

U.S. Department of
Homeland Security

United States
Coast Guard



Sexual Assault Prevention and Response (SAPR) Program

COMDTINST M1754.10E

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COMMANDANT INSTRUCTION M1754.10E

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM

- Ref:
- (a) Manual for Courts-Martial (MCM), United States (2012)
 - (b) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
 - (c) Military Justice Manual, COMDTINST M5810.1 (series)
 - (d) Coast Guard Investigative Service Roles and Responsibilities, COMDTINST 5520.5 (series)
 - (e) Family Advocacy Program (FAP), COMDTINST 1752.1 (series)
 - (f) Chapter 39 of 10 United States Code (U.S.C.) §673
 - (g) Military Assignment and Authorized Absences, COMDTINST M1000.8 (series)
 - (h) Personnel Security and Suitability Program, COMDTINST M5520.12 (series)

1. PURPOSE. This Manual establishes policy for the Coast Guard SAPR Program. The ultimate purpose of this program is to eliminate sexual assault within the Coast Guard and provide response services when a sexual assault does occur. The Coast Guard seeks to achieve this goal by 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 (civilian or uniformed) must be thoroughly familiar with this Manual.
2. ACTION. Area, district, sector, service/logistic centers, and, base commanders, unit commanders, Commanding Officers (COs) of headquarters units, deputy/assistant commandants for directorates, Judge Advocate General (JAG) and special staff offices at Headquarters shall ensure that personnel follow the provisions of this Manual. Internet release is authorized.
3. DIRECTIVES AFFECTED. Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10D, is hereby cancelled.

DISTRIBUTION – SDL No. 166

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NON-STANDARD DISTRIBUTION: None

4. DISCUSSION. The policies in this Manual cover prevention and response requirements that personnel must understand in order to stop offenders and care for victims. The SAPR Program focuses on prevention strategies, supporting victim recovery, and assisting service member victims to be fully mission capable and engaged. The SAPR Program does not provide policy for legal processes within the responsibility of Reference (a). Standardized SAPR requirements, terminology, guidelines, protocols, and instructional materials must focus on awareness, prevention, and response at all levels as appropriate.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. This Manual is a complete revision and should be carefully reviewed in its entirety. Major changes to this Manual are summarized below:
 - a. Procedural guidance has been removed from this Manual for the creation of a SAPR Tactics, Techniques, and Procedures (TTP).
 - b. Chapter 1, Paragraph F increases the storage of evidence in Restricted Report cases from one year to five years.
 - c. Chapter 1, Paragraph H includes the role of the Special Victims Counsel (SVC).
 - d. Chapter 1, Paragraph M.1 updates the requirements to become a Sexual Assault Response Coordinator (SARC) to include background screening and credentialing.
 - e. Chapter 1, Paragraph M.2 outlines the circumstances under which SARCS may have duties revoked or suspended.
 - f. Chapter 1, Paragraph M.3 has been added to describe the Credential Suspension and Revocation Process.
 - g. Chapter 1, Paragraph O updates the requirements for a military member to become a Victim Advocate (VA) to include background screening and credentialing.
 - h. Chapter 2, Paragraph A requires commands to:
 - (1) Share Defense Equal Opportunity Management Institute (DEOMI) Organizational Climate Survey (DEOCS) results with the next higher command.
 - (2) Discuss SAPR with all incoming personnel.
 - (3) Post the contact phone numbers for the SARC, the Department of Defense (DoD) Safe Helpline, and CG SUPRT in a conspicuous location.
 - (4) Provide adequate access to VAs as directed in this Paragraph.

- i. Chapter 2, Paragraph B.2 has been updated to further specify the role of command cadre members serving as VAs.
 - j. Chapter 2, Paragraph C.5 requires COs/Officers-in-Charge (OICs) to complete and submit the Sexual Assault Incident Report, Form CG-5370.
 - k. Chapter 2, Paragraph C.7 provides clarifying instructions on Military Protective Orders (MPOs) to COs/OICs.
 - l. Chapter 2, Paragraph E requires review of personnel records for members who have been convicted of a court-martial, received Non-Judicial Punishment (NJP), or received punitive administrative action resulting from a sex-related offense.
 - m. Chapter 4 expands Unrestricted and Restricted Reporting to adult armed forces dependents and to sexual assaults of active duty members prior to their entry into the service.
 - n. Chapter 4, Paragraph H creates a modified Line of Duty (LOD) process for Reserve members who elect Restricted Reporting and require medical entitlements.
 - o. Chapter 5, Paragraph A provides guidance on the SAPR Crisis Intervention Team (CIT).
 - p. Chapter 5, Paragraph B provides guidance on the Restricted Case Management Group (RCMG).
 - q. Chapter 6 provides SAPR training requirements.
 - r. Chapters 2, 4, and 5 include relevant guidance on expedited transfers.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
- a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current United States Coast Guard (USCG) CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
 - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other environmental mandates.

8. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Commandant (CG-612) web sites:
Internet: <http://www.uscg.mil/directives/>
CGPortal: <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>
9. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. DEFINITIONS. Specific definitions of the elements of the sexual assault, sexual contact, and forcible sodomy offenses are found in Articles 120 and 125, Uniform Code of Military Justice (UCMJ). See Enclosure (1) for definitions and Enclosure (2) for a list of acronyms used in this Manual.
11. APPLICATION. This Manual applies when sexual assault is reported or alleged and the victim or alleged offender is a Coast Guard active duty service member, Coast Guard Reserve member on active duty or in a drill status, Public Health Service (PHS) officer detailed to the Coast Guard, or adult armed forces dependent. This Manual also applies to Coast Guard service members detailed to non-Coast Guard commands. For DoD active duty service members serving under a Coast Guard command, this Manual is applicable. When a sexual assault report is received by the Coast Guard and the victim or alleged offender is a member of other uniformed services, the Coast Guard will coordinate with that Service to arrange services.
 - a. References (b) through (d) provide guidance on specific policies for medical care, legal prosecution, and criminal investigations, respectively. Individuals should review these references in conjunction with this Manual for further information on medical, legal, or Coast Guard Investigative Service (CGIS) policies that go beyond the SAPR policies addressed in this Manual.
 - b. The Unrestricted and Restricted Reporting options addressed in this Manual do not apply to civilian employees and their dependents, minor armed forces dependents, civilian visitors, Auxiliarists, contractors, or interns. Civilian employees and their dependents, minor armed forces dependents, civilian visitors, Auxiliarists, contractors, and interns may report a sexual assault to a unit commander or watchstander, SARC, VA, Health Care Provider (HCP), or local law enforcement. In cases where the victim is a civilian employee or his/her dependent, minor armed forces dependent, civilian visitor, Auxiliarists, contractor, or intern, Coast Guard personnel receiving the report of assault must contact the local SARC, who will ensure that the victim is provided initial crisis intervention services and is then referred to CGIS, and local law enforcement and rape crisis centers.

- c. For questions regarding appropriate disciplinary action for civilians accused or convicted of a sexual assault or any sexual misconduct, contact the servicing Workforce Relations Division (CG-1214) specialist.
 - d. Reference (e) provides policies and procedures for reporting sexual abuse incidents occurring between family members or committed by caregivers, and must be followed in those situations.
12. **SCOPE:** All Coast Guard members are responsible for understanding the Coast Guard's sexual assault policy, the penalties and consequences for engaging in any form of sexual assault, and the adverse impact of sexual assault on unit and Coast Guard mission accomplishment. Coast Guard members must not:
- a. Commit sexual assault or other acts of sexual misconduct, in violation of the UCMJ.
 - b. Retaliate or take reprisal against a person who provides information on an incident of alleged sexual assault.
 - c. Knowingly make a false accusation of a sexual assault.
 - d. Condone or ignore sexual assaults.
13. **PRIVACY PROVISIONS.** The Privacy Act (5 U.S.C. 552a), as discussed in The Coast Guard Freedom of Information and 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. These acts and regulations place procedural requirements on the use and disclosure of such information. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of Personally Identifiable Information (PII) in its possession. 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).
14. **FORMS/REPORTS.** The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal <https://cgportal.uscg.mil/delivery/Satellite/CG611/FORMS> and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
15. **REQUEST FOR CHANGES.** Recommended changes must be submitted via the chain-of-command to Commandant (CG-1111), Sexual Assault Prevention and Response Program.

W.G. Kelly /s/
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Human Resources

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CHAPTER 1 ROLES AND RESPONSIBILITIES

- A. Commandant (CG-1). Commandant (CG-1) shall direct and guide the SAPR Program.
- B. Commandant (CG-11). Commandant (CG-11) shall provide oversight of policy and medical guidance regarding the Coast Guard SAPR Program.
- C. Commandant (CG-111). Commandant (CG-111) shall:
1. Provide procedure implementation as described herein.
 2. Collaborate with Base CO/OICs, the Health, Safety, and Work-Life Service Center (HSWL SC), and HSWL Regional Managers (RMs) to ensure compliance with this Manual.
 3. Coordinate with CGIS and the Judge Advocate General's Office of Military Justice (CG-LMJ) as needed.
- D. Sexual Assault Prevention and Response Program Manager (SAPR PM). The SAPR Program Manager (PM), assigned to Commandant (CG-1111), shall:
1. Administer the Coast Guard's SAPR Program. The SAPR PM provides program management and coordination authority for the SAPR Program.
 2. Promulgate policy and guidance regarding the Coast Guard's SAPR Program.
 3. Respond to questions and queries regarding the policy within this Manual.
 4. Coordinate with CGIS, CG-LMJ, and the SVC Office (CG-LMA) as needed.
 5. Collaborate and establish standards, objectives, consistent policies and procedures for the SAPR Program and Coast Guard directorates.
 6. Review and sanction any SAPR related duty titles and position descriptions.
 7. Work in conjunction with the Force Readiness Command (FORCECOM) and the HSWL SC staff regarding required training and performance support solutions. Such training and performance solutions include Mandated Training (MT), SARC and VA training, and case management procedures.
 8. Arrange for or provide training on the requirements of this Manual to field elements to ensure adequate and appropriate implementation, including the initial Coast Guard SARC training. The SAPR PM shall collaborate with the HSWL SC and FORCECOM to develop and disseminate any other potential training curriculum that may be necessary to effectively implement the SAPR Program.
 9. Advise and collaborate with the Coast Guard Academy and FORCECOM Training Division (FC-T) on all policy, training, issues, and reports related to sexual assault at the

Coast Guard Academy and FORCECOM Training Centers (TRACENs), to ensure understanding of the SAPR Program commences at these accession points.

10. Ensure the use of the DSAID throughout the Coast Guard by maintaining Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs) with the DoD, ensuring SARCs are trained on the DSAID, and working with DoD Sexual Assault Prevention and Response Office (SAPRO) on changes and updates to the DSAID.
 11. Monitor statistical data within DSAID.
 12. Prepare program responses to reporting requirements and inquiries as required by statute, Congress, DHS, or the President. These reporting requirements include the Annual Report on Sexual Assault in the Coast Guard to be prepared in accordance with the Coast Guard Authorization Act of Fiscal Year 2010 and the Coast Guard Academy Sexual Harassment Violence Report to Congress to be prepared in collaboration with the Coast Guard Academy.
 13. Collaborate with the HSWL SC staff on a unified SAPR Program Quality Assurance (QA) review process.
 14. Oversee all SAPR Program activities, SAPR training initiatives, unit-level SAPR initiatives, and SAPR materials throughout the Coast Guard. Collaborate with the HSWL SC to develop and implement activities and initiatives.
 15. Maintain a collaborative working relationship with the DoD SAPRO, and participate as a member on relevant committees and projects.
 16. Establish working relationships with outside organizations that may affect or impact the Coast Guard SAPR Program.
 17. Collaborate with the HSWL SC and HSWL RMs on all interviews for hiring personnel for the role of SARC (full time or part time) to ensure incoming staff members possess appropriate SAPR-related experience.
 18. Provide Commandant (CG-11) with current or emerging information which may impact the SAPR Program.
 19. Maintain and protect a list of all members who are convicted by a court-martial, receive NJP, or receive punitive administrative action for a sex-related offense. Ensure that all SAPR personnel who require security records screening hold a minimum Tier 3 requirement for background check.
- E. Commandant (CG-112). Commandant (CG-112) shall:
1. Ensure uniformed physicians participate in the SAPR CIT when necessary per Chapter 5 of this Manual.

2. Ensure all health care personnel are trained annually on the requirements of this Manual per Chapter 6 of this Manual.
 3. Work with the SAPR PM to resolve issues and develop policies related to HCP involvement with victims and the overall medical care of victims within the Coast Guard.
- F. Coast Guard Investigative Service (CGIS) Headquarters (CG-CGIS). Commandant (CG-CGIS) shall:
1. Educate CGIS field units on processes to initiate and report formal criminal investigations of all alleged, suspected, or actual incidents of sexual assault reported to CGIS as an Unrestricted Report.
 2. Require all CGIS field elements to immediately notify the local SARC upon receipt of the initial report of sexual assault, and note that contact in their reports.
 3. Direct CGIS field agents to participate in the SAPR CIT when necessary per Chapter 5 of this Manual.
 4. Ensure all CGIS investigative personnel are trained annually on the requirements of Chapter 6 in this Manual; this training can be provided or coordinated by the SARC.
 5. Ensure evidence collected for a Restricted Report is maintained at the CGIS Region or Resident Agent Office level, depending on the location of those collected items. CGIS will retain evidence from a Restricted Report for at least five years after the assault was reported and will not process evidence (retain in storage only) unless the victim changes his or her report to Unrestricted.
 6. Ensure CGIS Special Agents are aware of the “victim privilege” between a victim and VA, and abide by its implications. Accordingly, the VA will not be interviewed by law enforcement officials unless privilege is rescinded by the victim or an exception applies according to Military Rules of Evidence (MRE) 514 of Reference (a).
 7. Ensure CGIS Special Agents advise all victims before the start of an interview on the option to have a trained Coast Guard VA, SVC, or other support person of his or her choosing, present during any interview. If the victim requests a VA, SVC, or other support person, ensure CGIS Special Agents make reasonable efforts for that person to be present during any interview or medical procedure if this can be accomplished without unduly delaying the investigation.
 8. If a victim is not currently represented by an SVC and has not been informed of their ability to receive counsel, ensure that CGIS Special Agents advise victims on the option of having an SVC appointed. If a victim requests an SVC but circumstances exist where the CGIS Special Agent believes there could be imminent danger to the victim, others, or to the ability to collect forensic evidence, the CGIS Special Agent may conduct a limited initial interview in order to gain critical facts and circumstances of the reported incident without the SVC being present.

9. Ensure that CGIS Special Agents provide all victims with the Initial Information for Victims and Witnesses of Crime. Also, ensure CGIS agents understand that they do not explain or have victims sign the Victim Reporting Preference Statement, Form CG-6095, as that is the role of the SARC, VA, or HCP.
10. Report annual fiscal year statistics on reported sexual assaults to the SAPR PM to meet statutory, Congressional, or Presidential reporting requirements. This includes following the reporting requirements set forth in the Coast Guard Authorization Act of 2010.
11. Provide the SAPR PM a list of all members who are convicted by a court-martial or receive NJP for a sex-related offense after final disposition. See Chapter 2, Paragraph D of this Manual for more information.
12. Work with the SAPR PM to resolve issues and develop policies related to CGIS's engagement with victims and the overall investigation of sexual assaults within the Coast Guard.

G. The Office of Military Justice (CG-LMJ). The Office of Military Justice (CG-LMJ) shall:

1. Ensure Staff Judge Advocates (SJA) participate in the SAPR CIT when necessary per Chapter 5 of this Manual.
2. Ensure all SJA are trained annually on the requirements of Chapter 6 of this Manual, which can be provided or coordinated by the SARC.
3. Provide the SAPR PM a list of all members who are convicted of court-martial or receive NJP for a sex-related offense. See Chapter 2, Paragraph D of this Manual for more information.
4. Collaborate with the SAPR PM.

H. Special Victims' Counsel (SVC) (CG-LMA-A). The SVC is a judge advocate who provides legal assistance to victims in a confidential attorney-client relationship through the investigation and any related proceedings. SVCs are available to victims, including civilian employees, who make either a Restricted or an Unrestricted Report of sexual assault. Victims are offered the services of an SVC but are not required to accept or use the services of an SVC. SVCs serve as counsel for the victim for all matters related to the sexual assault until released by the victim or the SVC closes the representation. SVCs may:

1. Educate and advise victims on all of the investigative and legal processes.
2. Accompany to and advise the victim during interviews, examinations, hearings and court-martial proceedings. The victim may request to coordinate with an SVC at any time during the legal, medical or investigative process.
3. Represent the victim in a court-martial as permitted by law.
4. Advocate the victim's interest with government counsel on disposition options.

5. Assist the victim with post-trial submissions to include victim impact statements.
 6. Advise the victim on collateral civil issues arising from the crime, consistent with the scope of the legal assistance.
 7. Attend annual training on the requirements of Chapter 6 of this Manual, which can be provided or coordinated by the SARC.
 8. Ensure the victim understands the concept and limitations of MRE 514.
- I. Commander, Coast Guard Personnel Service Center (CG PSC). CG PSC (opm-1/epm-1/rpm-1) shall:
1. Provide the SAPR PM a list of all members who receive a punitive letter of reprimand for a sex-related offense. See Chapter 2, Paragraph D of this Manual for more information.
 2. Collaborate with the SAPR PM.
- J. Chaplain of the Coast Guard (CG-00A). Chaplain of the Coast Guard (CG-00A) shall:
1. Ensure chaplains participate in the SAPR CIT when requested per Chapter 5 of this Manual.
 2. Ensure chaplains participate in the RCMG when requested per Chapter 5 of this Manual.
 3. Ensure all chaplains are trained annually on the requirements of this Manual per Chapter 6 of this Manual. Coordinate training curriculum with the SAPR PM and the Navy Chief of Chaplains.
 4. Ensure all chaplains are instructed to explain to victims and other personnel working with victims that a chaplain cannot accept a Restricted or Unrestricted Report, but instead can maintain confidentiality. Ensure all chaplains provide referral information for the local SARC and a VA if the victim desires any further assistance (e.g., medical, counseling, advocacy, etc.) in addition to pastoral care.
 5. Collaborate with the SAPR PM.
- K. Health, Safety, and Work-Life Service Center (HSWL SC). HSWL SC shall:
1. Provide technical guidance to field staff (e.g., SARCs, health care personnel, RMs, etc.) and operational commanders on the SAPR Program in collaboration with the SAPR PM.
 2. Monitor the receipt of reports and statistical data related to all reported sexual assault incidents from SARCs via the DSAID.
 3. Develop and conduct a unified SAPR Program QA review process.
 4. Develop and implement standard operating procedures for the SAPR Program with the SAPR PM.

5. Collaborate with the SAPR PM and FORCECOM to create and disseminate the schedule of annual VA trainings to the HSWL RMs and SARCs.
6. Collaborate with the SAPR PM and FORCECOM by providing specialist services with respect to SAPR curriculum development including SARC and VA training.
7. Enter SARC competency codes into Direct Access (DA) or the Training Management Tool (TMT) following completion of a Coast Guard SARC training course.
8. Approve, sign, and maintain copies of SAPR related MOUs/MOAs that are created at the HSWL Regional Practices. Ensure the MOUs/MOAs comply with Memoranda of Understanding/Agreement, COMDTINST 5216.18 (series).
9. Advise, consult, and provide support on a daily basis to Regional Practice employees to ensure that they are provided adequate training to perform all job requirements according to their position within the SAPR Program.
10. Collect monthly training reports from SARCs covering the status of SAPR training in their respective areas of responsibility (AORs).
11. Participate in all SARC and Employee Assistance Program Coordinator (EAPC) hiring panels.
12. Ensure each SARC enters the required initial, monthly updates, and final report on all reported sexual assaults within the AOR via the DSAID.

L. HSWL Regional Manager (RM). The HSWL RM shall:

1. Refer to the HSWL SC for technical guidance on SAPR.
2. Ensure all personnel performing the duties of a SARC have received the required Coast Guard SARC Training.
3. Coordinate directly with the appropriate servicing legal office to facilitate creation of agreements (MOUs/MOAs) with civilian medical facilities to support victim's reporting options and provide services as described in this Manual. Send copies of the MOU/MOAs to the HSWL SC for approval and signature.
4. Include the SAPR PM on the hiring panel for any SARC (full time or part time) vacancy in their AOR.

M. Sexual Assault Response Coordinator (SARC). All SARCs:

1. Must meet the following requirements:
 - a. Obtain and maintain a favorable background investigation supporting a position sensitivity of 2 (Secret Clearance) with additional child care checks.

- b. Obtain and maintain the National Advocate Credentialing Program (NACP) credential, offered through the National Organization for Victim Assistance (NOVA). The 2012 National Defense Authorization Act (NDAA) mandates that SARCs be professionally credentialed in victim advocacy.
 - c. Obtain and maintain access to DSAID, which is an integral component of their case management duties.
 - d. Successfully complete the initial 40 hour Coast Guard SARC training within one year of hiring.
 - e. Successfully complete a minimum of 32 hours of refresher training to fulfill the requirements for the biennial renewal of the NACP credential.
 - f. Attend the Coast Guard VA training within one year of hiring.
 - g. Become certified as a VA trainer as specified in the SAPR TTP.
 - h. Part time SARCs (i.e., Family Advocate Specialist (FAS), EAPC) must meet all of the requirements except M.1.a, M.1.c and M.1.g.
 - i. Failure to maintain such credentials will result in personnel administrative action.
2. May have duties revoked or suspended for any of the following:
- a. Violation of the NACP Code of Professional Ethics.
 - b. Present a danger of immediate or serious harm to victims of sexual assault or to the general public.
 - c. Misuse of a controlled substance (including those not prescribed by a medical professional) or abuse of alcoholic beverages while performing required duties in cases in which the Agency can establish the requisite nexus.
 - d. Committing an offense prohibited by the UCMJ Articles 120, 120B, 120C, 125, or attempting to commit any one of those offenses, Article 80, or the equivalent state or Federal law.
 - e. Engagement in or solicitation of sexual relations with a sexual assault victim currently under the SARC's care.
 - f. Conviction at a court-martial, receiving non-judicial punishment, involuntarily administrative separation from any branch of Service, or conviction of a criminal offense in Federal or state courts.
 - g. Failing to maintain the privacy of victims before, during, or after the professional relationship in accordance with MRE 514 of Reference (a) pursuant to the Manual for

- c. When unavailable or out-of-the-office, provide valid contact information for another trained SARC to ensure that any victim of sexual assault can consistently reach someone for assistance.
 - d. Serve as a member of the SAPR CIT for all Unrestricted Reports per Chapter 5 of this Manual.
 - e. Report all reported sexual assault incidents to the SAPR PM via the DSAID.
 - f. Be familiar with all laws and regulations regarding sexual assault issues within the AOR and ensure that VAs and health care personnel are knowledgeable of applicable laws and regulations as well. The SARC must contact the local servicing CGIS Office to discuss basic associated investigatory practices so that accurate information is presented to victims. CGIS agents shall be afforded the opportunity to explain the details of the process to the victim.
 - g. Refer commands to the servicing CGIS and legal offices for questions on any applicable state laws and associated investigatory practices in sexual assault cases, including laws that may require, despite the victim's preference, reporting the offense to the local police department where the offense occurred, and that the local police department may notify CGIS.
 - h. Develop MOUs/MOAs with local rape crisis centers and provide copies to the HSWL SC for final approval and signature.
 - i. Ensure VAs are aware of, and familiar with, the rules governing response at local rape crisis centers.
5. Shall offer victim assistance:
- a. Explain the Victim Reporting Preference Statement, Form CG-6095, to all active duty victims, reservist victims in active duty or drill status, or adult armed forces dependent victims. The SARC may delegate this responsibility to a VA or HCP in those situations where the VA or HCP sees the victim first.
 - b. Assign the services of a VA to the victim for an initial meeting (additional meetings can be authorized at the victim's request).
 - c. Advise all eligible victims of the availability of an SVC and explain the actions an SVC can take on a victim's behalf. Contact the SVC Program Manager (CG-LMA-A), or designee, whenever a victim requests an SVC.
 - d. Explain to the victim any applicable state laws and basic information regarding associated investigatory practices in sexual assault cases, including laws that may require, despite the victim's preference, reporting the offense to the local police department where the offense occurred, and that the local police department may notify CGIS.

- e. Inform the victim of his or her right to contact law enforcement authorities, and that CGIS will be notified of all Unrestricted Reports. The victim retains the right not to participate in a law enforcement investigation, but may have to sign a letter declining these services. If the victim chooses not to participate with a criminal investigation, the authorities will likely still investigate the sexual assault allegations until all leads are brought to the logical conclusion and the case is closed.
 - f. Provide initial crisis intervention and sexual assault information and handouts to victims and secondary victims (e.g., families, significant others, friends).
 - g. Involve the HSWL SC for specific questions regarding subject matter expertise or when issues arise with victims/cases that require additional involvement.
 - h. Assist in coordination of victim services when a victim transfers.
 - i. Collaborate with other military service SARCs in their AOR to ensure coordination of services as needed.
6. Shall manage cases:
- a. Follow the DSAID procedures. All cases must be entered within 48 business hours of receiving the report of the sexual assault. Following case disposition, the final report must be entered into the DSAID within 24 business hours. If a SARC cannot meet these time requirements, the SARC must notify the HSWL SC SAPR Program Coordinator of the reason for the delay.
 - b. Consult with the servicing legal office prior to releasing any information related to a case when the victim has selected the Restricted Reporting option, or when the request comes from a military or civilian court.
 - c. Ensure that the victim is aware that, regardless of reporting preference, the information contained in the record may be disclosed to military or civilian courts under certain conditions when so ordered by a judge, or as otherwise required in federal and state law, or by international agreements.
 - d. Coordinate with the servicing legal office to ensure victims who have testified in a general or special courts-martial are provided a copy of the record of trial. If the victim is represented by an SVC, the SARC also coordinates with the SVC to ensure a copy of the record of trial is provided to the victim. Keep the victim updated as to progress on completion of the record and assist as needed with delivery to the victim.
7. Shall provide information and guidance on medical examinations, forensic examinations, and evidence collection:
- a. Identify local medical facilities (in collaboration with local medical staff as procedures and resources vary in different AORs) equipped to provide Sexual Assault Forensic Exams (SAFEs), or Sexual Assault Medical Forensic Exams (SAMFEs), specific to sexual assault victims, following the guidance in the current edition of the

- Department of Justice (DOJ) publication, “A National Protocol for Sexual Assault Medical Forensic Examinations.” Coast Guard clinics are not equipped to provide SAFEs or SAMFEs.
- b. Advise all victims that they may have a medical exam for overall health (e.g., sexually transmitted infections (STIs), pregnancy, etc.) and may elect to participate in a SAFE to have evidence collected in the event they choose to pursue prosecution of their offender.
 - c. Advise victims not to bathe, brush their teeth, change clothes, eat, drink, or clean in any way prior to the forensic examination to preserve potential evidence.
 - d. Explain to the victim that in Restricted Reporting cases, CGIS maintains any collected evidence, unprocessed in storage for at least five years after the Restricted Report was made. If, at any time within the five year window, the victim chooses to switch to Unrestricted Reporting, CGIS will process the evidence at that time.
 - e. Ensure that any evidence collected under Restricted Reporting, to include the completed victim’s SAFE kit, is turned over to a local CGIS agent, while being mindful of the evidentiary chain-of-custody. The SARC should contact the local CGIS office immediately when it is known that potential evidence may be collected for a Restricted Report. The SARC should make every effort to not handle any of the evidence so that he or she does not become a part of the chain-of-custody.
 - f. Record the Field Activity Case Tracking System (FACTS) number, created at the time CGIS receives the evidence, in the victim’s case record in Restricted Reporting cases involving forensic evidence.
 - g. Contact the local CGIS agents immediately if a victim who previously requested Restricted Reporting now requests Unrestricted Reporting. If the case involves evidence in storage, this report must include the victim’s identifying information, the DSAID-generated (or SARC-generated) Incident Number specific to the victim, and the FACTS number previously provided by CGIS.
8. Shall manage VAs to ensure standards and qualifications are maintained:
- a. Ensure personnel designated to act as VAs meet all VA requirements as outlined in Paragraph O of this Chapter.
 - b. Work with COs/OICs to recruit and screen VAs within the AOR using the Victim Advocate Application and Victim Advocate Interview Questions forms provided by the SAPR Program.
 - c. Ensure the VA Competency Code is entered into DA for all VAs in their AOR who have successfully met credentialing requirements. Remove the VA Competency Code for anyone who is removed from serving as a VA.
 - d. Maintain an accurate roster of all VAs in their AOR.

- e. Supervise VAs in the performance of their duties to ensure compliance with the requirements of this Manual.
 - f. Establish at least monthly contact with all VAs in their AOR to ensure their continued availability and to provide additional information or training.
 - g. Conduct monthly case updates with VAs on all assigned open cases in the AOR. If possible, SARCs will conduct case updates in person. If not possible, case updates can be done via telephone.
 - h. Remove VAs who do not maintain standards and qualifications.
9. Shall provide training and education:
- a. Provide annual MTs on sexual assault and the SAPR Program as requested by commands. Utilize the standardized curriculum for all SAPR Program MTs.
 - b. Provide responder training when requested in accordance with Chapter 6 of this Manual.
 - c. Report monthly status of annual responder training and MT in the AOR to the HSWL SC.
 - d. Conduct VA Trainings when dictated by the SAPR PM and the HSWL SC.
 - e. Provide guidance to command cadre, medical staffs, and CGIS offices as needed to address their unique concerns in implementing requirements contained in this Manual.
10. Shall implement appropriate prevention strategies and initiatives within the AOR in collaboration with the HSWL SC and the SAPR PM.
11. If SARC duties are assigned to an existing, encumbered, FAS or EAPC position, they must be documented as collateral duty assignments with an official collateral duty statement attached to the incumbent's current Position Description (PD). If incumbents of these positions are not able to maintain SARC investigation requirements, SARC collateral duties will be removed from the PD.

N. Health Care Providers (HCPs). HCPs shall:

- 1. Understand the elements of this Manual and the role of a HCP in receiving Restricted Reports from victims of sexual assault. Be familiar with the Victim Reporting Preference Statement, Form CG-6095. Be prepared to explain the Victim Reporting Preference Statement, Form CG-6095, to the victim and obtain the victim's signature per Chapter 4, Paragraph F of this Manual, if the SARC is not available for on-site contact with the victim.

2. Immediately report all allegations of sexual assault to the SARC and, additionally, CGIS and the victim's command if the report is Unrestricted. In Restricted cases, notify only the SARC, and maintain the same confidentiality regarding sexual assaults that SARCs and VAs do.
3. If the HCP is the first responder, offer the option of receiving assistance from an SVC. Contact the SARC, if the victim requests an SVC.
4. Provide urgent first aid care to all sexual assault victims who come to Coast Guard clinics. Health care personnel must give priority to all sexual assault victims and treat as emergency cases.
5. Arrange for the victim to be transported to an appropriate location for examination by a Sexual Assault Nurse Examiner (SANE) or another provider trained to conduct SAFEs or SAMFEs, which may include collection of forensic evidence in accordance with Reference (b). Coast Guard HCPs do not perform SAFEs or SAMFEs.
6. Consult with the servicing legal office regarding any applicable state laws and with CGIS regarding associated investigatory practices in sexual assault cases, including laws that may require, despite the victim's preference, reporting the offense to the local police department where the offense occurred, and that the police department may notify CGIS.
7. Ensure that any victim who reports a sexual assault receives appropriate testing, counseling, and treatment as needed for STIs, psychiatric care/counseling, or pregnancy. Attend annual training on the requirements of Chapter 6 in this Manual, which can be provided or coordinated by the SARC.

O. Victim Advocate (VA). A military member who serves as a VA shall:

1. Attend and complete Coast Guard VA training prior to being assigned to a support role. VA training provided by one of the DoD services is not an equivalent substitute for Coast Guard VA training. The following are prerequisites for attending Coast Guard VA training:
 - a. Have at least two years remaining at current command. Approval for members with less than two years to attend VA training must go through the HSWL SC.
 - b. Receive a written recommendation from the CO or OIC, following a review of the member's Servicing Personnel Office (SPO) Personnel Data Record (PDR) for any disqualifying criteria. Disqualifying criteria are listed on the SAPR Program website at www.uscg.mil/sapr.
 - c. Sign and acknowledge the Victim Advocate Statement of Understanding, Form CG-6095A.
 - d. Obtain supervisor signature and acknowledgement of the Victim Advocate Supervisor Statement of Understanding, Form CG-6095B.

- e. Be interviewed and approved by the local SARC.
 - f. Meet Coast Guard VA screening requirements based on Security Center (SECCEN) review of existing data on file. Disqualifying criteria are available on the SAPR Program website at www.uscg.mil/sapr.
2. Meet the following requirements:
 - a. Obtain and maintain the NACP credential, offered through NOVA.
 - b. Successfully complete the initial Coast Guard VA training.
 - c. Successfully complete a minimum of 32 hours of refresher training to fulfill the requirements for the biennial renewal of the NACP credential.
 - d. Upon required renewal of NOVA credentials, pass a CO/OIC conducted review of the VA's PDR.
 - e. Failure to maintain such credentials will result in revocation of collateral duty.
 3. Work directly for their assigned SARC in all VA related duties.
 4. Provide assistance to the victim as defined during training.
 5. If directed by or in the absence of the SARC, explain and have the victim sign the Victim Reporting Preference Statement, Form CG-6095.
 6. Assist the local SARC on activities and initiatives within their AOR.
 7. Maintain privileged communications with the victim in accordance with the MRE 514 in Reference (a) for Unrestricted and Restricted Reporting cases.

NOTE: VAs are not assigned for cases of domestic violence or intimate partner maltreatment where sexual assault is not also reported. However, a VA can receive a Restricted Report from a victim of domestic violence and refer that member on to the FAS. See Reference (e) for more information regarding domestic violence.

8. Keep his or her SARC informed of workload demands. If, at any point, a VA finds that he or she can no longer fulfill the duties of a VA due to work or personal obligations, that individual may become an inactive VA.
 - a. An inactive VA:
 - (1) Does not provide VA support services.
 - (2) Is not assigned to assist sexual assault victims.
 - (3) Does not attend VA refresher training.

- (4) Is not to 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) Can receive a Restricted Report as long as VA training has been completed and credentials are current, but must immediately report the sexual assault to the SARC and would not typically be assigned to the reported case.
- b. The VA should promptly inform his or her CO/OIC, supervisor, and SARC of the decision to become inactive. If a VA is currently working with a victim, the VA must inform the SARC with enough notice to provide a transition of VA services to another VA.
 - c. If the VA determines that he or she can continue these duties, or has decided to switch from inactive to active status, the VA must discuss this decision with his or her supervisor and CO/OIC to gain approval.
 - (1) Once the VA has obtained supervisor and command approval, the VA must contact the local SARC and provide a signed Victim Advocate Supervisor Statement of Understanding, Form CG-6095B, and command designation letter.
 - (2) The VA is still required to meet all requirements outlined in Paragraph O of this Chapter including having a current VA credential and background screening.
9. The SARC, HSWL SC, or SAPR PM can revoke VA responsibility for failure to maintain credentialing requirements or perform duties to satisfaction.
- a. The VA will be notified in writing when NACP credential is being revoked, and a copy will be provided to the HSWL SC within three business days.

CHAPTER 2 UNIT LEVEL GUIDANCE

- A. Command Climate. Preventing and responding to sexual assault is a leadership priority. Command cadre and their civilian counterparts must create a command climate of prevention which promotes mutual respect and trust, appreciation for diversity, and affirms the contributions of all personnel. Command cadres are responsible for fostering the above 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. Understanding and adhering to military laws, general orders, and Coast Guard policies related to sexual assault and sexual assault reports. These laws include whistleblower protection laws and regulations and Unlawful Command Influence (UCI) as described in Reference (c). Commands must understand and follow these policies at all times, not just during a command's response to a sexual assault.
 3. Sharing their entire DEOMI DEOCS results, including narrative comments, with their next higher level command. See the Coast Guard Civil Rights Manual, COMDTINST M5350.4 (series) for more information on the DEOCS.
 4. Ensuring that all units are at 100% compliance with annual Sexual Assault MT as outlined in Chapter 6 of this Manual.
 5. Discussing SAPR with all incoming personnel, using the talking points and wallet card template available on the SAPR Website, <http://www.uscg.mil/sapr/>.
 6. Allocating time in the command's schedule for Sexual Assault Awareness and Prevention Month (SAAPM) observation. Commandant (CG-111) will provide guidance when specific activities are required.
 7. Establishing a professional relationship with the local SARC and other Work-Life providers.
 - a. The CO/OIC must have a conversation (in person when possible) with the SARC within 30 days of taking command.
 - b. The CO/OIC must contact the SARC prior to a unit's deployment to discuss any SAPR concerns and, if necessary, request a command training. See Chapter 6 of this Manual for more information on pre-deployment training. See Enclosure (1) for a definition of deployment.
 8. Making sexual assault prevention educational and awareness materials readily available. Work with the local SARC for SARC or SAPR Program approved materials to post on public bulletin boards and other common areas. All commands must post in a conspicuous location the contact phone numbers for the SARC, the DoD Safe Helpline, and CG SUPRT. Phone numbers for VAs can also be posted with the VA's permission.

B. Unit Access to VAs. COs/OICs shall:

1. Provide unit personnel with the names of all VAs providing services to the unit.
2. Ensure personnel have access to VA services.
 - a. Commands with 50 or more collocated active duty members permanently assigned shall recruit and designate (in writing) two Coast Guard-trained VAs from the unit. Commands must designate an additional VA for every 200 members (above the baseline 50) assigned to that command.
 - b. Commands with fewer than 50 active duty members shall either: Recruit and designate, in writing, two Coast Guard-trained VAs from their unit, or coordinate with the local SARC, other units, and the chain of command to identify and designate two VAs from units within a reasonable driving distance, able to provide VA services. The first major command (O-6 or above) will monitor and approve in writing all such agreements for units within their AORs.
 - c. Command cadre members who are trained and credentialed as VAs cannot act as a VA for their own unit and will not be identified as such for the purposes of meeting the unit's VA quota.
3. Support VAs in their duties. If a VA requires travel to assist a victim during legal proceedings, the command must assist the VA in obtaining funding for the travel from the first Flag officer in the VA's chain of command.

C. Commands with Victims. COs/OICs shall:

1. Use the Unit Commander's Checklist for Unrestricted Reports of Sexual Assault, available on the SAPR Website, <http://www.uscg.mil/sapr/>, when responding to an Unrestricted Report of a sexual assault.
2. Immediately notify CGIS and their SARC after receiving an Unrestricted Report of sexual assault.
3. Not assign VA services to a victim. This assignment will be made by the SARC.
4. Provide a senior representative of the command to serve on the SAPR CIT when the sexual assault victim or alleged offender is from their command per Chapter 5 of this Manual. Chapter 5 of this Manual details the role of the command representative on the SAPR CIT.
5. Complete the Sexual Assault Incident Report, Form CG-5370, in coordination with the SAPR CIT, and submit it to the first O-6 in the victim's and subject's chain of command and also the first Flag officer in the victim's and subject's chain of command within 72 hours. A copy of the form must be submitted to the SARC.

6. Ensure that personnel involved in reporting and providing victim support processes protect the victim's privacy and do not disclose the identity of the victim beyond those who have a need to know to perform their duties. Family notification, as desired, must only be made by the victim or at the victim's request.
 7. Issue a Military Protective Order, Form CG-6070, if it is appropriate to bar the alleged offender from contact with the victim. The CO must consult with CGIS and the servicing legal office prior to issuing the MPO. After issuing an MPO, the issuing CO must:
 - a. Notify the local civilian law enforcement with jurisdiction to respond to an emergency call from the residence of any individual involved in the issuance of an MPO.
 - b. Notify the local civilian law enforcement with jurisdiction to respond to an emergency call from the residence of any individual involved in the changes to the MPO or of the termination of the MPO.
 - c. Advise the member seeking the MPO, or if the member is represented by counsel, the member's SVC, that the MPO is not enforceable by civilian authorities off base. Members needing protection off base should seek a Civilian Protective Order (CPO) or restraining order.
 8. Notify the victim of the right to request an expedited transfer.
 9. Forward all expedited transfer requests from victims with recommendation to Commander (CG PSC) within 72 hours of submission per References (f) and (g).
 10. Consult with the servicing legal office before taking action on collateral misconduct.
- D. Commands with Alleged Offenders. If a command has an alleged offender, whether originally from the command or reassigned to the command, the CO/OIC shall:
1. Monitor the well-being of the alleged offender, particularly for any indications of suicidal ideation, and ensure appropriate intervention occurs.
 2. Prohibit command representatives from interviewing the alleged offender about the incident, other than a limited inquiry to ascertain safety issues. Investigative interviews of alleged offenders, victims, and witnesses in suspected incidents of sexual assault must only be conducted by CGIS special agents. However, commands may make a limited initial inquiry for safety purposes (e.g., to determine if the alleged offender poses an imminent threat to him or herself or to others; or if any personnel require immediate medical attention).
 3. 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 safe guarded. Only those who have an official "need to know" should have access to this information.

4. Remove 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.
5. Ensure support resources (e.g., counseling, chaplain, etc.) are made available to the alleged offender who may be experiencing emotional distress due to the incident.
6. If the alleged offender receives punitive administrative action resulting from a sex-related offense, contact the SAPR PM and provide the alleged offender's name.
7. The CO must report all derogatory information on personnel to the SECCEN. This reporting applies to convictions for sex-related offenses.

E. Personnel Record Review for Sex-related Offenses.

1. In accordance with 10 U.S.C. Section 1561 note (Inclusion and Review of Information on Sex-related Offenses in Personnel Service Records of Members of the Armed Forces), when notified by CG PSC, CO/OICs shall review the personnel records of members who have been convicted by a court-martial, received NJP, or received punitive administrative action resulting from a sex-related offense. Sex-related offenses are penetrative or non-penetrative covered by Articles 120 and 125 of the UCMJ (Article 120(a), or (b), forcible sodomy under Article 125, and attempts to commit any of those offenses under Article 80). Personnel records shall mean the SPO PDR.
2. The CO/OIC must affirm to CG PSC via email that this review has been accomplished.
3. When the above person transfers, CG PSC will contact the new unit's CO/OIC to review the member's SPO PDR.
4. Following a change of command, a CO/OIC must request a list of these members from CG PSC, if needed. Upon receipt of this list, the CO/OIC must review the SPO PDR of any member described in Paragraph D of this Chapter.

CHAPTER 3 PREVENTION

A. General. The Coast Guard is committed to eliminating sexual assault. All members of the Coast Guard family have a responsibility to take actions to eliminate sexual assault. Only with positive command leadership, personal responsibility, awareness, and intervention, will the Coast Guard succeed in eliminating sexual assault from our Service. In addition to the specific duties described throughout this Manual, all members shall:

1. Establish a command climate in which everyone is aware of the criminal nature of sexual assault, its violation to the core values, the relationship between sexual harassment and sexual assault, and take steps to prevent it.
2. Promote an environment in which victims are comfortable enough and willing to come forward 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 and the behaviors that enable it.
5. Promote intrusive leadership and active prevention from bystanders.
6. Conduct or attend training.

NOTE: In accordance with Chapter 1, Paragraph D of this Manual, all SAPR related prevention activities and training initiatives must be approved by the HSWL SC.

7. Focus tactics on ways to prevent a potential offender instead of tactics that focus on the victim's behavior.
8. Discuss potential trends and safety issues related to sexual assault reports to ensure members are aware. When appropriate, discuss solutions to combat these trends or safety issues.

CHAPTER 4 REPORTING

A. General. Regardless of when the incident occurred, Coast Guard members and adult armed forces dependents that are sexually assaulted have two reporting options: Unrestricted and Restricted. Although Unrestricted Reports of sexual assault allow all victim services and protections, the Coast Guard also recognizes that Unrestricted Reporting may represent a barrier to reporting for some victims. Therefore, the Coast Guard provides an option for Restricted (confidential) Reporting. The victim decides whether to make an Unrestricted Report or Restricted Report; however, Restricted Reporting is only an option when disclosure is to a SARC, VA, or HCP within the Coast Guard or DoD. The victim's reporting option will be documented using the Victim Reporting Preference Statement, Form CG-6095.

NOTE: This Manual applies to adult armed forces dependents who were victims of a sexual assault perpetrated by someone other than a spouse or intimate partner. For dependents who were victims of sexual assault perpetrated by a spouse or intimate partner, see Reference (e).

- B. Unrestricted Reporting. A service member or adult armed forces dependent who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his or her allegation can report the matter using official reporting channels (e.g., duty watch stander, supervisor, the chain of command, local authorities, etc.). The Unrestricted Reporting option provides for immediate formal investigation by trained criminal investigators as well as the full range of protections to the victim including MPOs, immediate transfer or relocation, an expedited transfer, and other police and command protective actions, if necessary. It is the only option that may lead to offenders being held accountable for their actions.
1. When a service member or Coast Guard civilian employee, who is not one of the designated individuals authorized to receive a Restricted Report, becomes aware that a sexual assault has, or may have, occurred, that information is Unrestricted and the individual must notify his or her chain of command or SARC within 24 hours. For questions on spousal or other privileges related to this requirement, contact the servicing legal office or an SVC, if assigned.
 2. Upon notification of a sexual assault, the command must immediately contact the responsible SARC and notify CGIS per Reference (d).
 3. The SARC must immediately arrange for a trained VA to assist the victim. The VA initiates contact with the victim; however, the victim may decline VA services or, if available, request a different VA than the one initially assigned.
 4. The SARC or VA will offer the victim an SVC. If the victim desires to have an SVC assigned, the SARC will arrange for one to contact the victim.
 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 preliminary inquiry or interview of alleged victims, offenders or witnesses regarding the assault.

- a. A victim does not have to participate in a law enforcement investigation, but may be asked to sign a statement declining law enforcement assistance or any further prosecutorial actions (e.g., Waiver of Prosecution Letter). CGIS and law enforcement may still continue their investigation until all leads are brought to a logical conclusion or the case is closed.
 6. Commands shall 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 impact that individual's ability to obtain or maintain a national security position. Commands must discuss these safety concerns with the SAPR CIT for guidance as outlined in Chapter 5 of this Manual.
 7. Following an Unrestricted Report, a victim may request an expedited transfer to a new duty station in accordance with Reference (f). The SARC and VA must inform the victim of this option. See Reference (g) for further guidance.
 8. Commands must contact the assigned Command Staff Advisor/Human Resources Specialist in Commandant (CG-1214) for advice and guidance regarding any administrative procedures deemed appropriate in assault cases involving civilian employees who are victims or alleged offenders.
- C. Restricted Reporting. Restricted Reporting is a confidential report to authorized individuals (SARC, VA, or Coast Guard/DoD HCP) to receive advocacy, legal counsel, medical treatment, and counseling. This report does not trigger an official investigation or command notification. Exceptions to Restricted Reporting do exist and can be found in Paragraph D of this Chapter.
1. Service members and adult armed forces dependents who are sexually assaulted and desire Restricted Reporting under this policy must report the assault only to a SARC, a VA, or a Coast Guard/DoD HCP.
 - a. Specifically, a victim can make a Restricted Report to HCPs whether the HCP is on or off duty, when such communication was for the purpose of receiving or facilitating medical treatment or diagnosis and when state and federal laws do not impose a duty to report.
 - b. Health care personnel must maintain confidentiality for a Restricted Report when informed of a sexual assault during the nature of their duties, for example an administrative assistant signing in patients or processing of the victim's disability case.
 2. If the victim has disclosed his or her sexual assault to anyone other than a SARC, VA, HCP, SVC, or chaplain, the report is Unrestricted.
 3. Following receipt of a Restricted Report, the VA or HCP must notify the SARC who will then assign a VA to the victim. The VA initiates contact with the victim; however, the

victim may decline VA services or, if available, request a different VA than the one initially assigned.

4. The SARC or VA offers the victim the services of an SVC. The SARC arranges for an SVC to contact the victim if desired.
5. When a victim elects Restricted Reporting, the victim's disclosure of the assault to unauthorized individuals (i.e., not a SARC, VA, HCP, SVC, chaplain) at anytime thereafter will change the report to Unrestricted. However, if the victim makes a Restricted Report before a medical board/physical evaluation board is initiated, receipt of information from a Restricted Report by personnel involved in the processing of the victim's disability case shall not transform the report to an Unrestricted Report or trigger the official investigation process.
 - a. A victim may seek support from and disclose the assault to civilian friends and family members, but the Coast Guard may treat any subsequent report received from them or others relaying it as an Unrestricted Report and will trigger the official investigation process.
 - b. Restricted Reporting will still apply if a civilian friend or family member, acting on behalf of the victim, contacts anyone authorized to accept a Restricted Report. Restricted Reporting may be compromised if a civilian friend or family member (not affiliated with the military) contacts the command and discloses the sexual assault to anyone associated with the Coast Guard who is not authorized to receive a Restricted Report. It is incumbent on the victim to ensure their civilian friends and family members understand the consequences of revealing a Restricted Report to Coast Guard personnel not authorized to receive a Restricted Report.
 - c. Forensic evidence collected in a DoD medical facility under a Restricted Report is stored (unprocessed) by the CGIS Region or Resident Agent Office for at least five years from the report date if the report has not changed to Unrestricted during that time frame. When notified by the SARC or VA, CGIS will attempt to retrieve forensic evidence collected in a civilian facility.
 - d. If a victim reveals minor offenses in addition to the reported sexual assault, that information will be subject to the same rules governing disclosure as the reported sexual assault. For example, although underage drinking is prohibited and can lead to action under the UCMJ, this information will not be released if the victim has chosen a Restricted Report. If there are questions or concerns regarding the seriousness of any offense (e.g., a felony has been committed), the SARC receiving the Restricted Report must seek advice from the servicing legal office or SVC without revealing PII.
 - e. Unauthorized disclosures of Restricted Reporting by a SARC, VA, HCP, SVC or chaplain may result in administrative or disciplinary action.
 - f. The Restricted Reporting option does not create any actionable rights for the alleged offender or victim, nor does it constitute a grant of immunity for any actionable

misconduct on the part of the victim. For general questions about the issue of actionable rights and grants of immunity, contact the servicing legal office for further information.

- g. The SARC, VA or HCP must ensure that the victim is aware that, regardless of reporting preference, the information contained in the record may be disclosed to military or civilian courts under certain conditions when so ordered by a judge, or as otherwise required in federal and state law, or by international agreements.

D. Exceptions to Restricted Reporting. There are exceptions to Restricted Reporting that may require a disclosure of the Restricted Report. The SARC will evaluate the confidential information to determine whether an exception applies and only disclose after consulting with the servicing legal office. The following exceptions to the prohibition against disclosures of Restricted Reporting authorize a disclosure of a Restricted Report only if one or more of the following conditions apply:

1. Authorized by the victim in writing.
2. State law mandates that a report be made to the police agency that has jurisdiction where the assault occurred or was reported. In such jurisdictions the victim may be questioned by the police who may pursue the investigation and may notify CGIS regardless of the victim's wishes. The SJA can provide advice whether state law applies in any particular place.
3. The victim or other person(s) would otherwise remain in serious and imminent danger if the crime is not reported. For example, multiple reports involving the same alleged offender (repeat offender) could meet this criteria as well as similar safety and security exceptions in MRE 514; see Reference (a). This decision is not to be made until the involved SARC and HCP has consulted with the servicing legal office.
4. Required for fitness for duty or disability determinations. This disclosure is limited to only the information necessary to process fitness for duty or disability determinations for service members and shall be limited to the officials participating in the processing and adjudication of the medical boards and physical evaluation boards, including personnel within the member's unit for preparation of any necessary non-medical assessments. Disclosure of a Restricted Report under these circumstances shall not cause a Restricted Report to be considered Unrestricted nor does it create an obligation for reporting to law enforcement or command for investigation, and all Restricted Reporting information remains confidential and protected. Personnel who receive confidential information from a Restricted Report for the purposes of disability processing shall be considered healthcare personnel involved in the treatment and care of the initial reporter.
5. If the victim is incapacitated or otherwise unable to make a competent decision, the SARC, VA, or HCP can disclose information that is necessary to coordinate direct treatment or services for the victim to those individuals with an official need to know or as required by law or regulation.

6. Ordered by a military official (e.g., a duly authorized subpoena in a UCMJ case), Federal or State judge, or as required by a Federal or State statute or applicable U.S. international agreement. The SARC, VA, and/or HCP will consult with the installation commander's servicing legal office, in the same manner as other recipients of privileged information, to determine if the exception criteria apply and whether a duty to disclose the otherwise protected information is present. Until those determinations are made, only non-PII will be disclosed.
- E. Restricted to Unrestricted Reporting. Victims who initially elect the Restricted Reporting option may change the report to Unrestricted at any time. If the Restricted Report is disclosed to unauthorized individuals, this would change the report to Unrestricted and the SARC would notify the victim at that time. See Paragraph C.5 of this Chapter for issues related to maintaining a Restricted Report. If a report changes from Restricted to Unrestricted, the required protocols and procedures for an Unrestricted Report will commence at that time. The SARC must immediately notify the servicing legal office, CGIS, and the victim's command that will initiate a SAPR CIT and complete the Sexual Assault Incident Form, Form CG-5370. A Restricted Report can be changed to an Unrestricted Report at any time but an Unrestricted Report cannot be changed to a Restricted Report.
- F. Victim Reporting Preference Statement, Form CG-6095. The SARC, VA, or HCP who first met with the victim following the report will explain the Victim Reporting Preference Statement, Form CG-6095, to the victim. This explanation must:
1. Ensure the victim understands all available reporting options, including the limitations of Restricted Reporting such as not disclosing the assault to another service member or to law enforcement and other limitations listed in Paragraph D of this Chapter.
 2. Advise the victim that disclosing to civilian friends or family members may inadvertently result in an Unrestricted Report if they notify the Coast Guard. Advise the victim to explain his or her reporting preference to any civilian friend or family members that are aware of the assault in order to avoid undesired disclosure.
 3. Provide an opportunity for the victim to choose a Restricted or an Unrestricted Report if both options are still available.
 4. Ensure the victim understands that Restricted Reports do not allow for the protections offered under Unrestricted Reporting, such as an MPO or expedited transfer, and that the victim may have continuing contact with the offender.
 5. Ensure the victim initials all fields to acknowledge full understanding of the two reporting options.
 - a. If the victim declines to sign the Victim Reporting Preference Statement, Form CG-6095, and the report has already been made to someone outside of the SARC, VA, or HCP, the report will be Unrestricted.

- b. If the victim declines to sign the Victim Reporting Preference Statement, Form CG-6095 and the report has not been made to someone outside of the SARC, VA, or HCP, the SARC or VA is not under any obligation or duty to inform CGIS or the command about this report and will not produce the report or disclose the communications surrounding the report. If the command or CGIS ask about the report, disclosures can only be made in accordance with exceptions to MRE 514 privilege. Recognize that if CGIS or the command is asking about the report, there is a possibility that information may have been discussed outside those who can accept a Restricted Report.
6. Explain the entire form, even if an Unrestricted Report is the only option (e.g., law enforcement already involved or chain of command notified) to ensure the victim understands the reason that a Restricted Report is not available.
7. Inform the victim to keep his or her copy of the Victim Reporting Preference Statement, Form CG-6095, as this form may be used in other matters before agencies (e.g., Department of Veterans Affairs).

NOTE: The chain of command and CGIS agents must never fill out the Victim Reporting Preference Statement, Form CG-6095, with a victim. This would eliminate the victim's ability to elect Restricted Reporting. Only the SARC, VA, or HCP will perform this task, after which the victim receives a copy of the form and the original form is forwarded to the local SARC.

G. Victim Resources. Following the report of a sexual assault, the following resources are available to a victim; however, not all resources are available if the victim elects Restricted Reporting.

8. Resources provided for both Restricted and Unrestricted Reports:
 - a. Services of a SARC, VA, SVC, HCP, and chaplain.
 - b. Medical care.
 - (1) Seeking mental health care will not in and of itself impact a victim's ability to obtain or maintain a national security position. For security clearances, victims of sexual assault who have consulted with a health care professional regarding an emotional or mental health condition are instructed by the Questionnaire for National Security Positions, Standard Form 86, to answer 'No' to question 21.1 relating to this care. See the form for details.
 - c. Counseling.
 - d. CG SUPRT.
 - e. DoD Safe Helpline.

- f. Collection of forensic evidence through a SAFE/SAMFE as soon as possible. Forensic evidence is most viable within 72 hours, but may be viable greater than seven days.
 - (1) The decision to collect forensic evidence after 72 hours can only be made by the involved law enforcement entity if they have reason to believe viable evidence may still exist, and only pertains to Unrestricted cases as law enforcement would not be involved in Restricted cases.
 - (2) If the appropriate qualified medical services are not locally available to support forensic evidence collection and a victim desires a SAFE/SAMFE, a victim will need to choose Unrestricted Reporting in order for the command to facilitate the transfer of the victim to receive the SAFE/SAMFE. See Paragraph D.5 of this Chapter for more information on this exception to Restricted Reporting.

2. Resources that are only provided for Unrestricted Reports:

- a. Command involvement (SAPR CIT).
- b. MPO.
- c. Criminal investigation.
- d. Potential prosecution of offender (accountability).
- e. Expedited transfer option in accordance with Reference (g).

H. Reserve Component Reports. Members of the Reserve Component, regardless of their duty status at the time a sexual assault incident occurred or at the time that they are seeking SAPR services, shall have access to the SAPR program services of a SARC or a VA. Reserve Component members in a duty status shall also have access to medical treatment and counseling for injuries and illness incurred from a sexual assault whether they file a Restricted or an Unrestricted Report. A modified LOD is needed for a reservist to receive medical treatment and counseling for injuries and illness from a sexual assault. This modified LOD process is outlined below and differs from the historical LOD process found in the Administrative Investigations Manual, COMDTINST M5830.2 (series). This modified LOD is limited to determining if a reservist is in a duty status. It is not aimed at uncovering underlying misconduct. If there is evidence of underlying misconduct, the strong presumption is that a member is in the LOD if in a duty status for the purposes of receiving care for the sexual assault, any misconduct would be investigated separately.

- 1. A reservist is considered to be in a duty status during any period of active duty or inactive duty; while traveling directly to or from the place that duty is performed; while remaining overnight immediately before the commencement of duty, or remaining overnight between successive periods of inactive duty at or in the vicinity of the site of inactive duty, in accordance with, Reserve Policy Manual, COMDTINST M1001.28 (series).

2. Reserve members in a duty status, who are victims of a sexual assault, and desire to make an Unrestricted Report, must have a LOD determination done by their command in order to be eligible for medical entitlements.
3. Reserve members in a duty status, who are victims of a sexual assault, and desire to make a Restricted Report, must have a modified LOD determination done by the SARC in order to be eligible for medical entitlements.
 - a. The LOD determinations will be made without the victim being identified to CGIS, or the command, and will be made solely for the purpose of enabling the victim to access medical care and psychological counseling, and without identifying sexual assault as the cause of the injury or injuries.
 - b. SARCs must process these modified LODs for victims of sexual assault as directed by the SAPR PM.
 - c. The modification of the LOD process for Restricted Reporting does not extend to pay and allowances or travel and transportation incident to health care entitlement. However, at any time, the victim may change his or her report to Unrestricted and request an LOD be completed in order to authorize a full range of entitlements.

I. Disclosures Made to a Chaplain or SVC.

1. A chaplain cannot accept a Restricted or Unrestricted Report. If a victim decides to report his or her sexual assault, a chaplain may help notify the local SARC, but does not complete the Victim Reporting Preference Statement, Form CG-6095, with the victim.
2. SVCs cannot accept a Restricted or Unrestricted Report. If a victim decides to report his or her sexual assault, an SVC may help notify the local SARC, but does not complete the Victim Reporting Preference Statement, Form CG-6095, with the victim.
3. Disclosure to a chaplain or an SVC does not prohibit the election of a Restricted Report.

- J. Online/Telephone Notifications. Members can receive confidential support and referrals through the DoD Safe Helpline and CG SUPRT. The DoD Safe Helpline and CG SUPRT will put the member in contact with the local SARC if the member wants to report. These resources are available at www.uscg.mil/sapr. These resources do not prohibit the election of a Restricted Report, assuming no exceptions apply.

CHAPTER 5 RESPONSE

- A. SAPR Crisis Intervention Team (SAPR CIT). For every Unrestricted Report of sexual assault, a SAPR 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 actions for each specific case and carry out those actions within their own technical authorities and expertise in coordination with each other.
1. Upon receiving an Unrestricted Report of a sexual assault, the CO/OIC of the victim's unit must ensure a SAPR CIT is initiated within 24 hours, or must elevate that responsibility up the chain of command to the next senior command. If a CO/OIC receives a report of a sexual assault where the victim is a civilian or adult armed forces dependent and the alleged offender is from the CO/OIC's command, that CO/OIC will convene the SAPR CIT.
 - a. Each SAPR CIT shall consist of:
 - (1) The responding SARC;
 - (2) The assigned CGIS special agent;
 - (3) A judge advocate from the servicing legal office;
 - (4) A physician or physician assistant;
 - (5) A senior representative from the victim's command, if the victim is an active duty service member or reservist on active duty or in a drill status; and,
 - (6) A senior representative from the alleged offender's command, if the alleged offender is a Coast Guard active duty service member or reservist on active duty or in a drill status.
 - b. The initial meeting of the SAPR CIT shall only involve the required stakeholders. Unnecessary participation of others, including other members of a Command, puts privacy and investigation at risk. Adjunct members such as the VA, a chaplain, or an SVC can be invited and attend as appropriate on an as needed basis, if all SAPR CIT members agree to the invitation. Monthly meetings shall at a minimum occur with the responding SARC, legal representative, and senior member from victim's and subject's commands. Meetings should be held in-person if possible, unless doing so would cause undue delay; a meeting may be convened via phone if members are unable to meet in person. No representative shall take meeting notes or document the meeting, except as required by the SARC to enter into the DSAID.
 - c. The SAPR CIT must convene a meeting:
 - (1) Within 24 hours after an Unrestricted Report of sexual assault is received;

- (2) Following substantial developments in the case;
 - (3) At least monthly following an Unrestricted Report of sexual assault until final adjudication or closure of the case;
 - (4) Prior to case disposition;
 - (5) As requested by a SAPR CIT member for a crisis or emergency situation.
2. In general, the SAPR CIT must engage in discussion to:
- a. Engage in open dialogue to review information that is not sensitive to the investigation, does not violate privilege, or falls outside a member's release authority (i.e., HIPAA);
 - b. Coordinate a timely response by developing an agreed upon course of action with respect to each member's corresponding roles;
 - c. Ensure the victim's interests, alleged offender's rights, and investigative goals are top priorities;
 - d. Without violating victim confidentiality, coordinate efforts and communicate, as appropriate, with the disposition authority; and
 - e. Assist the command convening the SAPR CIT in completing the Unit Commander's Checklist for Unrestricted Reports of Sexual Assault and the Sexual Assault Incident Report, Form CG-5370.
 - f. No information shall be discussed outside the SAPR CIT without prior approval of the JAG or servicing legal office. Unauthorized release of PII and information relating to the case may result in administrative or disciplinary action.
3. With their respective roles the members of the SAPR CIT must provide advice and information following relevant privacy and privileged communication laws.
- a. The command convening the SAPR CIT shall:
 - (1) Initiate the SAPR CIT per the guidelines listed above.
 - (2) Ensure the SAPR CIT complies with this Manual to include limiting information to a need to know basis.
 - (3) Coordinate future meetings of the SAPR CIT.
 - (4) Complete the Unit Commander's Checklist for Unrestricted Reports of Sexual Assault with assistance from the SAPR CIT.
 - (5) Complete the Sexual Assault Incident Report, Form CG-5370 within 72 hours of the report. This form must be submitted via e-mail to the first O-6 in the victim's

and alleged offender's chain of command, as applicable, and also to the first Flag officer in the victim's and alleged offender's chain of command, as applicable. In the event that notification cannot be completed within 72 hours, the command must send an e-mail update stating the circumstances of delay. The command must also submit a copy via e-mail to their SARC.

- (6) Discuss the need for an MPO with the SAPR CIT. If necessary, work with the alleged offender's command to issue an MPO. Provide updates to the SAPR CIT on the MPO.
 - (7) Inform the victim of the option of requesting an expedited transfer.
 - (8) Discuss the option of transferring the victim or alleged offender with the SAPR CIT considering options of temporary or permanent transfers.
 - (a) In the event that a Permanent Change of Station (PCS) expedited transfer for the victim is executed prior to final case disposition, coordinate continuing membership responsibilities between the victim's original and receiving command, CGIS, legal, SARC and medical representatives covering both commands. When possible, this turnover of roles occurs during a SAPR CIT meeting with original and receiving members as close to the victim's transfer as possible.
 - (b) The alleged offender's command representative at the time of the incident will remain a participant in the SAPR CIT regardless of a victim transfer. However, if the alleged offender transfers, membership responsibilities will transfer from the alleged offender's original command to the receiving command.
 - (9) Decide when it is appropriate to discontinue monthly meetings; this shall not occur prior to final case disposition. Meetings can reconvene if safety becomes a concern or if other circumstances develop in the future.
- b. The SARC shall:
- (1) Guide the SAPR CIT in the SAPR Program policies and care for victims of sexual assault.
 - (2) Assist the CO/OIC with completing the Unit Commander's Checklist for Unrestricted Reports of Sexual Assault and the Sexual Assault Incident Report, Form CG-5370.
 - (3) Communicate with the victim regarding the status of his or her case.
 - (a) Communicate updates to the victim within 72 hours of a SAPR CIT meeting.
 - (b) Inform the victim of final case disposition results as soon as possible but not later than two business days.

- (4) Represent the concerns of the victim at the SAPR CIT.
- c. The physician or physician assistant shall:
 - (1) Ensure the victim and alleged offender are offered medical services.
 - (2) Guide the SAPR CIT on medical concerns relating to the well-being of the victim and alleged offender, including mental health and substance abuse concerns.
 - (3) Assist the SAPR CIT in determining whether a transfer is conducive to the physical and mental well-being of the victim or alleged offender.
 - (a) The current Senior Medical Executive (SME) or Designated Medical Officer Advisor (DMOA) must conduct a review of the medical and psychiatric record to determine whether ongoing medical or mental health care is warranted. If ongoing medical or mental health care is necessary, the current SME or DMOA will coordinate with the gaining SME or DMOA to provide a transfer of services and treatment.
 - (b) For Reserve members, the SME or DMOA must contact CG PSC-Reserve Personnel Management (RPM) if continued medical care is required.
- d. The assigned CGIS agent shall:
 - (1) Provide relevant non-sensitive updates on the criminal investigation to the SAPR CIT.
 - (2) Provide relevant non-sensitive updates to the SAPR CIT regarding any relevant civilian law enforcement activities.
 - (3) Inform the SAPR CIT if the alleged offender has a history of criminal behavior, if known.
 - (4) Consult with the SAPR CIT to determine if an expedited transfer of the victim will impact an ongoing case investigation. If a transfer is executed, the current command's CGIS office will coordinate with the gaining command's CGIS office to ensure appropriate transfer of services, if needed, and access to the victim throughout the investigation and trial in the event of an ongoing investigation.
- e. The judge advocate from the servicing legal office shall:
 - (1) Provide updates on the legal case including information on final case disposition to the SAPR CIT.
 - (2) Ensure the victim and alleged offender, or their attorneys if represented by counsel, are informed of the legal processes.
 - (3) Inform the SAPR CIT if the discussed courses of action violate any known laws.

- (4) Assist the SAPR CIT in determining if there is any impact to pending trial or case procedures in the event of an expedited transfer of the victim. If a transfer is executed outside of the AOR, the servicing legal office will coordinate with the receiving command's legal office to ensure an appropriate transfer of services, if needed.
- f. The senior representative from the alleged offender's command shall:
 - (1) Discuss the need for an MPO with the SAPR CIT.
 - (2) Discuss the need for transferring the alleged offender and other potential actions with the SAPR CIT. If transferring, this action is to be coordinated with the CGIS case agent.
4. The SAPR CIT must focus on safety to include, at a minimum, evaluating:
 - a. Victim's safety concerns.
 - b. Alleged offender's access to the victim or whether the alleged offender is stalking or has stalked the victim.
 - c. Previous or existing relationship or friendship between the victim and the alleged offender, or the alleged offender and the victim's spouse, or victim's dependents, as well as the existence of children in common between the victim and alleged offender.
 - d. The sharing (or prior sharing) of a common domicile.
 - e. Whether the alleged offender (or the alleged offender's friends or family members) has destroyed victim's property; threatened or attacked the victim; threatened, attempted, or has a plan to harm or kill the victim or the victim's family members; or, pressured the victim to withdraw participation in the investigation or prosecution.
 - f. Whether the alleged offender has threatened, attempted, or has a plan to commit suicide.
 - g. Whether the alleged offender has a weapon, threatened to use a weapon, or has access to a weapon that may be used against the victim or others (i.e.; unit members).
 - h. Whether the victim has sustained serious injury during the sexual assault incident.
 - i. Whether the alleged offender has a history of law enforcement involvement regarding domestic abuse, assault, or other criminal behavior.
 - j. Whether the victim has a CPO or the command has an MPO against the alleged offender, or whether there has been a violation of a CPO or MPO by the alleged offender.
 - k. History of drug or alcohol abuse by either the victim or the alleged offender.

- l. Whether the alleged offender exhibits erratic or obsessive behavior, rage, agitation, or instability.
 - m. Whether the alleged offender is a flight risk.
5. The SAPR CIT members will discuss if the victim, victim's family, witnesses, bystanders (who intervened), SARC(s), VA(s), responders, alleged offender, or other parties to the incident have experienced incidents of retaliation, reprisal, ostracism, or maltreatment. If any allegations are reported, the information will be forwarded to the proper authorities (e.g., CGIS). Discretion may be exercised in disclosing allegations of retaliation, reprisal, ostracism, or maltreatment when such allegations involve parties to the SAPR CIT.
- B. Restricted Case Management Group (RCMG). For all Restricted Reports, the SARC must convene a RCMG to discuss physical safety concerns regarding the victim.
1. The RCMG will consist of the SARC and VA. If involved, the physician or physician assistant, the SVC, and the chaplain will also be on the RCMG to provide advice in their relevant areas.
 2. The RCMG shall meet:
 - a. Within 24 hours after a sexual assault report is received; or
 - b. As requested by the SARC.
 3. With their respective roles the members of the RCMG must provide advice and information following relevant privacy and privileged communication laws.
 - a. The SARC shall:
 - (1) Chair the RCMG.
 - (2) Provide guidance on SAPR policies.
 - (3) Represent the concerns of the victim to the RCMG.
 - (4) Communicate with the victim or delegate to the VA, if appropriate.
 - b. The VA shall:
 - (1) Provide non-clinical updates on the victim's status to the group.
 - (2) Represent the concerns of the victim to the RCMG.
 4. The RCMG must focus on safety to include, at a minimum, evaluating:
 - a. Victim's safety concerns.

- b. Any perceived safety concerns.
- c. Imminent threat or risk to the victim such as suicidal ideation.
- d. Whether the victim has sustained serious injury during the sexual assault incident.
- e. History of drug or alcohol abuse by the victim.

NOTE: The RCMG may only be able to evaluate some of the above safety issues based on information provided by the victim. The RCMG is not to actively pursue information on the alleged offender unless there is an imminent threat which should be addressed as required in Chapter 4, Paragraph D.3 of this Manual.

- 5. Upon victim request, the SARC will close the case but the victim can request to have his/her case reopened at any time. The RCMG will cease to meet upon case closure.
- C. 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 such as expedited transfer, etc.
 - 2. The Coast Guard SARC is responsible for ensuring proper management of the case per this Manual, but depending on the location, the DoD SARC may continue to be involved.
- D. Civilian Facility Procedures. Collaboration with civilian medical facilities is essential in many incidents. Coast Guard health care personnel and SARCs must familiarize themselves with the local civilian facilities procedures and be prepared to act as a liaison with the treatment facility's personnel in each case, as applicable, to ensure assistance and advocacy for victims covered under this Manual.

CHAPTER 6 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 SAPR Program to prevent sexual assault incidents from occurring and to respond appropriately to incidents of sexual assault.
2. All SAPR training, whether required per this Chapter or optional, must be reviewed and approved by the SAPR Program. Units will not create and present their own SAPR training without first gaining approval from the SAPR Program via their SARC.
3. SAPR training must be attended as prescribed, when required to perform specifically assigned or expected job related functions (e.g., SAPR training for prospective Commanding Officers, or Victim Advocate Training for VAs).
4. Members with Unrestricted Reports who may have difficulty with the subject matter may be able to request an exemption from the SARC. Training that qualifies for an alternate delivery method are those of a general nature that are required of all Coast Guard members and are not related to a specific job or assignment (e.g., online mandatory training, SAAPM events, etc.).
5. For all SAPR training, the required subject matter for the training must be appropriate to the service member's grade and commensurate with their level of responsibility, to include:
 - a. Defining what constitutes sexual assault. Utilizing the term "sexual assault" as defined in this Manual.
 - b. Explaining why sexual assaults are crimes.
 - c. Defining the meaning of "consent" as defined in this Manual.
 - d. Explaining UCMJ violations.
 - e. Explaining the distinction between sexual harassment and sexual assault and that both are unacceptable forms of behavior even though they may have different penalties.
 - f. Explaining available reporting options (Restricted and Unrestricted), the advantages and limitations of each option, the effect of independent investigations on Restricted Reports and explaining MRE 514 of Reference (a).
 - g. Providing an awareness of the SAPR Program and command personnel roles and responsibilities, including all available resources for victims on and off base.
 - h. Identifying prevention strategies and behaviors that may reduce sexual assault, including the climate and culture of the command, bystander intervention, risk reduction, and obtaining affirmative consent.

- i. Discussing the importance of all sexual assault response services being gender-responsive, culturally competent, and recovery-oriented.
- j. Discussing expedited transfers and MPO procedures.
- k. Providing information to victims when the alleged offender is the CO/OIC or in the victim's chain of command, to go outside the chain of command to report the offense. Victims must be informed that they can also seek assistance from an SVC, a chaplain, the DoD Safe Helpline, or CG SUPRT.
- l. Discussing document retention for sexual assault documents (e.g., Victim Reporting Preference Statement, Form CG-6095), to include retention in investigative records. Explaining why it is recommended that sexual assault victims retain sexual assault records for potential use in benefits applications for the Department of Veterans Affairs.

B. Personnel Training Requirements.

1. Accessions training must occur within 14 days of a member's initial entrance to active duty or the member's initial entrance into a duty status with a Reserve Component and include:
 - a. Coast Guard sexual assault policy.
 - b. The resources available with respect to sexual assault reporting and prevention and the procedures a member seeking to access those resources should follow.
 - c. An explanation of the nature of sexual assault in the military environment using scenario-based situations to demonstrate the entire cycle of prevention, reporting, response, and accountability procedures.
 - d. The training requirements listed in Paragraph A.3 of this Chapter.
 - e. At the Coast Guard Academy, incoming cadets must receive SAPR training within 14 days of initial arrival and annually thereafter. This training must include a brief history of sexual assault in the Armed Forces, a definition of sexual assault, information relating to reporting a sexual assault, victim's rights, dismissal, and dishonorable discharge for offenders.
2. Annual training is mandatory for all service members regardless of rank or occupation or specialty. This training must include:
 - a. The training requirements listed in Paragraph A.3 of this Chapter.
 - b. An explanation of the nature of sexual assault in the military environment using scenario-based situations to demonstrate the entire cycle of prevention, reporting, response, and accountability procedures.

3. Professional military education (PME) and leadership development training (LDT) for command cadre must cover the training requirements listed in Paragraph A.3 of this Chapter. For senior enlisted personnel and commissioned officers, PME and LDT must occur during developmental courses throughout their Coast Guard career and include:
 - a. An explanation of the SAPR Program.
 - b. An explanation of the necessity of immediate responses after a sexual assault has occurred to counteract and mitigate the long-term effects of violence.
 - c. An explanation of sexual assault facts and current trends pertaining to the Coast Guard population.
 - d. An explanation of CO/OIC's and senior enlisted service member's role in the SAPR Program.
 - e. A review of all items found in the Command Toolkit (http://www.uscg.mil/worklife/sapr_command_toolkit.asp).
 - f. An explanation of what constitutes reprisal and procedures for reporting allegations of reprisal.
4. Pre-deployment training should cover:
 - a. The training requirements listed in Paragraph A.3 of this Chapter.
 - b. Risk reductions factors tailored to the deployment location.
 - c. A brief history of the specific foreign countries or areas anticipated for deployment, and the area's customs, religious practices, and Status of Forces Agreement (SOFA), as well as cultural customs, mores, and religious practices of coalition partners.
 - d. The type of trained sexual assault responders who are available during the deployment (e.g., law enforcement personnel, legal personnel, SARC, VAs, HCPs, chaplains) and response procedures.

NOTE: See Enclosure (1) for definitions of deployment.

- C. Recruiters. Coast Guard military recruiter training must occur annually and mirror the training requirements in Paragraph A.3 of this Chapter.
- D. Civilians. Training is required for all civilians, and if feasible, highly recommended for Coast Guard contractors and interns. Training must occur annually and mirror the training requirements in Paragraph A.3 of this Chapter. In addition, training for civilian employees must cover the applicability of this Manual and the reporting process for civilian employees.
- E. Responder Training Requirements. To standardize services throughout the Coast Guard, all Coast Guard sexual assault responders must receive the same baseline training. 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; HCPs; Coast Guard Police Department (CGPD); CGIS; judge advocates; SVCs; and chaplains. CO/OICs can be first responders and receive their SAPR training separately as covered in Paragraph B.3 of this Chapter. Responders required to complete training as outlined in this Chapter must report completion to the SARC in their AOR.

1. All responder training shall:
 - a. Be given in the form of initial and annual refresher training from the Coast Guard. Responder training is in addition to annual training.
 - b. Be tracked in each AOR by the local SARC.
 - c. When requested, be given by the SARC.
 - d. Be developed for each responder functional area and must:
 - (1) Explain the different sexual assault response policies and critical issues.
 - (a) Coast Guard SAPR policy, including the role of the SARC, VA, HCP, SVC, and SAPR CIT.
 - (b) Unrestricted and Restricted Reporting as well as victim privilege in accordance with MRE 514 of Reference (a).
 - (c) Exceptions to Restricted Reporting and limitations.
 - (d) Change in victim reporting preference election.
 - (e) Victim advocacy resources.
 - (2) Explain the requirement that SARCs must respond in accordance with this Manual.
 - (3) Describe local policies and procedures with regards to local resources, referrals, and procedures for military and civilians, as well as collaboration and knowledge of resources and referrals that can be utilized at that specific geographic location.
 - (4) Explain the range of victim responses to sexual assault to include:
 - (a) Victimization process, including re-victimization and secondary victimization.
 - (b) Counterintuitive behavior.
 - (c) Impact of trauma on memory and recall.

- (d) Potential psychological consequences, including acute stress disorder and post-traumatic stress disorder.
 - (5) Explain deployment issues, including remote location assistance.
 - (6) Explain the possible outcomes of investigations of sexual assault.
 - (7) Explain the possible flow of a sexual assault investigation.
 - (8) Be completed prior to deployment.
 - (9) Recommend, but not require, that SAPR training for responders include safety and self care.
2. SARC training shall:
- a. Provide the responder training requirements in Paragraph E.1 of this Chapter.
 - b. Be scenario-based and interactive. Provide for role play where a trainee SARC counsels a sexual assault victim and is critiqued by a SARC or an instructor.
 - c. Explain roles and responsibilities in command relationships.
 - d. Explain the roles and responsibilities of SVCs and the statutory responsibility to provide this information to victims. Explain how and when to request an SVC.
 - e. Explain the different reporting options, to include the effects of independent investigations. Explain the exceptions to Restricted Reporting, with special emphasis on suspending Restricted Reporting where it is necessary to prevent or mitigate a serious and imminent threat to the health or safety of the victim or another person.
 - f. Provide training on entering reports of sexual assault into the DSAID. Provide training on potential discovery obligations regarding any notes entered in the DSAID.
 - g. Provide training on document retention of Restricted and Unrestricted cases.
 - h. Provide training on expedited transfer and MPO procedures.
 - i. Provide instruction on all details of VA screening, including:
 - (1) What to do if the VA applicant is a recent victim, or knows sexual assault victims
 - (2) What to do if the VA applicant was accused of being an offender or knows someone who was accused.
 - (3) Identifying the VA applicant's personal biases.
 - (4) The necessary case management skills:

- (a) Required reports and proper documentation as well as records management.
 - (b) Instruction to complete Victim Reporting Preference Statement, Form CG-6095 and proper storage according to Federal service privacy regulations.
 - (c) Ability to conduct SAPR training, when requested by the SARC or commander.
 - (d) Transferring cases to another SARC.
- j. Inform SARCs of the existence of the Coast Guard SAPR Website at <http://www.uscg.mil/sapr/>, and encourage its use for reference materials and general Coast Guard SAPR information.
3. VA Training shall:
- a. Provide the responder training requirements in Paragraph E.1 of this Chapter.
 - b. Be scenario-based and interactive. Provide for role play where a trainee VA interacts with a sexual assault victim and is critiqued by an instructor.
 - c. Explain the different reporting options, to include the effects of independent investigations. Explain the exceptions to Restricted Reporting, with special emphasis on suspending Restricted Reporting where it is necessary to prevent or mitigate a serious and imminent threat to the health or safety of the victim or another person.
 - d. Explain the roles and responsibilities of SVCs and the statutory responsibility to provide this information to victims. Explain how and when to request an SVC.
 - e. Include:
 - (1) Necessary critical advocacy skills.
 - (2) Basic interpersonal and assessment skills.
 - (a) Appropriate relationship and rapport building.
 - (b) Sensitivity training to prevent re-victimization.
 - (3) Crisis intervention.
 - (4) Restricted and Unrestricted Reporting options as well as MRE 514 of Reference (a).
 - (5) Roles and limitations, to include: command relationship, VA's rights and responsibilities, reporting to the SARC, and recognizing personal biases and issues.
 - (6) Preparing proper documentation for a report of sexual assault.

- (7) Document retention in Restricted and Unrestricted cases.
 - (8) Expedited transfer and MPO procedures.
 - (9) Record keeping rules for protected disclosures relating to a sexual assault.
 - (10) A discussion of ethical issues when working with sexual assault victims as a VA.
 - (11) A discussion of individual versus system advocacy.
 - (12) A review of the military justice process and adverse administrative actions.
 - (13) Overview of criminal investigative process and military judicial requirements.
 - (14) A review of the issues in victimology.
 - (a) Types of assaults.
 - (b) Health consequences such as mental and physical impairments.
 - (c) Cultural and religious differences.
 - (d) Victims' rights and the victim's role in holding offenders appropriately accountable and limitations on offender accountability when the victim elects Restricted Reporting.
 - (e) Health care management of sexual assault and medical resources and treatment options to include the medical examination, the forensic examination, mental health and counseling, pregnancy, and STIs
 - (f) Identification of safety issues and their immediate report to the SARC or law enforcement, as appropriate.
 - (g) Identification of retaliation actions against the victim; procedures for responding to retaliatory actions and their immediate reporting to the SARC; safety planning to include how to prevent retaliation or reprisal actions against the victim.
 - (h) Separation of the victim and offender as well as the MPO and CPO process.
 - (15) Safety and self-care.
4. HCP training shall:
- a. Provide the responder training requirements in Paragraph E.1 of this Chapter.
 - b. Explain how to deal with emergency contraception and STI treatment.
 - c. Explain medical records management.

- d. Explain legal process and expert witness testimony.
5. CGPD training shall:
- a. Provide the responder training requirements in Paragraph E.1 of this Chapter for law enforcement personnel who may respond to a report of sexual assault.
 - b. Explain how to respond in accordance with the SAPR Program.
 - (1) Notify the command, SARC, VA, and CGIS.
 - (2) Work with SARCs, VAs, and HCPs.
 - 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 accorded their rights, in accordance with Reference (c).
 - d. Take into consideration the victim's safety concerns and medical needs.
6. Training for CGIS agents assigned to investigate sexual assaults shall:
- a. Provide the responder training requirements in Paragraph E.1 of this Chapter for CGIS agents who may respond to a report of sexual assault.
 - b. Include initial and annual refresher training on essential tasks specific to investigating sexual assault investigations that explain that these reports must be included in 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. Include Coast Guard regulations regarding the legal transfer of SAFE kit.
 - d. Explain how to work with victims of sexual assault.
 - (1) Effects of trauma on the victim to include impact of trauma and stress on memory as well as balancing investigative priorities with victim needs.
 - (2) Ensure victims are informed of and afforded their rights, in accordance with Reference (c), this Manual, and Coast Guard regulations.
 - (3) Take into consideration the victim's safety concerns and medical needs.
 - e. Explain how to respond to a sexual assault in accordance with this Manual, including:
 - (1) Notification of command and SARC.
 - (2) Investigating cases to include drug and alcohol facilitated sexual assaults, having multiple suspects and sexual assaults in the domestic violence context as well as same-sex sexual assaults (male/male or female/female).

- f. Explain unique issues with sex offenders to include identifying, investigating, and documenting predatory behaviors.
 - g. Explain how to work with the SARC and VA to include SARC and VA roles, responsibilities, and limitations; victim services and support programs; and, victim privilege and privileged communications in accordance with MRE 514 of Reference (a).
7. Judge advocate training shall:
- a. Adhere to the responder training requirements in Paragraph E.1 of this Chapter for judge advocates who are responsible for advising CO/OICs on the investigation or disposition of, or who prosecute or defend sexual assault cases.
 - b. Explain legal support services available to victims.
 - (1) Explain that each service member who reports a sexual assault must be given the opportunity to consult with an SVC and, in cases where the victim may have been involved in collateral misconduct, to consult with defense counsel.
 - (a) Provide information concerning the prosecution, if applicable. Provide information regarding the opportunity to consult with an SVC as soon as the victim seeks assistance from a SARC, VA, HCP, or any Coast Guard law enforcement agent or judge advocate.
 - (b) Ensure victims are informed of their rights.
 - (2) Explain the sex offender registration program.
 - c. Explain issues encountered in the prosecution of sexual assaults.
 - (1) Typologies (characteristics) of victims and sex offenders in non-stranger sexual assaults.
 - (2) Addressing the consent defense.
 - (3) How to effectively prosecute alcohol and drug facilitated sexual assault.
 - (4) How to introduce forensic and scientific evidence (e.g., SAFE Kits, DNA, serology, toxicology).
 - (5) MRE issues and updates to regard sexual assault prosecution in accordance with MRE 412, 413, and 615 from Reference (a).
 - (6) How to advise victims and VAs about the military justice process, and MRE 514 of Reference (a). Explain:

- (a) Victims' rights during trial and defense counsel interviews (e.g., guidance regarding answering questions on prior sexual behavior, interviewing parameters, coordinating interviews, case outcomes).
- (b) In the case of a general or special court-martial involving a sexual assault, a copy of the prepared record of the proceedings of the court-martial, not to include sealed materials, unless otherwise approved by the presiding military judge or appellate court, must be given to the victim of the offense if the victim testified during the proceedings.
- (c) Guidance on victim accompaniment (e.g., who may accompany victims to attorney interviews, what is their role, and what should they do if victim is being mistreated).
- (d) MRE 412 of Reference (a) and its application to investigations pursuant to an Article 32 of the UCMJ hearing.
- (e) Protecting victim privacy (e.g., access to medical records and conversations with SARC or VA, discovery consequences of making victim's mental health an issue, MRE 514 of Reference (a)).

8. SVC training shall include:

- a. The judge advocate training requirements in Paragraph E.7 of this Chapter.
- b. The differences between the two types of reporting in sexual assault cases.
- c. The roles of the SARC, VA, and HCP.
- d. The military justice system, including roles and responsibilities of the trial counsel, the defense counsel, and investigators. This may include the ability of the Government to compel cooperation and testimony.
- e. The services available from appropriate agencies or offices for emotional and mental health counseling and other medical services.
- f. The availability of protections offered by military and civilian restraining orders.
- g. Eligibility for and benefits potentially available as part of transitional compensation benefits found in of 10 U.S.C. § 1059 and other State and Federal victims' compensation programs.

9. Chaplains training shall:

- a. Adhere to the responder training requirements in Paragraph E.1 of this Chapter.
- b. For pre-deployment SAPR training, focus on counseling services needed by sexual assault victims and offenders in contingency and remote areas.

c. Address:

- (1) Privileged communications and the Restricted Reporting policy rules and limitations, including legal protections for chaplains and their confidential communications, assessing victim or offender safety issues (while maintaining chaplain's confidentiality), and MRE 514 of Reference (a).
- (2) How to support victims with discussion on sensitivity of chaplains in addressing and supporting sexual assault victims, identifying the chaplain's own bias and ethical issues, trauma training with pastoral applications, and how to understand victims' rights.

d. Other counseling and support topics.

- (1) Offender counseling should include: assessing and addressing victim and offender safety issues while maintaining confidentiality; and, counseling an offender when the victim is known to the chaplain (counseling both the offender and the victim, when there is only one chaplain at a military installation).
- (2) Potential distress experienced by witnesses and bystanders over the assault they witnessed or about which they heard.
- (3) Counseling for SARCs, VAs, HCP, chaplains, judge advocates, law enforcement or any other professionals who routinely work with sexual assault victims and may experience secondary effects of trauma.
- (4) Providing guidance to unit members and leadership on how to mitigate the impact that sexual assault has on a unit and its individuals, while keeping in mind the needs and concerns of the victim.

Definitions

1. Adult Armed Forces Dependent. A spouse or child of an armed forces member who is 18 years of age or older 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 involved.
3. Closed Case. A case where the victim has received legal resolution (if applicable) and given permission to the SARC to close the case. The victim can still open the case in the future to continue receiving services.
4. 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 alleged offender'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.
5. Civilian Protective Order (CPO). Any order issued by a civil or criminal court for the purpose of preventing violent or threatening acts or harassment against, sexual violence, or contact or communication with, or physical proximity to, another person, including any temporary or final order issued by a civil or criminal court in response to a complaint, petition, or motion filed on behalf of a person seeking protection.
6. Deployment. The term deployment when used in this Manual refers to both expeditionary and routine deployments as defined below.
 - a. Expeditionary Deployment. Expeditionary deployments include active duty and reserve Coast Guard members supporting DoD troop movements resulting from a Joint Chiefs of Staff/Combatant Command deployment for 30 continuous days or more to a location outside the U. S. Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF) are examples of expeditionary deployments.
 - b. Routine Deployment. Routine deployments include active duty and reserve Coast Guard personnel involved in Coast Guard patrols and deployments outside the U.S., its territories or possessions, in support of Coast Guard missions. This includes joint DoD deployments not associated with expeditionary deployments. This also includes special named operations/contingencies as designated by Commandant (CG-11) (e.g. deployments to identified domestic disaster relief (i.e. hurricane) operations).

7. Health Care Personnel. Includes health care providers, and personnel supporting health care providers (e.g., administrative personnel assigned to a Coast Guard clinic).
8. 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. Health care providers include physicians, dentists, pharmacists, physician assistants, nurses, dental hygienists and assistants, mental health counselors, and health services technicians.
9. Military Protective Order (MPO). An order directing an active duty member to do or refrain from doing specified act (e.g., staying a certain distance away from a place of work or residence or to have no contact with a specific person). This differs from a CPO.
10. Offender. A person who commits an illegal act.
11. Open Case. A case that has not reached legal resolution (if applicable) and the victim is still receiving support services from the SARC and VA.
12. Personally Identifiable Information (PII). Information which would disclose or have a tendency to disclose a person's identity.
13. Privileged Communications. Conversation that takes place within the context of a protected relationship, such as that between an attorney and client, psychotherapist and patient. VA privilege follows the MRE 514 which allows for a level of privilege with exception.
14. Restricted Reporting. The process used by a service member or adult armed forces 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 health care provider, it will not be reported to the chain of command or law enforcement (unless the victim consents or an established exception is exercised under this Manual). 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. See Chapter 4, Paragraph D of this Manual for more information on these exceptions.
15. Service Member. Coast Guard active duty members, PHS Officers detailed to the Coast Guard, Navy chaplains assigned to the Coast Guard, and Coast Guard reserve members on active duty or in a drill status, unless otherwise noted, for the purpose of this Manual.
16. 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.

17. 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 also known as a Sexual Assault Medical Forensic Exam (SAMFE).
18. 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 full time, an EAPC, or an FAS.
19. 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.
20. Unrestricted Reporting. The process used by a service member or adult armed forces dependent 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, HCP, or anyone else is reportable to the CGIS.
21. Victim. 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". Use of the term "victim" in this Manual is intended to identify those who have reported they were sexually assaulted, and thus who are eligible for the services outlined in this Manual. This definition is much broader than when it is sometimes used in a law enforcement setting to identify those who were the victims of an offender convicted in a criminal proceeding. Use of the term "victim" in this Manual is not intended as a commentary on the potential outcome of any criminal proceeding.
22. Victim Advocate (VA). Trained and professionally credentialed volunteers who advocate 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.

Acronym List

AOR	Area of Responsibility
CE	Categorically Excluded
CGIS	Coast Guard Investigative Service
CG PSC	Coast Guard Personnel Service Center
CGPD	Coast Guard Police Department
CIT	Crisis Intervention Team
CO	Commanding Officer
CPO	Civilian Protective Order
DA	Direct Access
DEERS	Defense Enrollment Eligibility Reporting System
DEOCS	DEOMI Organizational Climate Survey
DEOMI	Defense Equal Opportunity Management Institute
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
FACTS	Field Activity Case Tracking System
FAP	Family Advocacy Program
FAS	Family Advocacy Specialist
FORCECOM	Force Readiness Command
HCP	Health Care Provider

Enclosure (2) COMDTINST M1754.10E

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 Rule 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
OEF	Operation Enduring Freedom
OIC	Officer in Charge
OIF	Operation Iraqi Freedom
PCS	Permanent Change of Station
PD	Position Description
PDR	Personnel Data Record
PHS	Public Health Service

PII	Personally Identifiable Information
PM	Program Manager
PME	Professional Military Education
QA	Quality Assurance
RCMG	Restricted Case Management Group
RM	Regional Managers
RPM	Reserve Personnel Management
SAAPM	Sexual Assault Awareness and Prevention Month
SAFE	Sexual Assault Forensic Examination
SAMFE	Sexual Assault Medical Forensic Examination
SANE	Sexual Assault Nurse Examiner
SAPR	Sexual Assault Prevention and Response
SAPR CIT	Sexual Assault Prevention and Response Crisis Intervention Team
SAPRO	Sexual Assault Prevention and Response Office
SAPR PM	Sexual Assault Prevention and Response Program Manager
SARC	Sexual Assault Response Coordinator
SECCEN	Security Center
SJA	Staff Judge Advocate
SME	Senior Medical Executive
SOFA	Status of Forces Agreement
SPO	Servicing Personnel Office
STI	Sexually Transmitted Infections
SVC	Special Victims Counsel
TMT	Training Management Tool
TRACEN	Training Center

Enclosure (2) COMDTINST M1754.10E

TTP	Tactics, Techniques, and Procedures
UCI	Unlawful Command Influence
UCMJ	Uniform Code of Military Justice
USCG	United States Coast Guard
U.S.C.	United States Code
VA	Victim Advocate