technicians.
3. **Reporting**
  - a. **Restricted Reporting**–The process used by a service member or adult military dependent to disclose to specific individuals on a confidential basis that he or she is the victim of a sexual assault. If the assault has been disclosed to ONLY a SARC, a VA, or healthcare personnel, it will not be reported to the chain of command or law enforcement (unless the victim consents or an established exception is exercised). If the assault was disclosed to anyone in the armed forces (except otherwise privileged communications with chaplains or a legal assistance attorney), the report must be Unrestricted. Exceptions to Restricted Reporting do exist.
  - b. **Unrestricted Reporting**–The process used by a service member or adult military dependent to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault. Under this circumstance, the victim’s report and any details provided to a SARC, VA, HCP, command authorities, or other persons are reportable to Coast Guard Investigative Service (CGIS).
4. **Sexual Assault** – Contact between the penis and the vulva or anus or mouth of another person, or the penetration, however slight, of the vulva, anus, or mouth of another by any part of the body or by any object with an intent to abuse, humiliate, harass, or degrade any person, or to arouse or gratify the sexual desire of any person. Sexual assault also includes touching or causing another person to touch, either directly or through the clothing, the genitalia, anus, groin, breast, inner thigh, or buttocks of any person, with an intent to abuse, humiliate, or degrade any person, or touching, or causing another person to touch, either directly or through clothing, any body part of any person, if done with an intent to arouse or gratify the sexual desire of any person.
5. **Sexual Assault Response Coordinator (SARC)** - A SARC is a 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 SAPR services in their AOR such as training and prevention activities. A Coast Guard SARC may be a full-time SARC, an Employee Assistance Program Coordinator (EAPC), or a Family Advocacy Specialist (FAS).

6. **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.
7. **Victim** - For the purpose of this Facilitation Guide, a victim is a person who alleges direct harm as a result of the commission of a sexual assault. It is important to note that the term "victim" is subjective and must be carefully used, especially to the victims themselves. There comes a point in the recovery of a victim where they may refer to themselves as "survivors."
8. **Victim Advocate (VA)** - Coast Guard service members and civilian employees volunteer to be advocates for the victim; a person who can provide emotional support to the victim during interviews, medical procedures and legal proceedings. A VA is also a prevention resource and assists the SARC in prevention related activities.

## APPENDIX B SARC CONTACT LIST

| Sector                   | Point of Contacts  | Address   |
|--------------------------|--|---|
| <b>D-1 Boston</b>        | Jacquelyn Tellier<br>(617) 223-3484<br>(617) 894-9603<br><a href="mailto:jacquelyn.e.tellier@uscg.mil">jacquelyn.e.tellier@uscg.mil</a>    | CG HSWL Regional Practice Boston<br>427 Commercial Street<br>Boston, MA 02109-1027                                    |
| <b>D-1 CGA</b>           | Shannon Norenberg<br>(860) 701-6647<br>(860) 625-1002<br><a href="mailto:shannon.e.norenberg@uscg.mil">shannon.e.norenberg@uscg.mil</a>    | Coast Guard Academy<br>15 Mohegan Avenue<br>New London, CT 06320-8108   |
| <b>D-1 New York</b>      | Leslie Cardona<br>(718) 354-2265<br>(617) 549-3717<br><a href="mailto:leslie.s.cardona@uscg.mil">leslie.s.cardona@uscg.mil</a>             | CG HSWL Regional Practice New York<br>215 Drum Road<br>Wing C, Room 103<br>Staten Island, NY 10305                    |
| <b>D-5 Cape May</b>      | Marianne Bustin<br>(609) 898-6451<br>(609) 780-6152<br><a href="mailto:marianne.bustin@uscg.mil">marianne.bustin@uscg.mil</a>              | CG HSWL Regional Practice Cape May<br>1 Munro Avenue<br>Cape May, NJ 08204-5000                                       |
| <b>D-5 Portsmouth</b>    | Lauren Jennings<br>(757) 686-4031<br>(757) 334-0985<br><a href="mailto:lauren.p.jennings@uscg.mil">lauren.p.jennings@uscg.mil</a>          | CG HSWL Regional Practice Portsmouth<br>4000 Coast Guard Blvd<br>Portsmouth, VA 23703-2199                            |
| <b>D-5 Washington DC</b> | Simone Hall<br>(202) 372-4085<br>(202) 631-3264<br><a href="mailto:simone.m.hall@uscg.mil">simone.m.hall@uscg.mil</a>                      | CG HSWL Regional Practice Washington D.C.<br>2703 Martin Luther King Jr Ave SE Stop 7118<br>Washington, DC 20593-7118 |
| <b>D-7 Miami</b>         | Deborah Zimmerman<br><br>(305) 695-2332<br><a href="mailto:deborah.e.zimmerman@uscg.mil">deborah.e.zimmerman@uscg.mil</a>                  | CG HSWL Regional Practice Miami<br>100 MacArthur Causeway<br>Miami, FL 33139-5101                                     |
| <b>D-8 Houston</b>       | James Green<br>(281) 464-4808<br>(504) 331-0288<br><a href="mailto:james.g.green@uscg.mil">james.g.green@uscg.mil</a>                      | CG HSWL Regional Practice Houston/Galveston<br>13411 Hillard Street<br>Houston, TX 77034-5635                         |
| <b>D-8 New Orleans</b>   | Michael Jordy<br>(504) 202-2367<br>(504) 253-4709<br><a href="mailto:michael.d.jordy@uscg.mil">michael.d.jordy@uscg.mil</a>                | CG HSWL Regional Practice New Orleans<br>1790 Saturn Street<br>New Orleans, LA 70129-2218                             |
| <b>D-8 St Louis</b>      | Christopher Hooper<br>(314) 269-2319<br>(314) 606-5072<br><a href="mailto:christopher.m.hooper@uscg.mil">christopher.m.hooper@uscg.mil</a> | CG HSWL Regional Practice St Louis<br>1222 Spruce Street<br>Ste. 2.102B<br>St Louis, MO 63103-2832                    |
| <b>D-9 Cleveland</b>     | Monica Reider<br>(216) 902-6356<br>(216) 402-7612<br><a href="mailto:monica.r.reider@uscg.mil">monica.r.reider@uscg.mil</a>                | CG HSWL Regional Practice Cleveland<br>1240 E. 9th Street<br>Cleveland, OH 44199-2060                                 |



|                       |   |   |
|-----------------------|---|---|
| <b>D-11 Alameda</b>   | Nicole Beeson<br>(510) 437-3446<br>(510) 871-0114<br><a href="mailto:nicole.l.beeson@uscg.mil">nicole.l.beeson@uscg.mil</a>             | CG HSWL Regional Practice Alameda<br>USCG Island<br>Building 1, Rm 143<br>Alameda, CA 94501-5100                |
| <b>D-11 San Pedro</b> | Tiffani Collier<br>(310) 521-6136<br>(310) 877-3779<br><a href="mailto:tiffani.collier@uscg.mil">tiffani.collier@uscg.mil</a>           | CG HSWL Regional Practice San Pedro<br>1001 S. Seaside Avenue<br>Building 38<br>San Pedro, CA 90731-0208        |
| <b>D-11 Petaluma</b>  | Clinton Watanabe<br>(707) 765-7106<br>(707) 591-4181<br><a href="mailto:clinton.m.watanabe@uscg.mil">clinton.m.watanabe@uscg.mil</a>    | USCG Training Center<br>599 Tomales Road<br>Petaluma, CA 94952-5000   |
| <b>D-13 Seattle</b>   | Jennifer Husman<br>(206) 217-6675<br>(206) 735-1759<br><a href="mailto:jennifer.m.husman@uscg.mil">jennifer.m.husman@uscg.mil</a>       | CG HSWL Regional Practice Seattle<br>1519 Alaskan Way South<br>Building 1 S., Floor 3<br>Seattle, WA 98134-1102 |
| <b>D-14 Honolulu</b>  | Toni Scott<br>(808) 842-2092<br>(808) 227-1026<br><a href="mailto:toni.l.scott@uscg.mil">toni.l.scott@uscg.mil</a>                      | CG HSWL Regional Practice Honolulu<br>400 Sand Island Parkway<br>Work-Life Division<br>Honolulu, HI 96819-4326  |
| <b>D-17 Kodiak</b>    | Jody Carman<br><br>(907) 487-5525<br><a href="mailto:jody.l.carman@uscg.mil">jody.l.carman@uscg.mil</a>                                 | CG HSWL Regional Practice Kodiak<br>Building N-27<br>Storis Drive<br>P.O. Box 195022<br>Kodiak, AK 99619-5022   |
| <b>D-17 Juneau</b>    | Betsy Longenbaugh<br>(907) 463-2127<br>(907) 957-0387<br><a href="mailto:betsy.e.longenbaugh@uscg.mil">betsy.e.longenbaugh@uscg.mil</a> | CG HSWL Regional Practice Juneau<br>709 West 9th Street<br>Juneau, AK 99802-5517                                |

# APPENDIX C – REPORTING OPTIONS and RESOURCES

*There are two ways of reporting sexual assault. . .*

## Coast Guard Sexual Assault Reporting

It's vital to know the difference!

If you inform anyone other than those that can accept a Restricted Report about the sexual assault it automatically becomes an Unrestricted Report.

### Unrestricted

- Contact SARC, Medical, Victim Advocate, supervisor, or command.
- Chain of command is notified
- Victim Advocate attends to victim needs – provides supportive services
- Investigation initiated
- Can receive medical care
- Can receive counseling
- Can receive SVC assistance
- Option to request a Military Protection Order
- Option to request a change in duty location

### Restricted

- Contact SARC, Medical\*\*, or Victim Advocate
- Chain of command is **NOT** notified
- Victim Advocate attends to victim needs – provides supportive services
- Can receive medical care
- Can receive counseling
- Can receive SVC assistance
- Victim can request to change to an Unrestricted Report at any time

\*\* In a mandatory reporting state, such as California, care must be taken before contacting medical to ensure confidentiality can be maintained. Contact the Regional SARC for further assistance.

### Chaplains

You can contact a military chaplain to receive confidential help without triggering any reporting requirement.

If you are unable to reach a SARC or a VA click, call, or text the DoD Safe Helpline listed below.

|   |   |   |
|---|---|---|
| <p><b>SEXUAL ASSAULT RESPONSE COORDINATOR (SARC)</b></p> <p>Name:</p> | <p><b>VICTIM ADVOCATE</b></p> <p>Name:</p>  | <p><b>DISTRICT COMAND CENTER</b><br/>(ASK FOR A SARC)</p> <p>( _____ ) _____ - _____</p>  |
| <p>( _____ ) _____ - _____</p>  | <p>( _____ ) _____ - _____</p>              | <p>SAPR Program Web page:<br/><a href="http://www.uscg.mil/sapr/">http://www.uscg.mil/sapr/</a><br/>COMDINST 1754.10(series)</p>  |
| <p><b>LOCAL RESOURCES</b></p>   | <p>Name:</p> <p>( _____ ) _____ - _____</p> | <p>CG Support: 855-CGSUPRT<br/><a href="http://www.cgsuprt.com">http://www.cgsuprt.com</a></p> <p>DoD Safe Helpline:<br/><a href="http://www.safehelpline.org">www.safehelpline.org</a><br/>Phone Number: 877-995-5247<br/>Text: 55-247</p> |

## APPENDIX C – REPORTING OPTIONS and RESOURCES (cont)

---

SAPR Program Web page: <http://www.uscg.mil/sapr/>

SAPR Program Portal page: <https://cglink.uscg.mil/20bed502>

SARC Contact Information: [http://www.uscg.mil/sapr/sapr\\_contact.asp](http://www.uscg.mil/sapr/sapr_contact.asp)

Command guides and toolkits: [Command Toolkit](#)

CG Support: 855-CGSUPRT or <http://www.cgsuprt.com>

### DoD Safe Helpline:

[www.SafeHelpline.org](http://www.SafeHelpline.org)

Operated by the Rape, Abuse, and Incest National Network (RAINN), the Safe Helpline website provides links to the online Helpline (live, confidential, 24/7 online support), Safe Helpline, and Info by Text, along with general information about sexual assault.

[DoD Safe Helpline Mobile App](#) - Gives members of the military community access to resources and tools to help manage the short- and long-term effects of sexual assault.

Phone Number: 877-995-5247

Text: 55-247 (in the U.S.) or 202-470-5546 (outside the U.S., international fees may apply)

The 24/7 DoD Safe Helpline also provides assistance. Users have three ways to access their services - "click, call or text" for confidential support, available 24/7 worldwide.

*Click* - Logging on to [www.SafeHelpline.org](http://www.SafeHelpline.org) for live, one-on-one confidential help with a trained professional.

*Call* - Calling the hotline at **1-877-995-5247** allows users to speak with a trained staff member for personalized advice and support to military and/or civilian resources.

*Text* - Texting a location or zip code to **55-247** (inside the U.S.) or **001-202-470-5546** (outside the U.S.) allows users to receive contact information for the SARC.

### Policy, Guidance, and Directives:

Sexual Assault Prevention and Response (SAPR) Program, COMDINST 1754.10 (series)

### Local Resources:

Contact your unit's SARC or VA for a list of additional resources in your area.

## APPENDIX D – FEEDBACK FORM

Link to online form: <https://surveys.uscg.mil/Community/se.ashx?s=6F20F7741A59F5BD>  
 (Also provided in SAAPM 2016 ALCOAST)

**Contact Information (Optional)**

Title/Rank: \_\_\_\_\_  
 Name (Last, First, M): \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Unit Information (Required)**

District: \_\_\_\_\_  
 Unit Type: \_\_\_\_\_

**Unit Information (Optional)**

Unit ID (OPFAC): \_\_\_\_\_  
 HQs Directorate: \_\_\_\_\_

**What aspect of the SAAPM event was most useful?**

- The provocative statement exercise
- Discussion questions
- Questions and comments from other participants
- Other, please specify: \_\_\_\_\_

**Please let us know how we can improve our SAAPM event programming:**

- Include instructional activities that allow participants to practice intervention
- Include instructional activities that allow participants to practice prevention
- Show video clips that reinforce the SAAPM’s messaging about stereotyping and intervention
- Other, please specify: \_\_\_\_\_

---



---



---

| Objectives and Material  | Strongly Disagree     | Disagree              | Agree                 | Strongly Agree        |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| The event met unit expectations.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Our Command will be able to apply what was learned.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The objectives were identified and followed.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The content was organized and easy to follow.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The materials were pertinent and useful.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The facilitator was prepared for the material.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Individual participation and interaction were encouraged.  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The mix of statements and guided discussions were appropriate and effective in growing my awareness. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

|  |                       |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| The event helped identify how gender-based stereotyping and behaviors can lead to more serious crimes such as sexual assault.                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The event helped identify how offensive, harassing, or stereotyping behaviors can lead to more serious crimes such as sexual assault.        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The event reinforced how to utilize the various reporting options and the resources available.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The event provided opportunities for me to <u>observe</u> behaviors that build a culture and climate intolerant of sexual assault.           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| The event provided opportunities for me to <u>practice</u> observed behaviors that build a culture and climate intolerant of sexual assault. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

# APPENDIX E – ATTENDANCE FORM

**United States Coast Guard  
Sexual Assault Awareness Prevention Month (SAAPM) Training 2016  
Sign-In Roster**

Unit Name: \_\_\_\_\_ Date: \_\_\_\_\_ Facilitator Name \_\_\_\_\_

Participants may receive SAPR MT credit for 2016

| First Name | Last Name | Department | EMPLID # | Email | Initials |
|------------|-----------|------------|----------|-------|----------|
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |
|            |           |            |          |       |          |