

**Sexual Assault Prevention and Response (SAPR) Program:
Victim Advocate (VA) Transfer Process Job Aid
for Victim Advocates (VAs)**

Purpose

This tool is to provide steps to follow when a VA transfers to help keep that VA engaged in remaining a VA after the transfer, if possible.

Step	VA Actions
1	Before transferring, inform your Sexual Assault Response Coordinator (SARC) of the upcoming transfer. This update will allow the SARC to keep accurate lists of VAs in his or her area as well as provide you, the transferring VA, contact information for the SARC closest to your new duty station. The SARC will also contact the new SARC as a courtesy that a VA has moved to his or her AOR. This update is also necessary if you are assigned to a victim who will need a new VA assigned.
2	Upon reporting to the new duty station, assess your new work load to determine if you can continue to fulfill VA duties.
3	If you determine that you cannot continue these duties at your new duty station, you should contact the new SARC and request to become an inactive VA. If you later desire to switch to an active VA, contact the SARC who will determine if refresher training will be required to return to an active VA status. OR If you determine that you can continue these duties, or you decide to switch from inactive to active status, discuss this decision with your supervisor and commander to gain approval.
4	Once supervisor and command approval is obtained, contact the new SARC and provide a signed Victim Advocate Supervisor Statement of Understanding, Form CG-6095B, and command designation letter.

Inactive VA

1. Does not provide VA support services.
2. Is not assigned to sexual assault victims.
3. Does not attend VA refresher training.
4. Should not be listed on any SAPR materials as a VA resource to contact since he or she is not current on VA trainings and policies.
5. Could still potentially receive a restricted case since VA training has been completed, but must immediately report the sexual assault to the SARC and would not typically be assigned to the reported case.