



# SEXUAL ASSAULT PREVENTION AND RESPONSE Tactics, Techniques, and Procedures (TTP)



Force Readiness Command  
(FORCECOM)

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## COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 1-16.1

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE TTP

- Ref:
- (a) Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series)
  - (b) Uniform Code of Military Justice (UCMJ), 10 U.S.C. §§ 801-946
  - (c) Administrative Investigation Manual, COMDTINST M5830.1 (series)
  - (d) Reserve Policy Manual, COMDTINST M1001.28 (series)
  - (e) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
  - (f) Coast Guard Investigative Service Roles and Responsibilities, COMDTINST 5520.5(series)
  - (g) Special Victims' Counsel for Victims of Sex-Related Offenses, 10 U.S.C. § 1044e
  - (h) Personnel Security and Suitability Program, COMDTINST M5520.12 (series)
  - (i) Aggravated Sexual Abuse, 18 U.S.C. § 2241
  - (j) Sexual Abuse, 18 U.S.C. § 2242
  - (k) Sexual Abuse of a Minor or Ward, 18 U.S.C. § 2243
  - (l) Abusive Sexual Contact, 18 U.S.C. § 2244
  - (m) Offenses Resulting in Death, 18 U.S.C. § 2245
  - (n) Definitions for Chapter, 18 U.S.C. § 2246
  - (o) Special Victims' Counsel for Victims of Sex-Related Offenses, 10 U.S.C. § 1044a
  - (p) Legal Assistance, 10 U.S.C. §1044
  - (q) Victims of Sexual Assault: Access to Legal Assistance and Services to Sexual Assault Response Coordinators and Sexual Assault Victim Advocates, 10 U.S.C. § 1565b
  - (r) Health, Safety, and Work-Life Service Center Regional Practice Support Guide, HSWLSCINST M6010.1 (series)

1. **PURPOSE.** To provide a clear and standardized set of procedures in order to prevent and respond to sexual assaults. Use reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), and this publication as guidance.
2. **ACTION.** This CGTTP publication applies to all Coast Guard members. Internet release authorized.

3. DIRECTIVES/TTP AFFECTED. None.
4. DISCUSSION. This publication describes the processes and procedures used within the Coast Guard to prevent and respond to sexual assault. The commission of sexual assault is a crime and contrary to the Coast Guard's Core Values.
5. DISTRIBUTION. FORCECOM TTP Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting **References > Tactics, Techniques, and Procedures (TTP)**. FORCECOM TTP Division does not provide paper distribution of this publication.
6. FORMS/REPORTS. The forms called for in this publication are available in USCG electronic forms on the standard workstation or on the Internet:  
<http://www.uscg.mil/forms/>; CGPortal: Select References from the home page; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
7. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections via email to FORCECOM-PI@uscg.mil or through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting **References > Tactics, Techniques, and Procedures (TTP) > TTP Request**.

Send lessons learned applicable to this TTP publication via command email to FORCECOM TTP Division at CMD-SMB-CG-FORCECOM.

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By Direction of Commander,  
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# Chapter 1: Introduction

## Introduction

This chapter overviews the contents of this tactics, techniques and procedures (TTP) publication. It also defines the use of notes, cautions, and warnings in TTP publications.

## In This Chapter

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This chapter contains the following sections:

Section	Title	Page
A	Introduction	1-2
B	Notes, Cautions, and Warnings	1-4

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## Section A: Introduction

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### A.1. Overview

This publication describes the processes and procedures used within the Coast Guard to prevent and respond to sexual assaults. Service members and civilians should read and understand the processes described in this publication in order to prevent sexual assault and respond to sexual assault victims.

Use this publication in conjunction with reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), which states the Coast Guard's policies regarding sexual assault prevention and response (SAPR). The publication also provides more specific guidance to victim advocates (VAs), sexual assault response coordinators (SARCs), commanding officers (COs), and officers-in-charge (OICs) regarding their roles to prevent and respond to sexual assaults.

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### A.2. Purpose

The purpose of this publication is to identify, establish, and publish a clear and standardized set of procedures for SAPR.

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### A.3. Prevention

Everyone is responsible for preventing sexual assaults. All Coast Guard service members—and associated civilians, reservists, Auxiliarists, and dependents—should work and live in an environment where every member is valued for their contributions. No one should feel threatened or live in fear of sexual assault. Sexual assault is a crime and contrary to the Coast Guard's core values.

The following are some common aspects of a sexual assault.

**The majority of sexual assault crimes are committed by individuals that are known to the victim.** Sexual assault is most often about power and control; sexual assault is not typically about sex. Most sexual assaults are committed by known individuals such as friends, co-workers and acquaintances.

**Alcohol is often used as a weapon of choice to perpetrate sexual assault.** Offenders often ply their victim with alcohol; alcohol reduces inhibitions as well as the victim's ability to effectively protect themselves.

**Bystanders are often present in the events leading up to a sexual assault.** Understanding and practicing safe intervention techniques can help members better recognize when and how to act while also building one's confidence to act when faced with a situation.

**NOTE:**

See [Appendix A: Acronym and Glossary](#) for definitions of commonly used terms in this publication.

## Section B: Notes, Cautions, and Warnings

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**B.1. Overview** The following definitions apply to notes, cautions, and warnings found in TTP publications.

**NOTE:** **An emphasized statement, procedure, or technique.**

**CAUTION:** **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

**WARNING:** *A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death.*

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## Chapter 2: All Coast Guard Members

### Introduction

This chapter provides an overview of the SAPR program for all Coast Guard members (service members and civilians under a Coast Guard command) and outlines the prevention, response and training procedures to comply with SAPR policy.

### In This Chapter

This chapter contains the following sections:

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## **Section A: Overview**

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**A.1. Overview** Per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), all service members and civilians of the Coast Guard must report suspected and actual sexual assault occurrences. These acts are a violation of the Coast Guard's core values of honor, respect, and devotion to duty.

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## Section B: Prevention

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### B.1. General

Everyone is responsible for preventing sexual assaults. All Coast Guard service members, civilians, reservists, Auxiliarists, and dependents should work and live in an environment where every member is valued for their contributions. No one should feel threatened or live in fear of sexual assault. Sexual assault is a crime and contrary to the Coast Guard's core values.

Reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), covers responsibilities applicable to all Coast Guard members. Below are tactics that prevent sexual assault.

- Know the tools and resources available for SAPR and lead by example to ensure personal engagement in the SAPR program.
- Use only Sexual Assault Prevention and Response Program (CG-1111) approved marketing and training materials.
- Understand and implement the policies and procedures regarding sexual assault reporting.
- Learn about sexual assault and understand reference (b), Uniform Code of Military Justice (UCMJ), 10 USC § 920 along with the definition of consent.
- In addition to SAPR training, attend and participate in training about alcohol and drug abuse, sexual harassment, and other workplace climate issues.

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### B.2. Command Climate

The command climate sets the tone of what behaviors are acceptable for members. Below are tactics which establish a command climate free of sexual assault and the behaviors that enable sexual assault.

- Build trust with service members from the beginning; this can help victims come forward. Sexual assaults are frequently not reported because of fear of retaliation, or embarrassment.
- Do not tolerate sexual assault in your environment. Promote respect; immediately address and eliminate sexist, racist, and homophobic attitudes towards others. Prohibit the use of offensive jokes and other commentary that is demeaning to others and shows disrespect. Eliminate offensive posters or publications from the workplace. Respect all fellow service members, regardless of rank, rate, gender, culture background, or sexual orientation.

- Make Coast Guard members aware of their duty to intervene in situations that may lead to sexual assault. Members must respect and care for others, particularly when they appear to be involved in dangerous or risky situations.
  - Talk about sexual assault prevention. When a command takes sexual assault seriously the likelihood of it is reduced.
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### **B.3. Predatory Behaviors**

There are some common characteristics of predatory behavior:

- Skillful at identifying “likely” victims and testing possible victim’s limits.
  - Plan attacks in advance.
  - Groom victims.
  - Physically isolate victims.
  - Use violence to scare and force victims to submit.
  - Use emotional weapons such as power, control, manipulation, threats, and physical force.
  - Rarely resort to using weapons.
  - Use alcohol to render victims more vulnerable to attack.
  - Are “undetected” because they are typically well-liked, charismatic, and appear to operate within acceptable social norms.
- 

### **B.4. Bystander Intervention**

Bystanders are individuals who observe potential harm or violence to another person, or witness a condition that perpetuates violence. They are not directly involved, but have an opportunity to intervene. Successful intervention occurs when bystanders:

- Recognize signs that an act of sexual violence might occur or is occurring.
- Identify the potential victim at risk and the need for intervention.
- Decide the most appropriate and safest way to intervene.

Use the following methods when intervening:

- Create a distraction to remove someone from a risky situation.
- Separate both parties if you know them well. Sometimes a direct approach is best to separate both parties and ensure each person arrives home safely.
- Tell other friends what’s going on; friends of each person can help. If a person reacts badly, try a different approach.
- Call for help. Sometimes the situation might be too volatile, and

professional help is necessary. Contact the manager of the facility or call the police. Voice your concerns clearly and directly. Monitor the situation until additional help arrives.

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## Section C: Response

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### **C.1. Responding to a victim**

The Coast Guard protects the personal rights, health, and safety of its members. Do the following when responding to a victim:

- Be supportive.
  - Let victims express their emotions.
  - Do not interpret a victim's calmness or composure as evidence that a sexual assault did not occur.
  - Do not appear overprotective or patronizing.
  - Assure victims that the event was not their fault, and they should not be embarrassed to come forward.
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### **C.2. Treating victims and alleged offenders at your command**

Ensure sexual assault occurrences do not become general knowledge within the command. If information becomes known within the ranks:

- Recognize that the alleged offender is presumed innocent until proven guilty.
  - Support both the victim and alleged offender in the incident.
  - Don't ostracize or discriminate against victim, alleged offender or any bystanders to the incident.
  - Don't gossip or speculate about the case or investigation.
  - Stay impartial and do not judge the victim or alleged offender.
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## Section D: Training

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### D.1. Required Training

Coast Guard members are required to complete the annual mandated training (MT) regarding SAPR. To take training:

1. Log on to the USCG Learning Management System (LMS) website at <https://elearning.uscg.mil/>.
2. Select Mandated Training 'A' from the catalog.
3. Enroll in Sexual Assault Prevention/Response (SAPR), Course Code 810045.
4. Launch the course;
  - a. Complete each segment and score 100% for each segment test or,
  - b. Complete all segments and score 100% on final test.

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### D.2. Additional Training

Coast Guard members who want additional training on SAPR can:

- Retake the SAPR MT course at any time.
- Contact the SARC to request additional training.
- Contact the SARC for information on additional training options such as from a VA or from a local rape crisis center.
- Participate in or lead Sexual Assault Awareness Prevention Month (SAAPM) activities.

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### D.3. Additional SAPR Information

Coast Guard members can find more information relating to SAPR by:

- Visiting the Sexual Assault Prevention and Response Program website at [www.uscg.mil/sapr](http://www.uscg.mil/sapr).
- Visiting CGPortal page at <https://cglink.uscg.mil/65eeb25a>.
- Visiting the DOD Safe Helpline at <http://www.safehelpline.org/>.
- Speaking with a local VA.
- Contacting a local SARC.

**NOTE:**

**The SARC provides additional training to members of their Area of Responsibility (AOR), when requested. The SARC maintains resources that compliment USCG prevention and response efforts through partnerships with civilian agencies.**

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## Chapter 3: Victims

**Introduction** This chapter discusses how victims of sexual assault can report, obtain care, support and services, and continue their Coast Guard career.

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**In This Chapter** This chapter contains the following sections:

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## Section A: Overview

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### **A.1. Overview**

Victims of sexual assault deserve care, support, and services. This section describes how to obtain care and support. Sexual assault is a crime of motive and opportunity. The majority of sexual assaults are committed by someone the victim knows. Ultimately, there is no way to completely prevent a sexual assault; only the offender is at fault in these cases. The victim is not alone and help is available 24/7.

The Coast Guard is committed to helping victims during their healing and recovery process. The following sections describe how to obtain the care, support, and services that ensure victims can continue their Coast Guard careers.

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## Section B: Initial Response

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- B.1. Getting Help** Members of the Coast Guard who have been sexually assaulted:
1. Go to a safe location away from the perpetrator(s). If in immediate danger, call 9-1-1 or emergency services.
  2. Once in a safe location, call the regional SARC. A list of SARCs can be found at [http://www.uscg.mil/worklife/sapr\\_contact.asp](http://www.uscg.mil/worklife/sapr_contact.asp). In addition to the SARC, a victim may also reach out to a VA or health care provider (HCP) to report a sexual assault while being provided unrestricted and restricted reporting options.
  3. The victim may also consult with a Chaplain with complete confidentiality. The Chaplain can offer reporting options and helpful resources. A victim can seek help through his/her command, a law enforcement agency, and Coast Guard Investigative Service (CGIS) although any report to these groups will result in an Unrestricted Report. [Appendix B: Victim Reports a Sexual Assault](#) provides a flowchart detailing the response pathway after a sexual assault report is made.

**NOTE:**

**Victims must be aware of their state mandatory reporting laws as some states require HCPs to report sexual assaults.**

4. Victims can also use online resources such as the Department of Defense (DOD) Safe Helpline or CG SUPRT (dial 1-855-247-8778). The DOD Safe Helpline is a 24/7 resource that provides help through a website ([www.SafeHelpline.org](http://www.SafeHelpline.org)), a hotline (1-877-995-5427), and text (55-247 inside the United States (U.S.) or 001-202-470-5546 outside the U.S.).

**B.2. Evidence Preservation**

If possible, preserve evidence to help with legal proceedings. Collect evidence even when the victim wants a Restricted Report, in case there is a need or desire to prosecute later. For the preservation of evidence before a forensic exam, do the following:

1. Do not change clothes.

**NOTE:**

**If the victim must change, place the soiled clothes in a paper bag, not plastic.**

2. Do not eat or drink anything.
3. Do not shower, wash hands, brush teeth, or use mouthwash.
4. Do not take or apply any type of medication to any injuries.

5. Do not use the bathroom. If still in the location in which the crime occurred, do not clean, straighten up or remove anything from the crime scene.

Per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), SARC can coordinate with law enforcement to have evidence collected.

### **B.3. Reporting Options**

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When reporting a sexual assault, the victim selects Unrestricted or Restricted (if still an option) on the Victim Reporting Preference Statement, Form [CG-6095](#). The first person to meet with the victim, who is a SARC, VA, or HCP, provides this form to the victim and explains that:

- Both reporting options give the victim access the services of the SARC, VA, Special Victims' Counsel (SVC), and Chaplain as well as medical care and counseling.
- The victim can elect to have a sexual assault forensic exam (SAFE) under either option; however, for a Restricted Report, no command notification is necessary and a medical examiner must be locally available to perform the SAFE.

**NOTE:**

**USCG medical clinics do not perform SAFEs.**

- Under Restricted Reporting, the victim's command is not informed of the assault so the victim can preserve his/her privacy.
- Under Unrestricted Reporting, the victim can get additional benefits and safety measures such as a Military Protective Order (MPO), expedited transfer, potential prosecution of the offender, and help from the Sexual Assault Prevention and Response Crisis Intervention Team (SAPR CIT).

**NOTE:**

**[Appendix C: Unrestricted Versus Restricted Reporting Diagram](#) provides a summary diagram that compares the two reporting options. After signing the Victim Reporting Preference Statement, Form [CG-6095](#), the SARC, VA, or HCP provide the victim a copy of this form.**

- The victim stores this personal copy in a safe and secure place, as it may be needed later.
- The victim protects this form from disclosure to individuals without a need to know.
- The victim can request a copy from the SARC if he/she loses the first

copy.

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**B.4. Unrestricted Report Process**

To understand what happens after an Unrestricted Report, victims can review these general process steps as an example. Also refer to the Victim Response and Recovery care in [Appendix D: Victim Response and Recovery Care Responsibilities](#).

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**B.4.a. Response**

Within 24 hours following a report of sexual assault if victim selects Unrestricted Report, the following steps are taken:

1. The victim discloses that he/she is the victim of a sexual assault.
2. Unit commander follows commander's checklist for Unrestricted Reports of Sexual Assault in [Appendix E: Unit Commander's Checklist for Unrestricted Reports of Sexual Assault](#). Following the checklist, the victim is contacted by CGIS, the SARC, a VA, and, if desired, a Chaplain or HCP. The SAPR Crisis Intervention Team (SAPR CIT) also convenes as outlined in [Appendix E: Unit Commander's Checklist for Unrestricted Reports of Sexual Assault](#).
3. CGIS or other law enforcement will arrange to interview the victim.

**NOTE:**

**If the victim chooses not to participate in a law enforcement investigation, he/she may need to sign a statement declining law enforcement assistance or any further prosecutorial actions (Waiver of Prosecution Letter). The victim's lack of participation, although a possible factor, does not determine the course of action of an investigation or prosecution.**

4. SARC informs the victim of his/her rights under reference (b), Uniform Code of Military Justice (UCMJ), 10 U.S.C. §§ 806b and offers support services. The SARC assigns a VA.
5. SARC, VA, or HCP gives the Victim Reporting Preference Statement, Form [CG-6095](#), to the victim for signature.
6. SARC begins crisis intervention services and the case management process for the victim. This process includes collecting data for the Unrestricted Report in Defense Sexual Assault Database (DSAID).
7. SARC offers the victim a SVC to provide legal assistance and advice in a confidential victim-attorney relationship.
8. If desired, a HCP contacts the victim and arranges for transportation to an appropriate location for a forensic exam. Per victim request, a VA, or other appropriate person can be present.
9. SARC, VA, or SVC informs the victim of the expedited transfer option

(see [Appendix F: Member's Request to Transfer Memorandum Template](#)).

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B.4.b. Case  
Management  
Overview

Following the report of a sexual assault, the case is considered open until there is legal resolution of the case and the victim requests the case be moved to a closed status (i.e., no further services are being provided).

- Unit commander continues to follow the checklist for Unrestricted Reports of sexual assault in [Appendix E: Unit Commander's Checklist for Unrestricted Reports of Sexual Assault](#), checking for any items not completed during response.
- SAPR CIT continues meetings per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series).
- Command submits Sexual Assault Incident Report, Form [CG-5370](#).
- CGIS or law enforcement conduct interviews with the victim. The victim may have his/her VA and SVC present during these interviews.
- SARC ensures that continued safety issues are discussed and that CGIS and the VA, if applicable, are aware of any potential safety concerns.
- Assigned VA (and SARC) contacts the victim to ensure the victim is receiving the necessary physical and medical care support.
- SARC, CGIS, SVC, or legal provide monthly reports to the victim regarding the status of the sexual assault investigations.
- Victim receives counseling, if desired.
- SARC and VA advocate for the victim during personnel related events, such as Physical Disability Evaluation System (PDES) and Fit for Full Duty (FFD) examinations.
- If the victim is transferring to a new duty location, the current SARC will:
  - Receive approval from the victim to transfer the case.
  - Request a new VA be assigned near his/her duty station.
  - Transfer case to the new SARC.
- Before the case is considered closed, the SARC:
  - Informs the victim that his/her paperwork can be made available upon transition from service.
  - Informs the victim that resources such as counseling, CG SUPRT, DOD Safe Helpline, local rape crisis centers, and Department of

Veterans Affairs mental health services for Military Sexual Trauma (MST) are still available.

➤ Provides the victim the link to the [victim survey](#).

- SARC asks the victim if he/she wants his/her case closed, following legal resolution. If the victim requests no further contact, a case is considered closed.

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### B.5. Restricted Report Process

To gain a better understanding of what happens following a Restricted Report, victims can review these general process steps as an example along with [Appendix G: Victim Transfer Process Job Aid for SARCs](#).

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#### B.5.a. Response

Within 24 hours following a report of sexual assault if victim selects Restricted Report, the following steps are taken:

1. SARC, VA or Coast Guard/DOD HCP receives a report of a sexual assault.

**NOTE:**

**All disclosures of sexual assault by a victim, family member or non Coast Guard friend must be made to a SARC, VA, or HCP in order to remain a Restricted Report. If the report is made outside of this chain, the report is Unrestricted. Chaplains cannot take Restricted or Unrestricted reports, but may refer a victim to a SARC. Communication with a Chaplain is confidential.**

**NOTE:**

**HCPs at military facilities honor military Restricted Reporting; however, this may not apply to civilian medical providers, civilian medical facilities, or in states that have mandatory reporting laws.**

2. SARC informs the victim of his/her rights under reference (b), Uniform Code of Military Justice (UCMJ), 10 U.S.C. §§ 806b and offers support services. SARC assigns a VA if one is not already assigned. The victim can accept or deny services when meeting the VA for the first time.
3. SARC gives the Victim Reporting Preference Statement, Form [CG-6095](#), to the victim for signature. The victim can change preference to Unrestricted at any time. Any future disclosures of the assault to an individual other than those who can receive a Restricted Report automatically change the report to Unrestricted.
4. If desired, a HCP contacts the victim and arranges for transportation to an appropriate location for a SAFE. Per victim request, a VA may be present.
5. SARC begins crisis intervention services and the case management process in DSAID. This process includes collecting data for the

Restricted Report in DSAID.

6. SARC or VA offers victim an SVC to provide legal assistance and advice in a confidential relationship.
7. SARC or VA provides victim with coordinated medical care if needed or desired.
8. SARC or VA provides victim information for counseling services if desired.

**B.5.b. Case Management**

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Following the report of a sexual assault, the case is considered open until the victim requests the case to be closed.

- Assigned VA and SARC contact the victim monthly to ensure the victim is receiving the necessary medical, behavioral care, and support.
- Provide counseling to the victim, if desired.
- If the victim is transferring to a new duty location, the current SARC will:
  - Receive approval from the victim to transfer the case.
  - Request a new VA be assigned near his/her duty station.
  - Transfer case to the new SARC.
- Before the case is considered closed, the SARC:
  - Informs the victim that his/her Victim Preference Reporting Statement Form, [CG-6095](#), can be made available upon transition from the service.
  - Informs the victim that resources such as counseling, CG SUPRT, DOD Safe Helpline, local rape crisis centers, and Department of Veterans Affairs mental health services for MST are still available.
  - Provides the victim the link to the [victim survey](#).
- SARC asks the victim if he/she wants his/her case closed. If the victim requests no further contact, the SARC may close the restricted case.

**B.6. Medical Care**

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Following a sexual assault:

- The victim can receive a medical exam for overall health. Even if the victim does not have any physical injuries, he/she may be at risk of acquiring a sexually transmitted infection or becoming pregnant.
- The victim can get a SAFE, if desired, whether or not he/she have an Unrestricted or Restricted Report. SAFEs are not performed at USCG

clinics.

- Ideally a SAFE occurs within 72 hours after the assault whenever possible, although some evidence might be viable longer.
- For Restricted Reports, the SAFE kit victim samples are held in refrigerators by CGIS for at least five years without being processed.
- For Unrestricted Reports, the SAFE kit victim samples are kept as evidence by CGIS in the investigation.
- The victim informs the health care personnel if there is suspicion that he/she were drugged. Health care personnel administer the correct test to determine if the victim was drugged.

**NOTE:**

**Prompt testing is important since many drugs used to for sexual assault leave the body quickly.**

### **B.7. Reserve Medical Care**

Per reference (c), Administrative Investigations Manual, COMDTINST M5830.1 (series), a command is required to complete a line of duty (LOD) determination when a reservist needs medical care. Hence, a reserve victim requiring medical care for an Unrestricted Report may require an LOD.

- Reserve victim reviews the policy and guidance in reference (d), Reserve Policy Manual, COMDTINST M1001.28 (series) chapter 6, Article F, to understand if medical care is authorized before the LOD determination.
- Victims will work with the SARC, so care is appropriately managed since these policies may be difficult to understand after an assault.
- Victims may request to remain on or return to active duty, if the sexual assault occurred while on active duty and the LOD determination is in process. Victims desiring this course of action should:
  - Discuss this option with a SARC, VA, or SVC, if involved.
  - Determine if their needs are better met while being on active duty.
  - Make the request fairly quickly after the sexual assault report to avoid approval delay.

Reserve victim may also seek treatment for physical and mental health conditions from the sexual assault through the Department of Veterans Affairs at a Veterans Affairs Medical Center.

- Treatments are free of charge.
- Reserve victim can contact the SARC for assistance in obtaining care at a Veterans Affairs Medical Center.

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**B.8. Obtaining Support Services**

Victims can seek professional support and care from the VA, SARC, SVC, HCP, or Chaplain. The specific duties of these individuals are further explained in reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series). For an organizational layout of the SAPR Program roles see [Appendix H: SAPR Program Organizational Diagram](#).

Contact the SARC at [http://www.uscg.mil/worklife/sapr\\_contact.asp](http://www.uscg.mil/worklife/sapr_contact.asp) in your AOR if you need help getting any of these support services.

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**B.9. Working with CGIS**

Working with CGIS and legal may be difficult for the victim as he/she may have to repeatedly describe the sexual assault. However, the victim does not have to do this alone and can decide to quit at any point. A victim can have his/her VA, SARC, or SVC present during interviews. The victim can also request breaks if needed.

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**B.10. Expedited/PCS Transfers**

The victim may request to relocate from the unit in which he/she filed the Unrestricted Report of sexual assault because of:

- Proximity to the alleged offender,
- Fears of retaliation,
- Concerns of re-victimization,
- Triggers (e.g., similar situation, scenario, or people involved) surfacing from the assault, and/or
- Proximity to family or other support services (medical/counseling).

In some instances, an expedited transfer may be the best option for keeping the victim safe and helping the victim recover. Following an Unrestricted Report of sexual assault, the victim can request in writing:

- A permanent change of station (PCS).
- A temporary duty (TDY) assignment/temporary assigned duty (TAD).
- An administrative assignment or
- A different location within his/her assigned command or installation.

Before making the request to transfer, the victim should:

- Consider his/her support system (family, friends, church, etc.) that can assist in his/her recovery.
- Discuss the decision with the SVC, if assigned.
- Assess the option of remaining at the current unit.
- Review the relevant expedited transfer policies laid out in reference (a), Sexual Assault Prevention and Response (SAPR) Program,

COMDTINST M1754.10 (series), and reference (e), Military Assignments and Authorized Absences, COMDTINST M1000.8 (series).

- Review the flowchart in [Appendix I: Victim Transfer Flow Chart](#) and the victim transfer options table in [Appendix J: Victim Transfer Options](#).
- Contact your local PSC [Personnel Service Center – Officer Personnel Management/Enlisted Personnel Management/Reserve Personnel Management ((PSC (OPM/EPM/RPM)))] to discuss any potential career impact.
- Assess any possible disruption(s) to one’s career progression.
- Understand how any pending or continuing investigation and trial periods may affect future duties, and
- Evaluate privacy considerations.
  - Before case disposition: members of the SAPR CIT may transfer roles to the new unit location. The new members are briefed on the status of the case. VA services are transferred if the victim wants to continue services and the new duty station is outside the current VA’s availability.
  - After case disposition: the SAPR CIT concludes no transfer of roles is necessary, providing additional privacy for the member. VA services are transferred if the victim wants to continue services and the new duty station is outside the current VA’s availability.

If the victim wants a transfer, victim requests transfer in written format (email, memorandum, etc.) from the command (see [Appendix F: Member’s Request to Transfer Memorandum Template](#)).

NOTE:

**If the alleged offender is the unit commander or in the victim’s chain of command, the victim can route the request with the help of the SARC and SVC.**

## Section C: Continued Response

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- C.1. Retaliation Concerns** Victims of sexual assault who report it must not face retaliation. Victims who feel they have been retaliated against should inform their SARC or SVC. Retaliation against members who report a criminal offense is a violation of a lawful general order.
- 
- C.2. Program Feedback Survey** At any point during the response and recovery process, the victim can provide anonymous feedback to the SAPR Program via an online survey. The SARC provides the survey link to the victim at the end of services but the victim can request this survey earlier if desired. The survey is not mandatory but it does help the Coast Guard to understand what is going well and what is not going well from the victim’s perspective.
- 
- C.3. Board Assistance (PDES/FFD)** Victims facing a board such as Physical Disability Evaluation System (PDES) and Fit for Full Duty (FFD) examinations can seek assistance from their VA, SARC, or SVC with the process. However, this assistance may be limited if the report is restricted.
- 
- C.4. Before Transitioning from Service Support** Before transitioning from the Coast Guard, the victim will ask the SARC for:
- MST care and counseling information from the Department of Veterans Affairs.
  - Information on local rape crisis centers and the National Sexual Assault telephone hotline number.
  - A copy of the victim’s previously signed Victim Reporting Preference Statement, Form [CG-6095](#). This form is needed when applying for certain Department of Veterans Affairs benefits related to the sexual assault.
- 
- C.5. Case Record Request** Individuals seeking a case record must submit a case record request in writing to the United States Coast Guard Freedom of Information Act (FOIA) officer. The contact information can be found at the Department of Homeland Security (DHS) FOIA and Privacy Act website under “FOIA Contract Information” at <http://www.dhs.gov/foia>.
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## Section D: Training

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### D.1. Training

Although victims of sexual assault are required to meet the same training requirements as other members of the Coast Guard, certain SAPR related training topics may act as triggers. Before SAPR scheduled training do the following:

- Contemplate whether such training might be difficult to sit through or participate in.
- Discuss these concerns with your SARC or VA.
- If the SARC or VA is local, ask the SARC or VA to attend the training with you.
- Ask the training organizer if there will be a SARC or VA attending the training, or have the SARC ask the training organizer.

**NOTE:**

**Commands should have SARCs and VAs present for all SAPR training when victims are in attendance.**

- Understand that alternate training must be coordinated and approved by the SARC.
  - Understand that SAPR training must be attended as prescribed. Most often that training is necessary to perform specifically assigned or expected job related functions (e.g., SAPR training for prospective Commanding Officers, or Victim Advocate Training for VAs). 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 (MT), Sexual Assault Awareness Prevention Month (SAAPM) events, etc.).
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## Chapter 4: Commands

**Introduction** This chapter discusses commands roles and responsibilities for the commanding officer or officer-in-charge (CO/OIC).

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**In This Chapter** This chapter contains the following sections:

<b>Section</b>	<b>Title</b>	<b>Page</b>
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B	Prevention	4-3
C	Response	4-5
D	Training	4-11
E	Responsibilities Regarding Victim Advocates	4-13

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## Section A: Overview

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### **A.1. Responsibility of the CO and OIC**

Commands have ultimate responsibility to create and enforce a culture of respect at their units. When they learn of an Unrestricted Report of a sexual assault, Command responsibilities fall into two categories; prevention and response, per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series).

CO and OICs are responsible for prevention programs and response at their unit. This chapter provides actionable, step-by-step procedures to assist in prevention programs and response when a sexual assault occurs.

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## Section B: Prevention

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**B.1. Resources** Commands must familiarize themselves with the policies in reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST 1754.10 (series). Additionally, commands need to know about the SAPR Program website <http://www.uscg.mil/sapr> and have frequent interaction with their area SARC. Commands can ask the SARC questions about SAPR policies and procedures. The SARC is the primary point of contact and ensures good communication in the event of a sexual assault. The Command Toolkit on the Coast Guard SAPR website (<http://www.uscg.mil/sapr>) provides additional information and guides for COs/OICs.

This TTP does not include all current available resources. Use this publication as a guide to the policy in reference (a).

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### B.2. Command Climate

Use the following to address unit climate issues:

- Commands must take all reports of sexual assault seriously, but always remain neutral.
- Commands must take immediate and appropriate actions by following established SAPR protocol when responding to reports of sexual assault.
- Commands demonstrate through words and actions that sexual assault is unacceptable.
- Commands educate and train unit on sexual assault prevention.
- Commands support victims and assure employees that SARCs and VAs provide caring assistance to victims.
- Commands must preserve the fairness of the military justice system. Ensure that no one equates Coast Guard prevention and response efforts to a court-martial conviction of the accused.

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### B.3. Command Check-in

When new members in a command report aboard, they participate in SAPR orientation. CO/OIC set expectations and establish awareness of SAPR for incoming personnel.

Per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), COs/OICs discuss SAPR with all incoming personnel.

- Refer to [Appendix K: Sexual Assault Prevention: Suggested Talking Points for CO/OIC](#), which suggests talking points for the

CO/OIC to cover during check-in.

- Refer to [Appendix L: SAPR Wallet Card](#), which is the SAPR Wallet Card with contact information that COs/OICs provide incoming personnel at check-in.
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## Section C: Response

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### C.1. SAPR CIT Coordination

Victim's commands initiate and coordinate a SAPR Crisis Intervention Team (CIT) per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series). The victim's command is in charge of the SAPR CIT. However, the command can ask the SARC for advice on what the initial, monthly, and final meetings should include to ensure the victim's safety and well-being. Commands must give victims of sexual assault the opportunity to temporarily opt out of non-mandatory training or SAPR events or provide alternate training as authorized by a SARC.

**NOTE:**

**If the victim is not a Coast Guard service member, but the alleged offender is a Coast Guard service member, the alleged offender's command is responsible for convening the SAPR CIT.**

The initial SAPR CIT meetings may take more time as the command seeks assistance with the Sexual Assault Incident Report, Form [CG-5370](#), and [Appendix E: Unit Commander's Checklist for Unrestricted Reports of Sexual Assault](#). For the meetings, the command must ensure that:

- No meeting minutes, agendas, or notes are kept by SAPR CIT members.
- Only the identified SAPR CIT members (SARC, victim's command, alleged offender command, legal, CGIS, medical) attend the meeting, in person or by phone. In certain cases, on a case-by-case basis, outside advisors will be invited (SVC, Chaplain, VA).
- SAPR CIT members do not violate victim confidentiality and privileged communications by sharing details.
- If the victim PCS transfers, the original command asks the receiving commands to transfer ownership of the SAPR CIT. In this situation, inform the receiving command if other SAPR CIT members need to transfer duties.
- After case disposition, the command must confer with the other members of the SAPR CIT to see if continued meetings are necessary.

### C.2. Reserve SAPR CIT

Per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), the reserve CO/OIC ensures that a SAPR CIT is convened after an Unrestricted Report of sexual assault.

Reserve CO/OIC considers transferring this responsibility up the chain of command if the reserve CO/OIC is on drill status and cannot carry out the required SAPR CIT duties.

If the SAPR CIT is elevated up the chain of command, the reserve CO/OIC requests appropriate updates when on active duty or in a drill status from the SAPR CIT. The reserve CO/OIC assists when possible.

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**C.3. Separating a Reserve Victim and Offender**

If requested by a reserve victim, commands should allow victims and alleged offenders separate training. The training can be on different weekends or times, or with a different unit in the home drilling location.

The command should look for ways to avoid undue burden being placed on the reserve victim and his/her family. The command can also consider transfer of the alleged offender instead of the reserve victim.

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**C.4. Investigations**

Commands must immediately notify CGIS of an Unrestricted Report of sexual assault per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series), and reference (f), Coast Guard Investigative Service Roles and Responsibilities, COMDTINST 5520.5 (series), Section 7.a(4).

- Commands cannot investigate an Unrestricted Report of sexual assault. Contact the CGIS special agent investigating the reported sexual assault if the command has any concerns. Commands are prohibited from independently investigating a report of sexual assault. Any such steps can severely compromise a later CGIS or civilian criminal investigation.
- When commands are conducting the administrative investigations for its members, CGIS must be notified immediately if the command finds serious violations beyond its stated scope.

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**C.5. Initial Disposition Withholding**

Withhold disposition authority for any allegation of rape, sexual assault, aggravated sexual contact, abusive sexual contact and all attempts to commit those offenses to special court-martial convening authorities. Those authorities are at least a Captain (O-6), with an assigned staff judge advocate, with the Legal Service Command. The commanding officer serves as the assigned staff judge advocate for base commanding officers. The withheld authority includes the disposition decision for any collateral misconduct by the alleged victim(s).

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**C.6. Military Protective Order (MPO)**

A Military Protective Order (MPO) is a particular kind of direct order, issued by competent military authority, typically dealing with alleged or threatened abuse. A typical MPO may contain:

- Direction to stay away from designated person(s).
- Direction to stay out of and away from designated areas or places, including military housing, the family's home, schools, place of employment and day care centers.
- Direction to leave a public place if the victim and alleged offender find themselves in the same location or facility.
- Direction to refrain from contacting, harassing, stalking, or touching certain named persons. This can include restrictions of phone conversations, third party communications, and orders to remain outside a geographical location.
- Direction to do or refrain from doing certain activities pending further direction.

A MPO is issued verbally or in writing like any other direct order. Commands should seek guidance from their servicing legal office and use the Military Protective Order, Form CG-6070, to issue and document the order.

Use the following procedures to issue a Military Protective Order (MPO):

- A safety assessment by members of the SAPR CIT or command leadership may determine the need for a MPO, even if the victim does not request one.
- Victim requests no contact order or MPO.
- Command will consult with CGIS and servicing Staff Judge Advocate's (SJA's) office when determining MPO to prevent impeding criminal investigative activity.
- Coordinate with other commands if the alleged offender is assigned to a different command.
- Issue MPO using the Military Protective Order, Form CG-6070.

### **C.7. Expedited Transfer**

Reassignment decisions are made collectively by the CO/OIC, staff judge advocate, CGIS, SAPR CIT, PSC, and potential receiving unit. Sometimes the victim wants to remain at the unit.

As a matter of practice, a victim of sexual assault is reassigned if requested by the victim or if it's in the victim's best interest. Likewise, reassignment of the alleged offender is made when it is in the best interest of the victim and the unit.

**NOTE:**

**The victim's unit CO/OIC or designated authority makes a TAD/TDY arrangement if there is an immediate need to move the victim to provide geographical separation of victim and alleged**

**offender. PCS approval is not required for a TAD/TDY situation.**

C.7.a.  
Considerations

Commands should consider the following when a victim requests an expedited transfer:

- The victim's reasons for request, his/her desire to remain at his/her unit, or desire to transfer.
- The victim's support services at the desired new duty location (see [Appendix F: Member's Request to Transfer Memorandum Template](#)).
- Potential transfer of the alleged offender instead of the victim requesting the transfer.
- Nature and circumstance of the offense and impact on the victim.
- Whether a temporary transfer would meet the victim's needs and the operational needs of the unit.
- Status and potential impact on the investigation and future disposition of the offense, after consultation with the SAPR CIT.
- Location and status of the alleged offender (military/civilian).
- Other pertinent circumstances or facts.

C.7.b. Engage  
with PSC

Commands should discuss with PSC (OPM, EPM, RPM):

- Training status of the victim requesting the transfer. Career development and progression impact, if any, from the transfer.
- Availability of positions at other nearby units or the option to double encumber positions.
- Reserve duty type and duration for reservists on active duty.
- Availability and approval of drill for points option at new command (for Inactive Ready Reserve (IRR) Members).
- Reasonable commuting distance (RCD) from reserve member's home (SELRES or IRR member in drill status).
- Requirements or eligibility for reserve incapacitation benefits.
- Assignment orders for drilling reservists are no cost to the government.
- All IDT travel to and from their primary duty location is considered reasonable for reservists.

**C.8. Working with victims at a command**

Take into account the following considerations while working with victims within a command.

- Protect the victim's right to choose whether or not to disclose details of his/her sexual assault. Do not blame or doubt the victim. Do not inadvertently disclose assault details.
- Help the victim get the medical care or services that he/she need; however, allow the victim to choose his/her path to recovery.
- Direct all victims to a SARC/VA for assistance.
- Make note of any concerns about the victim to the proper channels (example, SAPR CIT, SARC/VA, and Medical).
- If the victim is uncomfortable with any SAPR training (e.g., annual, MT, SAAPM events, etc.), work with the SARC for an alternative.
- Do not discuss victim's case with anyone without a need to know.
- Unrestricted cases also require that the victim's privacy is protected. Do not single-out a victim in any way.
- Ask the SARC for guidance when working with and supporting victims of sexual assault.
- Keep victim's safety as a primary goal and if there are safety concerns, report them immediately to the SARC/VA/SAPR CIT.
- Protect victims and witnesses from retaliation, ostracism, maltreatment, and reprisal. Report these incidents to CGIS.

**NOTE:**

**Not every sexual assault victim responds to the crime the same way and may choose a variety of ways to cope with the aftermath of an assault. Make the victim's safety a priority and allow the victim to identify his/her needs.**

**C.9. Working with alleged offenders at a command**

The following are steps for working with alleged offenders at a command.

1. Do not treat the alleged offender as if his/her guilt was already determined on the basis of the complaint.
2. Do not request the alleged offender disclose the details regarding the accusation of the sexual assault.
3. Allow CGIS to investigate the crime without command influence.
4. Do not discuss the alleged offender's case with anyone that does not have a need to know.
5. Do not isolate or restrict the alleged offender's duty assignment unless it is required by policy or for safety.

6. Make note of any concerns (for example, safety or mental health condition) regarding alleged offender to the proper channels (example, SAPR CIT, CGIS, Chaplain and Medical).

**NOTE:**

**Being accused of a crime is not the same as being guilty of a crime.**

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## Section D: Training

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### D.1. Mandatory Training

Commands must ensure that members complete their annual sexual assault mandatory training (MT). Commands can fulfill this requirement by periodically reading Coast Guard Business Intelligence (CGBI) reports. [Appendix M: Mandated Training CGBI Report Examples](#) has two examples on how to access a CGBI report that lists unit members who are not compliant with their sexual assault MT. Some victims of sexual assault can temporarily opt out of non-mandatory training or SAPR events or receive alternate training as authorized by a SARC.

**NOTE:**

**CGBI reports for Mandatory Training – Category A contain Personal Identifying Information (PII) that must be handled properly.**

### D.2. Pre-Deployment

Before deployment, brief members on the history of the specific foreign country or area. Include the area's customs and religious practices for deployment and coalition partners, and how these apply to sexual assault.

- Ask the SARC for information from SAPR resources and policies on the areas of deployment.
- Describe safe strategies a bystander can employ to intervene during a sexual assault in the deployed environment.
- Describe how to reduce one's risk of sexual assault in the deployed environment.
- Identify sexual assault offenses punishable under UCMJ and identify trained sexual assault responders available during deployment.
- Provide awareness of the SAPR program and identify Coast Guard specific policies for victim care in deployed environment.

### D.3. Sexual Assault Prevention Workshop (SAPW)

The SAPW is a four hour workshop given by the SARC, a SJA, and a CGIS special agent to commands. The SAPW is a facilitated discussion that increases awareness among Coast Guard personnel of the issues, policies, and procedures associated with sexual assault. The training is not a replacement for the annual mandated sexual assault training. It is a supplemental training to increase awareness among Coast Guard personnel of the issues, policies, and procedures associated with sexual assault.

Commands can contact their SARC if interested in receiving this training. Participants receive a survey link to assess the training and after six months

they receive another link to assess the member's application of the training.

D.3.a.  
Requirements

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The Sexual Assault Prevention Workshop (SAPW) requirements are:

- Talk openly about the perceived problems, potential misperceptions, and solutions.
  - Sessions are designed for groups of 50-75 participants at a time, include separate gender breakout sessions, and is approximately four hours in length.
  - Facilitators are required to complete SARC and/or VA training. If unable to meet this requirement, a CGIS agent or judge advocate can meet with the SARC. Topics for a discussion include sexual assault, basic victimology, societal problem of sexual assault, rape trauma syndrome, male sexual assault, and the roles of the SARCs, VAs, Medical, CGIS, SVCs and legal.
  - Prospective facilitators must have one year of experience working with victims of sexual assault; observe course facilitation at least twice; possess skills and comfort level to facilitate training; be recommended as a facilitator by SJA, CGIS, SARC, or HSWL Regional Practice Manager (RPM).
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## Section E: Responsibilities Regarding Victim Advocates

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**E.1. VA Selection** The Coast Guard recognizes the essential role of providing first-hand support and care to victims. Choose individuals to attend VA training to meet the VA mandate per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series). Follow the Command VA Selection Job Aid [Appendix N: Command VA Selection Job Aid for \(COs\) and \(OICs\)](#) during the selection of a VA.

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**E.2. Records Review of Potential VAs** Unit commanders must review the records of potential VAs before they can attend VA training. For military members seeking to become VAs, review the member's Personnel Data Record (PDR).

Before reviewing the record, the unit commander reads the disqualifying criteria found on the second page of [Appendix O: Victim Advocate \(VA\) Application \(Prescreening\)](#). If the member has any of these disqualifying criteria in his/her background, the unit commander cannot approve VA training and qualification. If the unit commander question if something is a disqualifying criteria, contact the SARC for guidance.

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**E.3. VA Mandate and Waiver** The VA Mandate Requirement requires two credentialed VAs assigned to units with 50 or more active duty personnel. Units who don't meet this can request another unit's VA be assigned to their unit through a VA Waiver Request. Use the following steps to request a Victim Advocate Waiver:

1. Commands contact servicing area SARC to identify and discuss the need for a VA waiver.
2. On advice from the SARC, commands contact local area unit and ask the command if two trained VAs can support their unit. If answer is yes, then continue to next step. If no, the command will need to contact another local unit.
3. Command designates in writing the names of the two supporting VAs on the Victim Advocate (VA) Requirement Waiver Template in [Appendix P: SAPR Command Waiver Template](#).
4. Command forwards request to first major command (O6 or above) in their AOR for approval and monitoring.
5. Command sends a copy to servicing SARC for accountability and monitoring.
6. As soon as possible, commands introduce supporting VAs to unit members, and provide their contact information via email. Post this information throughout the unit on VA posters.
7. Review the waiver annually to ensure current VA information is

available to unit members.

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## Chapter 5: Victim Advocates (VAs)

### Introduction

This chapter discusses the processes to become a VA, to maintain VA credentials, and to act as a VA in support of a victim as well as providing support with prevention activities for the command.

### In This Chapter

This chapter contains the following sections:

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## Section A: Overview

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### A.1. Summary

Victim Advocates (VAs) support victims and are a critical component of the SAPR Program. The following section describes VA credentialing, the role of the VA, and the VA transfer process. [Appendix Q: Commander's Recommendation to be a Victim Advocate](#) and [Appendix O: Victim Advocate \(VA\) Application \(Prescreening\)](#) are the Commander's Recommendation to be a Victim Advocate Template and the Victim Advocate Application which are used in the VA application process.

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## Section B: Prevention

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### **B.1. Prevention Activities**

Although VAs are generally thought of as a response resource, they can also be a valuable resource for prevention activities. VAs receive additional specialized SAPR training. Importantly, VAs are supervised by the SARC when working on prevention. Before creating or helping with prevention, VAs gain approval and feedback from the SARC. The following are some common activities that VAs may lead or assist with:

- Organizing small group discussions about SAPR, SAPR related concepts (sexual harassment, culture, etc.), and sexual assault case studies.
  - Organizing leadership discussions about command climate and culture.
  - Working with a local rape crisis center – have a speaker from the center visit or organize a visit to the center.
  - Organizing awareness events like a 5K community run.
  - Heightening awareness through SAPR approved posters, emails, or plan of the day (POD) notes.
  - Participating in SAAPM events and support.
-

## Section C: Response

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### C.1. The Role of the VA

The role of the VA is to support and inform; to act as a companion in navigating investigative, medical, and recovery processes; and to help ensure the victim's safety. The VA assumes the following responsibilities when working with victims:

- Provide emotional support.
- Provide information on victim's rights.
- Accompany victims to medical facilities, interviews, legal hearings, etc.
- Secure basic needs, e.g., providing clothing to wear from the hospital and arranging transportation.
- Provide information and options to help victims make informed decisions. A VA helps with safety planning like working with a SVC, and other forms of assistance per reference (g), Special Victims' Counsel for Victims of Sex-Related Offenses, 10 U.S.C. § 1044e.
- Offer to contact others including the duty Chaplain or other service providers.
- Call the victim on a regular basis to check on his/her welfare.
- Coordinate appointments as requested.
- Advocate on behalf of victims.
- Assist in the command's prevention activities along with their SARC.

**NOTE:**

**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.**

### C.2. General Responsibilities

The general responsibilities of a VA are to:

- Be available any time of the day or night to help victims. However, remember that VAs are not counselors, therapists, or investigators.
- Ensure victim's needs are met. VA provide information and support until the case is concluded or the victim no longer needs additional support.
- Be objective and allow the victim to make the best decision for himself/herself.

- Help the victim regain his/her feelings and self-control. VAs help the victim to:
  - Identify concerns.
  - Identify options.
  - Discuss next steps for helping themselves.
- Proficiently explain how the Victim Reporting Preference Statement, Form [CG-6095](#) works. If not already completed, the VA explains the Unrestricted and Restricted Reporting options contained in the Victim Reporting Preference Statement, Form CG-6095. This helps the victim make informed decisions regarding their reporting options.
- Carefully explain the implications of each option and have the victim initialize each block and sign in the proper blocks.
- Explain if the report is to be restricted, he/she should not disclose the assault to anyone in the Coast Guard or law enforcement other than a SARC, VA, HCP, or Chaplain.
- Caution the victim of the implications when disclosing his/her reporting choice to any family member aware of the assault. This alleviates the possibility of a concerned family member informing a command who may not be aware of the sexual assault report.
- Assist in making appointments if needed (e.g., medical, counseling) or as requested from the victim.
- Share his/her basic knowledge of the military justice process when a victim interacts with the legal and investigative processes. Additionally, they have to know local victim support resources and how to advocate on victim's behalf. The SARC trains the VAs to be knowledgeable in their roles. A victim should be offered the services of a SVC upon signing the Victim Reporting Preference Statement, Form CG-6095.
- Help the victim understand the potential value of the investigation, medical and forensic examination.
- Encourage at least a medical examination to check for overall health even if a forensic examination is declined. Victims do not have to participate in a law enforcement investigation if they don't want to prosecute. It is the role of the VA to reassure the victim that he/she decides how much he/she wants to participate.
- Advise victim that the VA could be required to testify about any statements the victim makes to the VA. A level of privilege is authorized for VAs. However, the VA's presence during any investigative, legal, or judicial proceedings could result in the VA

being called as a witness in legal or administrative proceedings. The VAs must inform the victim before he/she consents to the VA's presence.

- Help victims understand that criminal investigators are “fact finders,” and those facts prove or disprove allegations. If there is not enough evidence to prove the alleged incident occurred beyond a reasonable doubt, this does not mean the sexual assault didn't happen.
- Encourage victims to be as honest as possible during investigative interviews. The VA does not interrupt the questioning of the victim at any time. Investigators may see the victim a number of times and may ask upsetting questions. For instance, if the alleged offender is an acquaintance, or “non-stranger,” the investigator will likely ask about prior intimate contact with that person.
- Do not hamper or improperly influence the investigation. Investigators can determine the VA is influencing the investigation through his/her interaction with the victim. The VA can be excluded from being present at victim interviews and medical examinations. However, another VA could be provided.
- Reassure the victim that he/she determines the extent of his/her cooperation. Accompanying victims fosters a sense that everyone is working on behalf of the victim. VAs are the victim's principal connection to all support personnel. VAs frequently prepares victims (by providing information) before other meetings (e.g., investigators and medical staff).
- Explain that each person working with the victim is performing an important function, although the questions and examinations can be invasive and the staff may appear detached.
- Be an empathetic listener and help the victim to process negative feelings.
- Act professionally and avoid voicing negative opinions about people, processes, or procedures.
- Work with the SARC, SVC (if one is detailed), and commands to pursue a Military Protective Order (MPO) immediately, as appropriate, when the alleged assailant(s) is a military member on active duty and the victim has chosen the Unrestricted Reporting option.
  - If the alleged assailant is a civilian, pursue a restraining order through the civilian court system.
  - The victim can also request an expedited transfer to a new duty station.
- Help the victim develop a safety plan especially if the victim chooses

the Restricted Reporting option. Police involvement and an MPO or restraining order are not available in these situations.

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**C.3. Domestic  
Violence Reports**

VAs do not provide services to domestic violence victims at this time. However, if a VA receives a report of domestic violence without any related sexual assault aspects, the VA will provide the domestic violence victim the contact information on the local Family Advocacy Specialist. The VA can provide the domestic violence victim with information on other known services such as CG SUPRT. VAs maintain the confidentiality of the domestic violence report.

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**C.4. Restricted  
Case  
Management  
Group (RCMG)**

As part of the RCMG (SARC, VA, Chaplain, SVC if assigned), the VA:

- Brings up any safety concerns related to the victim.
  - Updates the SARC if the victim is refusing referrals.
  - Informs the SARC of any other concerns relating to the victim that have not previously or fully been discussed.
- 

**C.5. Case  
Transfer**

The following steps cover the actions of an outgoing VA as directed by the SARC:

1. Outgoing VA works with the SARC to approach the victim regarding transfer of the victim's case.
2. Outgoing VA meets with the victim as soon as possible to notify them of the VA's upcoming case transfer.
3. VA asks the victim if continued service is needed. If the victim requests no further services, the VA informs the SARC and no additional steps are required.
4. VA explains to the victim that another VA will be assigned and will contact the victim on a pre-arranged date.
5. VA addresses the victim's concerns and reports back to the SARC following this meeting.
6. VA receives the name and contact information of the incoming VA as assigned by the SARC.
7. Outgoing VA contacts the incoming VA and sets up a time to privately meet. Relay the victim's case information and current status of the services. This meeting should occur before the new VA meets with the victim.
8. If possible, both outgoing VA and incoming VA should meet with the victim to make the introduction and transition smooth.

**NOTE:**

**Outgoing VA must refrain from contacting the victim once the case is turned over but may respond to the victim if the victim makes the**

**contact. All concerns must be forwarded to the incoming VA.**

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## Section D: Training

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### D.1. VA Credentialing (NOVA credentialing)

Coast Guard Victim Advocates (VA) receive credentials from the National Advocate Credentialing Program (NACP), offered by the National Organization of Victim Assistance (NOVA). All USCG VAs are credentialed under NACP.

There are four levels of credentialing available:

- Provisional (CG VA Training & Office for Victims of Crime (OVC) Victim Advocate Training).
- Basic (2 years full-time experience).
- Intermediate (4 years full-time experience).
- Advanced (8 years full-time experience).

All VAs submit provisional level applications during the first credentialing session. Later, they have the opportunity to raise their level according to their experience (2 years full-time experience equals 3900 hours of direct service).

Victim Advocates do not pay for NACP credentialing applications processed by NOVA. The SAPR Program Office (CG-1111) pays all credentialing application fees directly.

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### D.2. Credentialing Process

Follow these steps to get a VA credential:

1. SARC gives the VA the application.
2. Candidate completes the online training. The 10 hours of online OVC training meets the 40 hour training requirement for NACP credentialing. The online training is found here:

[https://www.ovcttac.gov/views/TrainingMaterials/dspOnline\\_VATOnline.cfm](https://www.ovcttac.gov/views/TrainingMaterials/dspOnline_VATOnline.cfm)

**The required online courses are:**

- |                                      |         |
|--------------------------------------|---------|
| ➤ Basic: The Military Justice System | 1.0hrs  |
| ➤ Basic: The Civil Justice System    | 1.0hrs  |
| ➤ Basic: The Criminal Justice System | 1.0hrs  |
| ➤ Basic: Types of Victim Services    | 1.0hrs  |
| ➤ Basic: Victim's Rights             | 0.75hrs |

- Basic: Communications 0.75hrs
- Core Competencies & Skills: Confidentiality 1.0hrs
- Core Competencies & Skills: Advocacy 0.5hrs
- Core Competencies & Skills: Crisis Intervention 0.5hrs
- Core Competencies & Skills: Culture, Diversity & Inclusion 0.5hrs
- Core Competencies & Skills: Assessing Victim's needs 0.75hrs
- Core Competencies & Skills: Documentation 0.75hrs
- Core Competencies & Skills: Trauma-Informed Care 0.5hrs
- Core Competencies & Skills: Referrals 0.5hrs
- **Total Training Hours 10.5hrs**

3. Initially VAs complete the provisional level application and attach a copy of their CG VA training certificate. Include in the application the Office for Victims of Crime Training and Technical Assistance Center (OVCTTAC) transcript and/or online course completion certificates.

**NOTE:**

**Total time to complete the required courses is 10.5hrs, even though only a minimum of 10 hrs are needed to fulfill the 40 hrs requirement.**

4. All VAs bring their applications to the VA training along with the required 10 hours of online course completion transcript.
5. During the final day of VA training class, the course facilitator or SARC provides guidance to all VAs regarding completion of the application package.
6. The facilitator or SARC verifies that all applications are complete and accurate.
7. SARCs collect the applications at the end of the VA training.
8. SARC is responsible for emailing all packages to the SAPR Program Office (CG-1111).
9. The SAPR Program (CG-1111) sends all approved packages to NOVA.

**NOTE:**

**The NOVA credentialing boards typically meets once per quarter.**

NOTE:

**If a candidate fails to complete and submit a VA credentialing package he/she will be removed from all VA rosters and his/her competency code will be revoked.**

**D.3.  
Disapproved  
Credentialing  
Applications**

A member must be credentialed to serve as a VA per reference (a), Sexual Assault Prevention Response (SAPR) Program, COMDTINST M1754.10 (series). If a member submits a package to NOVA for credentialing and is notified that the package was denied, he/she must:

1. Tell his/her SARC that his/her application was denied.
2. Ask NOVA directly how to fix the application.
3. Correct the application as directed by NOVA.
4. Update his/her SARC when the application is corrected.
5. Update his/her SARC when credentials from NOVA are approved.

**D.4. Credential  
Renewal**

VAs renew (or upgrade) credentials every two years. SARCs and the SAPR Program track credentialing expirations dates for all VAs. The SAPR Program notifies VAs 12 months before their credentials expire. Suspense dates for renewal applications submissions are based on NOVA's credentialing review board schedules.

To renew credentials, a VA:

- Follows instructions set by the SAPR Program to ensure applications are received by NOVA before the renewal deadline.

NOTE:

**NOVA accepts and reviews credentialing applications four times a year: January (1-13), April (1-30), July (1-31) and October (1-31). The SAPR Program application deadlines align with these review periods.**

- Completes the NACP Renewal Applicant form. Leave the sections for credential designation, payment and fee information, and credit card blank.
- Provides the SARC an electronic copy of the following for review:
  - Completed application form.
  - 32 documented hours of training on Continuing Education Documentation (CED) forms and/or certificates of training.

After reviewing and approving the application, the SARC sends the application to the SAPR Program (CG-1111) for submission to NOVA.

**NOTE:**

**VAs who fail to maintain credentials are removed per reference (a), Sexual Assault Prevention Response (SAPR) Program, COMDTINST M1754.10 (series).**

**D.5. Updating Credentials**

VAs are eligible to upgrade credentials every two years. To upgrade credentials, a VA:

- Follows timelines set by the SAPR Program to ensure applications are received by NOVA before upgrade deadline.

**NOTE:**

**NOVA accepts credentialing applications four times a year: January (1-13), April (1-30), July (1-31) and October (1-31). SAPR program deadlines align with these reviews.**

- Completes the NACP Upgrade Applicant form. Leave the sections for credential designation, payment and fee information, and credit card blank.
- Provides the SARC an electronic copy of the following for review:
  - Completed application form.
  - 32 documented hours of training on CED forms and/or certificates of training.
  - Notarized Memorandum of Confirmation Form(s).
  - Three letters of recommendation (for upgrades from provisional level only).
  - Case Intervention Evaluation Form(s).
- After reviewing and approving the application, the SARC sends the application to the SAPR Program (CG-1111) for submission to NOVA.

**D.6. VA Refresher Training**

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To maintain credentials per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series),

VAs must:

- Complete 32 hours of refresher training every two years.
- Complete refresher training through approved continuing education or in-service training, seminars, workshops, or conferences. To track refresher trainings, VAs must submit a copy of one of the following documents to their SARC upon completion of the training:

- A completed NACP CED form available at <http://www.trynova.org/help-crime-victim/nacp/nacp-forms/>, or
- Certificate of training completion that states the title of the training, the date(s), the total number of hours, and the name and signature of the training instructor.
- The VA must maintain the original copies of these documents to submit with the credential renewal application. If the VA has questions regarding whether NOVA will accept a specific training, the VA contacts his/her SARC who will check with the SAPR Program.

### **D.7. Assisting with Command Training**

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When a VA receives a request for SAPR training, the VA:

- Contacts his/her SARC to:
    - Review the content and format of the training.
    - Ask clarifying SAPR questions if necessary.
    - Ensure the training complies with the SAPR program.
  - Seeks to include a HCP and Chaplain in the training if locally available and necessary. Locally available legal representatives, CGIS agents, or SVCs may also be included.
  - Reminds the training organizers that there is a risk that training content may evoke emotions from victims, offenders, and alleged offenders. Therefore, it is necessary to alert the audience to potential triggers.
  - Advises the training organizers to prohibit sharing (by presenters or the audience) of any sexual assault cases that reveal PII or describe an on-going investigation.
  - Defers to the SARC for unanswered questions and follows up with the SARC if not present at the training.
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## Section E: Administrative

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### E.1. Becoming Inactive

During the course of time, a VA may need to take a step back from the VA duties due to any number of circumstances. To become inactive, the VA informs:

- His/her SARC to remove the VA from regular contact lists.
- His/her command to remove the VA from any informational materials and to withdraw the command's designation letter.

If the VA is assigned to a victim, the VA works with the SARC to coordinate transferring services to a new VA.

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### E.2. Returning to an Active VA status

As circumstances may change, an inactive VA returns to active status by completing the following:

- Be interviewed by the SARC.
- Discuss this decision with his/her SARC and review the requirements.
- Sign and acknowledge the Victim Advocate Statement of Understanding, Form [CG-6095A](#).
- Obtain supervisor signature and acknowledgement on the Victim Advocate Supervisor Statement of Understanding, Form [CG-6095B](#).
- Pass a PDR review conducted by the CO/OIC.
- Receive written recommendation from the CO/OIC.
- Send signed forms and a copy of the designation letter to the SARC.
- Meet Coast Guard VA screening criteria. The SARC works with the SAPR program to have this completed, if the previous screening is two or more years old.
- Become credentialed through the NACP if the member's previous credentials have lapsed.

#### NOTE:

**After the individual is reestablished as a VA, the competency code of the VA is entered into Direct Access.**

### E.3. Reserve Victim Advocates (VAs)

Reservists volunteer as VAs. Reservists understand that VA duties that fall outside of the reservist's orders or drill time are not paid nor do they have other benefits.

- Reservists may have to assist a victim during their workday. Before becoming a VA, reservists should understand that they will not be

compensated for their duties as a VA and must be approved for leave by their civilian employer.

- The Reserve VA gets approval from his/her civilian employer through the Victim Advocate Supervisor Statement of Understanding, Form CG-[6095B](#).

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**E.4. Biennial background screen**

Active duty VAs undergo a PDR review by their supervisor.

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**E.5. VA Transfer Process**

Use [Appendix R: Victim Advocate Transfer Process Job Aid for VAs](#) as a job aid to follow before and after transferring duty stations.

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## Chapter 6: Sexual Assault Response Coordinators (SARCs)

**Introduction** This chapter discusses the role of Sexual Assault Response Coordinators (SARCs) and the many responsibilities they have within the SAPR Program as they work to provide prevention guidance, training, and coordinate responses to sexual assault.

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**In This Chapter** This chapter contains the following sections:

Section	Title	Page
A	Overview	6-2
B	Prevention	6-3
C	Response	6-4
D	Training	6-13
E	Administrative	6-17

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## **Section A: Overview**

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### **A.1. Summary**

Sexual Assault Response Coordinators (SARCs) primarily focus on victims of sexual assault. The SARC maintains a victim support system and responds to all reported sexual assaults. Additionally, building relationships with other stakeholders and community partners ensures resources are available 7 days a week within their area of responsibility.

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## Section B: Prevention

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### **B.1. Prevention Activities**

SARCs lead prevention efforts through a variety of initiatives such as:

- Discussing sexual assault trends and culture with leadership.
  - Visiting units in AOR to introduce themselves to members.
  - Inviting outside experts in sexual assault prevention or response to speak to members.
  - Inviting a representative from the local rape crisis center to speak or organizing a visit to the center.
  - Collaborating with other military SARCs to share prevention events and best practices.
  - Organizing awareness events such as a 5K community run.
  - Heightening awareness through SAPR approved posters, emails, or plan of the day (POD) notes.
  - Participating in SAAPM events and support.
-

## Section C: Response

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### C.1. Response Steps

All SARCs must be consistent when caring for victims. SARCs ensure all stakeholders adhere to these steps. After a sexual report has been filed, the SARC follows these steps:

1. SARC contacts the victim within 30 minutes of notification of a sexual assault.
  2. SARC assesses the immediate needs of the victim and in some instances directs the victim to a medical facility for treatment.
  3. SARC immediately assigns a VA who will meet with the victim. The victim may accept or decline VA assistance after that initial meeting.
  4. SARC captures all case management details in SDAID.
  5. SARC/VA explains the Victim Reporting Preference Statement, Form [CG-6095](#), to the victim during the first meeting. After the explanation, the victim signs this form and the SARC/VA gives the victim a copy of the signed form.
  6. SARC works with the VA to coordinate resources for the victim's needs. The SARC gives the victim the option of having an SVC detailed to assist with the legal process.
  7. For all Unrestricted Reports, if not already informed, the SARC notifies the victim's command of the report.
  8. For Restricted reports, the SARC calls a RCMG meeting (SARC, VA, Chaplain, and SVC if assigned) within 24 hours.
  9. Initially, SARC/VA contacts the victim daily unless the victim requests less contact.
  10. Early in the response process, the SARC tells the victim about the program survey for anonymous feedback.
  11. After the first week, SARC or VA contacts the victim as needed with referral services and support. While the case is open, the SARC contacts the victim at least once a month.
  12. SARC sends a monthly report of all new Restricted and Unrestricted reports to the SAPR coordinator at Health, Safety, and Work-Life Service Center (HSWL SC). The SARC submits reports for the previous month by the 5<sup>th</sup> working day of each month. The SARC does not include Personally Identifiable Information (PII) in this report and uses the format in [Appendix S: Sample Monthly Report Format](#).
-

**C.2. Victim Advocate Gender**

SARCs assist victims directly and indirectly throughout the management of a sexual assault report.

SARCs do not consider the gender of the VA to be an issue except while in attendance at a medical or forensic examination or if the victim specifically requests an advocate of the same gender, in which case the request is honored if possible.

**NOTE:**

**Best practice has demonstrated that the demeanor of the VA is more important than gender, so assumptions are not to be made that a female victim needs a female advocate or that a male victim needs a male advocate.**

**C.3. Support for Personnel Matters**

SARCs advocate for the victim and provide information, as requested or relevant for personnel related processes (e.g., (PDES) and (FFD) examinations). While supporting personnel matters:

- SARCs work with local Coast Guard Medical Officers if they are not familiar with PDES and FFD processes.
- SARCs can contact the PSC or a medical facility directly for help on these issues.

**C.4. Assigning a VA to victim**

The following steps explain how a SARC assigns a VA to a victim:

1. SARC identifies all VAs in the location of the victim.
2. SARC decides the most proper placement based on the merits of the case and, when possible, honoring any specific requests of the victim (e.g., gender of VA, etc.).
3. SARC briefs the VA on the case.
4. SARC has the VA respond to the victim immediately following notification and provides guidance on the initial meeting with the victim.
5. SARC ensures that the VA is able to respond within an hour of the notification and tells the victim if a delay is likely.
6. If there are circumstances beyond the VA or SARC control that don't allow a face to face meeting, talk to the victim by phone.
7. SARC asks the VA to contact the SARC immediately after meeting with the victim. This follow up ensures that care is coordinated for the victim and that any and all other concerns are addressed.
8. SARC must ask the VA to make contact with the victim on some level. More support may be needed immediately following a report. Consistent contact is typically the best practice. It can be helpful if the VA contacts

the victim on a daily basis.

9. SARC closely monitors the VA's interaction with the victim and provides continuous guidance to the VA.

**C.5. How to explain and complete the Form CG-6095 with a victim**

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Listed below are the steps the SARC completes for the Victim Reporting Preference Statement, Form CG-6095 with a victim:

1. Discuss reporting options with the victim. Ask if the victim has reported the sexual assault to anyone as that may eliminate Restricted reporting as an option.

**NOTE:**

**In some instances someone other than victim reports the assault to the SARC or VA. In those instances, contact the victim immediately to preserve the victim's reporting options. An example is when the notification comes from medical personnel or Chaplain; in either case the Restricted option exists for the victim.**

2. Explain the reporting options to the victim and document the victim's choice on the Victim Reporting Preference Statement, Form [CG-6095](#).
3. Address each item on the Victim Reporting Preference Statement, Form CG-6095, to ensure the victim understands the entire scope of the form and its limitations.
4. Help the victim document his/her understanding of the choices by initialing each item and signing where appropriate.
5. Ask the victim if he/she understands the form's contents and purpose.
6. Explain the exceptions in Restricted reporting and if there is potential that an exception may be warranted.
7. Ensure victim understands that signing the Victim Reporting Preference Statement, Form CG-6095, ensures services are immediately provided.

**C.6. SAPR CIT**

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For every Unrestricted report of a sexual assault, a SAPR CIT coordinates incident response by promoting safety and communication across programs.

SARC will:

- Present only the need to know information to members of the SAPR CIT.
- Present the basic information concerning the case and address all safety and retaliation concerns.
- Record the date and times of the SAPR CIT meeting in database or secured file system in place.
- Talk with the victim before meeting with the SAPR CIT members and

provide feedback and direction as required.

- Seek guidance from the HSWL SC SAPR coordinator or the SAPR Program Office when there are issues with the SAPR CIT meeting.

---

**C.7. Reservist Reports: Unrestricted**

When the SARC gets an Unrestricted report of sexual assault from a reservist, the SARC:

- Asks if the victim needs medical care as a result of the sexual assault.
- Tells the victim that his/her command will need to conduct an LOD to determine if medical care is authorized.
- Tells the victim that he/she can stay on active duty or be returned to active duty, if not currently on active duty, while the command completes the LOD determination.
- Helps the victim complete this request, if desired by the victim.

---

**C.8. Reservist Reports: Restricted & LOD Process**

When the SARC gets a Restricted report of sexual assault from a reservist, the SARC :

- Asks if the victim needs medical care as a result of the sexual assault.
- Tells the victim that the SARC will need to conduct a modified LOD to determine if medical care is authorized.
- If the victim needs pay, allowances, and/or travel to receive healthcare treatment, tell the victim that he/she will need to change the status of his/her report to Unrestricted. The Coast Guard needs to be aware of the situation in order to provide these services.

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**C.8.a. Modified LOD Determination**

To conduct the modified LOD determination, the SARC:

1. Verify the member's duty status at time of the assault through DA.
2. Complete the Injury Report, Form [CG-3822](#). Only fill-in blocks 1, 2, 3, 4, 5, 6, 12, 13, 14, 15, and the **Signature of Individual Making the Inquiry** blocks by gathering the required information from the reservist and having the reservist sign the block.
3. Consult with the servicing legal office without revealing any PII if there are questions about the LOD determination.
4. Determine if the reservist is eligible for TRICARE Prime Remote by going to <http://www.tricare.mil/Plans/HealthPlans/TPR/TPRLookup.aspx> and entering the reservist's home and work zip codes. If the reservist qualifies for TRICARE Prime Remote, continue to step 5. If the reservist does not qualify for TRICARE Prime Remote, skip to step 6.
5. Fill out boxes 1-7 on the Pre-Authorization Request for Medical Care:

Reserve Component, Military Medical Support Office (MMSO-02), based on information provided by the reservist.

6. Forward the completed Injury Report, Form [CG-3822](#), and, if applicable, the partially completed Pre-Authorization Request for Medical Care: Reserve Component, (MMSO-02), to the SAPR Program (CG-1111).
7. Inform the victim of the LOD determination status and the issuance of a Notice of Eligibility (NOE).

C.8.b. Injury Report, Form CG-3822

Upon receipt of the injury report, Form CG-3822, the SAPR Program:

1. Reviews the Injury Report, Form CG-3822 to check that only required boxes have been completed.
2. Creates the NOE authorization memo. Without revealing PII, contacts medical for assistance with ICD-10 codes. For paragraph 5.b, the NOE can remain in effect for a maximum of 180 days but more typically, only 45-60 days are necessary.

NOTE:

**The NOE can be shortened or extended, if necessary. Contact and work with PSC-RPM-3 for these situations. Save a copy of the electronic NOE file.**

3. If the reservist is eligible for TRICARE Prime Remote, the reservist should complete the rest of the Pre-Authorization Request for Medical Care: Reserve Component, MMSO-02 that was sent by the SARC.
  - a. For block 8, this information is found at:  
<http://www.mytricare.com/internet/tric/tri/tricare.nsf/dispmap/RegionMap?Open&type=ProviderDirectory>.
  - b. For blocks 9-11, this information is listed on the Injury Report, Form [CG-3822](#).
  - c. For block 12, this is the date the form is submitted to the Service Point of Contact for Defense Health Agency, Great Lakes, with the NOE authorization Memo (Step i below).
  - d. For block 13, estimate authorized care (e.g., Primary Care Manager (PCM) x 5; Behavior Health x 12). Consult with medical when needed. If the member needs more appointments than originally authorized, submit another form. If the member needs fewer appointments than originally authorized, no action is necessary.
  - e. Leave blocks 14-16 blank.
  - f. For block 17, go to:  
[http://www.tricare.mil/mtf.aspx?sc\\_database=web](http://www.tricare.mil/mtf.aspx?sc_database=web) enter the member's home zip code to find this information.

- g. For blocks 18-18A., this information can be found in DA by going to <http://cgbi.osc.uscg.mil/2.0/ePAL/> and entering the Department ID and clicking **Go**. The unit address will be in the lower left corner of the screen.
  - h. The individual from the SAPR Program who is completing this form fills in blocks 19-20.
  - i. Follow the directions at the bottom of the form. Fax the signed and dated MMSO-02 and NOE Authorization Memo to the Defense Health Agency, Great Lakes (DHA-GL).
4. Email the reservist a copy of the NOE Authorization Memo and copy the SARC.
  5. Email the Service Point of Contact for Defense Health Agency, Great Lakes the NOE Authorization Memo and MMSO-02 (if applicable).

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### **C.9. Sexual Assault Reports in DSAID**

The DSAID system is a centralized, case-level database for all sexual assault reports per COMDTINST M1754.10 (series). Only SARCs and SAPR Program personnel at HQ and the Service Center can access the database.

- Users must obtain and maintain a national advocacy credential, pass background screening, complete SARC and DSAID training, and be approved by DOD SAPRO to have access to DSAID.
- Members who have access to DSAID also have access to the DSAID user manual. Members should refer to the user manual for instructions on how to begin a case in DSAID.
- Enter in all required information for every case. However, the user may open a case (within 48 hours) and complete the remaining information later.

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### **C.10. Filling out the DD Form 2965**

The DSAID Data Form, DD [Form 2965](#), is a tool that captures information that will be entered into DSAID.

- The SARC typically fills the form but, with proper supervision, the VA can fill out the form.
- In no circumstance should the victim complete the form.
- Beyond the SARC and VA, no one else is to fill out the form or receive a copy of the form.
- For Restricted Reports, no PII should be captured.
- An incomplete form can still be used to open and start a case in DSAID.
- If the form must be physically transferred (e.g., from a hospital to a computer in their office), the form must be in a closed envelope and

kept in one's possession.

- The SARC destroys (shreds/burns) the form immediately after entering the information into DSAID.
- If another entity requests information that could be found on the form, the SARC does NOT provide that information. The SARC advises the individual to make the request to headquarters.

### C.11. RCMG

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The Restricted Case Management Group (RCMG) addresses the care and safety of the victim in a collaborative manner. Because the victim has chosen the Restricted option, the members of this group are limited to the SARC, assigned VA, and Chaplain. At the request of the victim, the SVC may attend this meeting.

- The SARC chairs the RCMG.
- Before the group meets, the SARC explains the purpose and scope of the group to the victim.
- Within 24 hours of the report, the SARC notifies the RCMG the scheduled time of the teleconference.
- Any and all safety concerns must be addressed during the meeting.
- SARC collaborates with the group to identify risk associated with the case and ways to reduce risk.
- SARC identifies all services that were offered to victim and asks if there are possible additional services.
- SARC discusses VA contact with victim and suggests appropriate level of monitoring.
- SARC documents in DSAID the date and time the RCMG met. No other information must be recorded.
- SARC convenes the group monthly as long as the case is open.
- If the victim switches to an Unrestricted Report at any time during this process, the SARC contacts the command who will then convene a SAPR CIT.
- SARC seeks guidance from HSWL SC SAPR coordinator or the SAPR Program Office whenever a safety risk is identified to receive further guidance.

**NOTE:**

**If the victim refuses any referrals, it can mean there is a need for constant monitoring until a proper support system is in place.**

**C.12. SAPR CIT** Before ending a SAPR CIT, the SARC provides the following survey link

## Feedback

to the SAPR CIT members (victim's command representative, alleged offender's command representative, physician, legal representative, and CGIS agent);

<https://surveys.uscg.mil/Community/se.ashx?s=6F20F7743E105914>. The survey give each of them an opportunity to provide feedback to the SAPR Program on the SAPR CIT. The survey is optional. The SARC can also take the survey if he/she has information to pass on to the SAPR Program about the SAPR CIT.

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## C.13. Closing a Case

At any time while receiving SAPR services, a victim may request these services or contact be stopped. Furthermore, a victim has the right to request his/her case be closed; however, for an Unrestricted Report, the SARC must wait until final adjudication to close the case.

To close a case, a SARC:

- Verifies with the victim that no further referrals are needed.
  - Explains the process of closing a case and how his/her information will be protected.
  - Documents the reason for closing the case in DSAID.
  - Informs the SAPR Program Manager (PM) of the request to close the case.
  - Ensures the victim has a copy of his/her Victim Reporting Preference Statement, Form [CG-6095](#), for future reference.
  - Closes case in DSAID by answering all open fields and updating case/referral information.
- 

## C.14. Informing Command of Restricted Report

To ensure public safety and command responsibility, the SARC has a duty to report the assault to the senior commander (Base CO, Sector CO, Chief of Staff, etc.) in the victim's chain of command.

A SARC must take the following steps to inform the senior commander that he/she have received a Sexual Assault Restricted Report:

1. SARC must contact the senior commander (Base CO, Sector CO, Chief of Staff, etc.) in victim's chain of command. Contact via in-person meeting or phone call within 24 hours. Inform them that an assault has occurred in their area, and that a victim has selected the Restricted Report option.
2. SARC must provide details related to the sexual assault allegation but will NOT include the victim's name or any PII information that could allow the commander to easily deduce the name.

3. SARC must document in DSAID that this meeting took place.
  4. SARC must continue to record the number of sexual assaults for both Unrestricted and Restricted reports and periodically update the senior commander.
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## Section D: Training

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### D.1. Becoming VA Trainer

To become a certified VA trainer, a SARC must:

- Complete the Coast Guard SARC training.
- Complete the Coast Guard VA training, and
- Co-facilitate VA training with the HSWL SC SAPR program coordinator, SAPR PM or another certified VA trainer (with approval from the SAPR PM).

Health, Safety, and Work-Life Regional Practice Manager (HSWL RPM) informs the SAPR PM and HSWL SC of any field specialist working toward certification as a VA trainer.

SAPR PM ultimately determines whether another HSWL Work-Life staff member will be certified as a VA trainer.

**NOTE:**

**A SARC who has not completed VA trainer certification can still assist with pre-screening VA applicants using [Appendix O: Victim Advocate \(VA\) Application \(Prescreening\)](#) and [Appendix T: Victim Advocate Interview Questions](#) for interviews.**

### D.2. Conducting VA Training

VA training is conducted in the following manner:

- VA training is coordinated with FORCECOM and taught at “C” School.
- Course dates for training are set by FORCECOM.
- There are two training sites, Training Center (TRACEN) Yorktown on the east coast and TRACEN Petaluma on the west coast.
- Victim Advocate Mandate is used by area SARCs, in collaboration with area commanders, to determine which units need VAs.
- VA class is taught by two certified VA trainers, unless a waiver was requested and approved by the SAPR PM. VA trainers use the approved Coast Guard VA training curriculum.
- VA training is conducted by two certified trainers with a minimum of 15 participants and a maximum of 24 participants. Deviations from this mandate require an approved waiver (in writing) from the SAPR PM.
- VA trainers give an electronic link to the HSWL Training Evaluation

Form to all training participants to complete during VA training.

- HSWL SC reviews these training evaluations and incorporates feedback.
- VA Trainers provide participants with a certificate of completion like the example shown in [Appendix U: VA Course Completion Certificate](#).

**NOTE:** **Only SAPR PM can certify trainers.**

### **D.3. Responder Training**

When requested, SARCs provide initial or annual training to responders (VAs, healthcare personnel, Coast Guard Police Department, CGIS agents, judge advocates, SVCs, and Chaplains) as outlined in reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series). The responder training:

- Covers all requirements in reference (a).
- Lasts a minimum of 1 hour.
- Includes a sign-in sheet to document all attendees.
- Should be interactive when possible.
- Can be done using technology such as a video teleconference to connect with responders in remote locations.

### **D.4. Command Training**

Commands may request for the SARC to provide training to the command. The training is designed to address specific responsibilities and roles of leaders and commanding officers in all aspects of the SAPR program. Core competencies of command training consist of the following:

- Sexual assault in the Coast Guard.
- Current prevention initiatives to address risks and circumstances associated with sexual assault.
- Advocacy and response within their command.
- Current Unrestricted Reports within their command.
- Understanding of command leadership roles which foster a command environment free of sexual assault.
- Update on policy and procedures.
- During the annual SAPR training, notifying members of their right to speak to an SVC.

### **D.5. Reports**

The quarterly training report includes all SAPR trainings that the SARC

conducted or delegated to a VA during the quarter. SARCs:

- Submit quarterly training report each quarter by the 10<sup>th</sup> day of the month (FY December, March, June, and September) to the SAPR PM or HSWL SC SAPR coordinator via email. See [Appendix V: Sample Quarterly Training Report Format](#) for an example.
  - Submit monthly statistical report by the 10<sup>th</sup> day of the month to the SAPR PM and HSWL SC SAPR coordinator via email. See [Appendix S: Sample Monthly Report Format](#) for example.
- Record all SAPR training provided by SAPR personnel in their AOR.

NOTE:

**SAPR training completed by a SARC or VA with another SARC or VA, under direction of the SARC, will only be accounted for once. This is typically in the AOR where the training occurred (i.e., three SARCs teaching a VA class of 24 members do not each report VA training on the quarterly training report).**

- Provide a copy of this report to the HSWL RPM for his/her awareness.
- Submit a completed training roster to account for all attendees at each training.
- Maintain a file that will include training rosters and training reports. This file must be in a locked file system since names and work location are provided.
- Allow well-trained VAs to provide training but only under the direction of the SARC. Upon completion of VA-facilitated training, the VA forwards all information (i.e., training roster) to his/her SARC.

#### **D.6. SARC Additional Training**

- SARC notifies and provides guidance for implementation for commanders, supervisors, and managers at all levels of the training.
- SARC ensures qualified trainers are available to facilitate SAPR related topics within his/her AOR.
- SARC trains VAs to provide specialized training within their units.
- All training must provide a sign-in roster for participants. Roster is maintained by the SARC in a proper file system.

#### **D.7. Tracking VA Refresher Training**

- SARCs track their VAs' refresher training by entering information on received CED Forms at <http://www.trynova.org/wp-content/uploads/2013/10/NACP-Continuing-Education-form.pdf> or certificates of training completion into DSAID. Semiannually, the SARC reviews the total training hours completed by VAs.

- SARC provides a status report back to the VAs to ensure they know where they stand and assists the VAs in developing a plan for completing their training in time for the credentialing renewal/upgrade deadline.
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## Section E: Administrative

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**NOTE:** **Once the annual schedule of VA courses is published, the SARC contacts units in AOR who are not meeting the VA mandate so the command can recommend an applicant for an upcoming VA class.**

### E.1. Screening VAs

When a command submits a VA application requesting a quota in an upcoming VA class, SARCs must ensure that potential Victim Advocate candidates are properly screened in a timely fashion. The servicing SARC must use the following steps to pre-screen the Victim Advocate candidate.

1. Upon receipt of VA application the SARC confirms that the unit requires a VA per the VA mandate, reviews the application for completeness, and contacts the command if any paperwork is missing. See [Appendix O: Victim Advocate \(VA\) Application \(Prescreening\)](#).
2. SARC contacts VA candidate and sets-up an in-person interview if at all possible (telephone interview is allowed).
3. SARC must ask candidates these questions from the VA application (prescreening template interview questions), see [Appendix O: Victim Advocate \(VA\) Application \(Prescreening\)](#). Candidates will have already seen these questions and should be prepared to answer.
  - a. After reviewing Unrestricted and Restricted reporting policies with candidate, ask if he/she are willing to withhold knowledge about a sexual assault case even if the command questions the case.
  - b. Ensure the candidate understands that any violation of a victim's confidentiality could result in charges being brought up against them under the UCMJ.
  - c. Ask if the applicant or someone close to the applicant has been impacted by sexual assault? Address re-victimization.
  - d. Ask if the applicant will be available to attend the full 3 days of training?
4. SARC must ask questions from the Victim Advocate Interview (Pre-screening) see [Appendix T: Victim Advocate Interview Questions](#).
5. SARC evaluates whether the candidate can successfully fulfill the duties of a VA. Consider if the VA:
  - (1) Meets all requirements.
  - (2) Is emotionally mature.

- (3) Has good communication skill.
- (4) Has at least 2 years remaining at his/her unit.

**NOTE:**

**Two years may be waived under certain conditions; SARCs can consult with the SAPR program coordinator at HSWL SC or the SAPR Program.**

- 6. SARC fills applicant information into the background screening template (see [Appendix W: VA Background Prescreening Template](#)). SARC forwards completed template to HSWL SC SAPR coordinator so the applicant can get on the waiting list for next SECCEN background security check.

**NOTE:**

**VA candidates must pass the background check before securing a quota in an upcoming VA class.**

- 7. SARC receives results of the background check from the HSWL SC SAPR coordinator. If the VA candidate passed the background check, the HSWL SC SAPR coordinator confirms to the SARC that the VA candidate has a seat in an upcoming VA class.
- 8. SARC contacts VA candidate, and tells him/her he/she passed the background screen and if he/she are scheduled for an upcoming VA class.

**E.2. Members who do not meet VA requirements**

For personnel who apply to become a VA but do not meet the requirements, the SARC:

- Informs the individual that he/she cannot be a VA at this time.
- Notifies the command that the applicant does not meet the requirements.

**NOTE:**

**If the member does not meet the VA requirements based on the background screening, the SARC cannot say why the individual did not pass the background screening. SECCEN provides information from their review of records on each applicant; the SAPR PM makes the decision on whether an applicant will pass the screening. The applicant or his/her command can appeal to the SAPR PM.**

**NOTE:**

**If the applicant wants a copy of his/her background investigation, the SARC can tell the applicant to follow the Freedom of Information Act (FOIA) guidance on how to request this information per reference (h), Personnel Security and Suitability Program, COMDTINST M5520.12 (series).**

**E.3. Managing VAs**

It is the responsibility of the SARC to manage all Victim Advocates (VAs) assigned throughout his/her AOR. To ensure the SARC is consistently working with his/her VAs and documenting the contact and training,

- SARC must create and maintain a folder on each assigned VA. Include in the file the following at a minimum:
  - VA application paperwork to include signed Victim Advocate Statement of Understanding, Form [CG-6095A](#), Victim Advocate Supervisor Statement of Understanding, Form [CG-6095B](#), and copy of command's written recommendation to the VA.
  - Copy of VA training course completion.
  - Copy of VA credentialing certificate.
  - Copy of all training certificates or any sexual assault training events VA has attended.
- SARC must verify with HSWL SC SAPR coordinator that all VAs assigned to his/her AOR have been entered into Direct Access with the VA competency code of designation assigned (see DA comp code job aid link: <http://www.uscg.mil/ppc/gp/PersonProfile/Competencies.htm>).
- At minimum, SARC must establish monthly contact with all VAs assigned in his/her AOR. The SARC checks that the VA is still available, provides information or training opportunities to the VA (in person, email, telephonic). Contact must be documented in file showing contact was made between the SARC and the VA.
- SARC must document in VA file that VA is meeting the 32 hours of continuing education over a two year period for renewal as required by NOVA. The following are examples on how this should be accomplished:
  - SARC must keep in VA file all certification of training course completion as proof of attendance and course completion or signed copy by training instructor as proof of attendance. Courses can be

in anything crisis related to include CISM and ASIST courses.

- SARC must email VAs and pass along any training opportunity that is available to include NOVA online training (i.e. Advanced Military Sexual Assault Advocate Training (AMSAAT) at: [TTAC@ovcttac.org](mailto:TTAC@ovcttac.org)) and request course completion certificate if attempted.
- SARC must conduct monthly case updates with all VAs who are assigned an open case. Update must be documented in DSAID.
- SARC must exchange contact information with all VAs and ensure during monthly contact that no changes have occurred (i.e. personal cell number, duty phone number, name changes, etc.).
- SARC monitors VA PCS dates on the VA roster and pro-actively seeks VA candidates if VA coverage will drop based on transfers.

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#### **E.4. Evaluating VAs**

SARCs evaluate VAs to further the VAs' professional development in victim services and maintain a high quality standard of available VA resources for reporting victims. SARCs:

- Evaluate each VA at least quarterly to ensure the VA is effective in providing care for sexual assault victims. This evaluation may include an assessment of the VA's observed levels of empathy, professionalism, availability, and SAPR knowledge to determine the VA's quality of victim services.
- If assigned a case, ask the VA about the VA's level of comfort with current/previous case during monthly meeting.
- Discuss ways to assist the VA in improving the VA's skills.
- Provide the VA additional individualized training when required.
- Make note of response times when the VA is assigned to a victim.
- Provide corrective measures to enhance the VA's performance.
- Remove the VA immediately from a case when severe deficiencies are observed or reported (i.e., substantiated ethical infractions).

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#### **E.5. Removing a VA**

On rare occasions, the SAPR Program may be required to remove a VA for any number of reasons such as:

- Failure to meet requirements (screening, credentialing, training, etc.).
- Loss of command confidence.
- Failure to follow Coast Guard policy.
- Inappropriate behavior in an investigation (whether sexual assault related or other inhospitable behaviors such as hazing, sexual

harassment, retaliation, or ostracism).

- Inappropriate behavior with a member of an investigation.
- Disclosure of confidential information.
- Or additional situation dependent reasons.

To remove a VA, the SARC:

- Informs the SAPR Program and HSWL SC SAPR coordinator of this decision, unless the decision is coming down from the SAPR Program who would inform the SARC.
- In a professional and tactful manner, tells the VA he/she have lost his/her position. This should be done via a written revocation memorandum using the template in [Appendix X: Revocation Memorandum Template](#). The letter should clearly state the reason for the revocation and that the member must turn in his/her credentialing certificate and wallet identification card (if he/she have already received these from NOVA) to the SARC.

NOTE:

**If the removed VA is currently assigned to a victim, the SARC immediately finds a suitable replacement VA. This ensures that the case transfers per Chapter 5 of this TTP. If necessary, the SARC personally oversees this transfer to ensure the victim's care and safety are the top priority.**

- Follows up with the VA's command and supervisor to notify them of the removal and request the VA's name be removed from any local SAPR resource documents. In this follow up, the SARC should also give the command and supervisor a copy of the revocation memorandum.
- Sends a copy of the revocation memorandum to the HSWL SC SAPR Coordinator. The HSWL SC SAPR Coordinator then removes the VA from the Master VA Roster and removes the VA's competency code from DA.
- Removes the VA from any of the SARC's own SAPR documents, emails lists, etc.

NOTE:

**The process of removing an unsuitable VA must be done in a timely manner to avoid any issues with a victim reporting to the unsuitable VA in the interim.**

**E.6. VA Biennial Record Review**

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Recall that VAs receive credentials from the National Advocate Credentialing Program (NACP), offered by the National Organization of Victim Assistance (NOVA). All USCG VAs are credentialed under NACP. VA credentials from the NACP are renewed every two years, but VAs must pass a personnel data record (PDR) review before renewal per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series).

The SARC:

- Contacts the command when NOVA credentialing renewal is due for each VA. SARC requests a command review of the member’s PDR. This contact is made around two months before the expiration of the VA’s credentials and should provide a one to two week deadline for the command to respond.
- Receives the results of the PDR review from the command using the memorandum template in [Appendix Y: Review of VAs Record Template](#) and removes VAs who do not pass.

NOTE:

**If the SARC doesn’t receive the written memorandum from the command verifying PDR review and no disqualifying criteria, the SARC cannot allow the process to continue. The VA cannot submit a credentialing package for renewal. The SARC will remove the VA from his/her role following the procedures in section E.5. of this chapter.**

**E.7. NOVA Credentialing**

SARCs must be credentialed per reference (a). SARCs follow the same procedures for initial credentialing, disapproved credentialing applications, credential renewal, and credential upgrade that VAs follow.

See the relevant sections in Chapter 5 for these procedures. SARCs also follow the refresher training requirements to maintain these credentials, but SARCs track their own refresher training hours.

**E.8. How to ensure coverage when out of office**

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SARCs need to establish a 24 hour, 7 day per week sexual assault response capability for their AOR. All SARCs office voicemail messages direct the caller to a SARC that can assist with response. A sample voicemail script is:

- “You have reached the office of (Name), the Sexual Assault Response Coordinator. I am unavailable to take your call; however, if you are in danger or this is an emergency, please hang up and dial 9-1-1 immediately. If you need to speak with a Sexual Assault Response Coordinator please call my cell at (number) or please contact a SARC (name/number of SARC) on call.”

- SARC's email messages must contain an out of office auto reply directing how to contact another SARC.

**NOTE:**

**Before listing another SARC on a voicemail or out of office email, confirm that the other SARC is available during the time period.**

**E.9. DOD Safe Helpline**

The SARC provides the SAPR Program his/her primary and secondary phone numbers. These numbers appear on the [DOD Safe Helpline](#) and [Coast Guard SAPR](#) websites in order for victims, commands, and other Coast Guard members to contact to the SARC 24/7. If a SARC's primary or secondary phone number changes, he/she immediately inform the SAPR Program of the change.

The DOD Safe Helpline staff audit the SARC and Coast Guard responder phone numbers in September and March. Before the audit, the SARC contacts the local responders (medical, legal, Chaplain, and Coast Guard military police) to ensure they are aware of the upcoming audit and understand the process. During the audit, the SARC answers his/her phones when called by the DOD Safe Helpline staff to verify his/her phone numbers. If the SARC misses an audit call, the SARC calls the DOD Safe Helpline back at 1-877-995-5247. If there are issues with the DOD Safe Helpline, during the audit or at any time, the SARC informs the SAPR Program of the problem.

**E.10. Establishing MOUs/MOAs with local rape crisis centers**

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SARCs can establish protocols with local rape crisis centers about the roles and responsibilities of first responders. A protocol provides a way for the Coast Guard to maintain consistent high quality responses over a long period of time. Use the following guidelines while negotiating and developing Memorandum of Understanding (MOU)/Memorandum of Agreements (MOA) in collaboration with servicing SJA's office:

- Identify local rape crisis centers.
- Keep goals and objectives broad.
- Keep language in MOU broad and simple.
- Define the role of the SARC and local rape crisis center.
- Set realistic expectations.
- Be specific regarding the understandings and functions.
- Define terms, units of service, and service definitions.
- Clearly specify procedures for amending the MOU (see MOU sample template in [Appendix Z: MOU Template with Local Rape Crisis](#))

[Center.](#)

- MOUs are approved and signed by HSWL SC.
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## Chapter 7: Coast Guard Investigative Service (CGIS) & Law Enforcement

**Introduction** This chapter discusses the Coast Guard Investigative Service (CGIS) role in investigating and responding to sexual assault cases.

**In This Chapter** This chapter contains the following sections:

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Section	Title	Page
A	Overview	7-2
B	Prevention	7-3
C	Response	7-4
D	Training	7-7

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## Section A: Overview

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### A.1. Sex Crimes Overview

Reference (a), Sexual Assault Prevention and Response (SAPR) Program COMDTINST M1754.10 (series), defines “sexual assault” as intentional sexual contact, characterized by use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy, and other unwanted offensive touching (e.g., kissing against another person’s will) that is aggravated, abusive, or wrongful (to include unwanted and inappropriate sexual contact). Sexual assault also includes attempts to commit these acts.

- One of the primary responsibilities of law enforcement is to uncover facts that either prove or disprove allegations of reported crimes. These crimes include sexual assault. Law enforcement keeps the elements of the crimes in mind while conducting investigations. This involves documenting a factual history of the crime(s):
    - Collect statements from the victim, witnesses, and alleged offender(s) as well as physical and other corroborative evidence.
  - Many service members may not fully understand the criminal elements or misconduct associated with rape or lesser included offenses of sexual assault, aggravated sexual contact and abusive sexual contact. There are also many misunderstandings and misconceptions involved with investigating and prosecuting sexual assault crimes.
    - Proper investigation requires skilled and specially trained investigators working alongside specially trained prosecutors. One goal of CGIS is to learn the facts of the case to investigate impartially without prejudice, whether the facts move to prove or disprove the allegations.
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## Section B: Prevention

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### **B.1. CGIS Roles and Responsibilities**

Coast Guard Investigative Services (CGIS) has a role in preventing sexual assault in the Coast Guard. This includes, but may not be limited to:

- Continuing focus on the “common transformative mission to prevent sexual assault in the military.”
- Collaborating with commands, SARC or family advocacy services (FAS), legal and any other stakeholders.
- Assisting with SAPR related training for USCG personnel.
- Participating with on-going SAPR initiatives including multidisciplinary working group meetings.
- Discussing with other Federal, State and local law enforcement agencies the best practices from lessons-learned to prevent and properly investigate sexual assault and other related crimes.
- Participating in specialized training to discover new methods on how sexual assault crimes happen. This ensures CGIS understands the crime and finds prevention strategies.
- Supporting SAPR strategies that focus on initiatives like preventive measures.
- Identifying predatory behavior through the CGIS Threat Management Program.
  - Use effective prevention methods to reduce environmental risks, predatory and high-risk behaviors, and personal vulnerabilities that may be associated with sexual assault. One of these prevention methods may be uncovering allegations of additional sexual assaults through professionally conducted investigations by law enforcement.

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## Section C: Response

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### C.1. General Investigative Process

During the investigation process:

- CGIS has sole responsibilities for conducting criminal investigations. This includes allegations of sexual assaults where the victims and/or alleged offenders are “covered persons.” For definitions of “covered persons,” refer to reference (f), Coast Guard Investigative Service Roles and Responsibilities, COMDTINST 5520.5(series).
- Begin investigating an Unrestricted Report of sexual assault and continue until all available facts/evidence are gathered and analyzed. Send the findings to the responsible command or disposition authority for adjudication.
- In instances where a Restricted Report has changed to an Unrestricted Report, the servicing SARC or SVC tells the responsible CGIS office of the change. Include the reason for the change in reporting and help the CGIS agent(s) arrange an interview with the victim.
- Criminal investigations are independent of the chain-of-command. This guarantees they are free from the perception of undue command influence.
- Commands are strictly prohibited from taking any formal or informal action, including interviews or inquiries, into the reported sexual assault. CGIS special agents:
  - Respond to reported sexual assaults, regardless of when or where the assault occurred.
  - Secure and process the crime scene, if applicable.
  - Ensure the safety, medical, and legal needs of the victim are met.
  - Conduct initial and, as needed, follow-up interviews with victims, witnesses, and alleged offender(s).
  - Coordinate with SARC, Special Victims’ Counsel, commands and anyone else to protect the rights of the victims and alleged offender(s).

NOTE:

**Sexual assault is a unique and complicated crime to investigate. Prosecution of sexual assault and related crimes remains a challenge in both civilian and military courts.**

## C.2. Prosecution Process

- CGIS investigations can uncover violations of the law which are prosecuted in military, Federal and state (civilian) courts. Each set of courts has its own set of laws with unique elements.
- When investigating a potential sex offense, the decision to charge are based on:
  - Status of the alleged offender as military or civilian.
  - Status of the victim as an adult or child.
  - Location of the assault.
  - Means by which the assault was effected, etc.

Depending on the time and location, a sexual act that may be acceptable in one jurisdiction could be a different criminal offense in another, e.g., “simple battery” versus “sexual assault,” etc.

- Commands must remain accountable. Commanders understand they protect the health and safety of a sexual assault victim while safeguarding the due process rights of alleged offender. They support and do not interfere with an ongoing investigation, take appropriate action(s), and consult legal counsel based on the facts that are presented and investigative findings.
- See reference (f), Coast Guard Investigative Service Roles and Responsibilities, COMDTINST 5520.5(series) for more information.

### NOTE:

**With an effective investigation, those who adjudicate complex cases can weigh the merits of the investigative findings. As a stakeholder, improve and foster collaborations between CGIS, legal, SARC, SVC, commands, and all others who are charged with SAPR. Participate with joint training and outreach efforts between investigators and attorneys. Work with members who can develop lessons-learned and respond to reports of sexual assault and other sexual misconduct.**

## C.3. CGPD/Security First Responder Steps

If a sexual assault victim asks for help from a member of the Coast Guard Police Department (CGPD) on base security, the CGPD should:

- Talk with victim and ensure he/she are safe.
- Call for emergency medical assistance and arrange transportation for the victim, as needed.
- Secure and protect crime scene, if applicable.
- Contact CGIS and the local SARC. Go to: <http://www.uscg.mil/hq/cg2/cgis> and

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

- For Unrestricted reports, notify CGIS and the chain of command (CO, XO). However, consider victim privacy and only tell those with a “need to know.”
  - Ask if there is anyone else the victim would like to contact.
  - Contact the DOD Safe Helpline at 1-877-995-5247 and/or CG SUPRT at 1-855-247-8778 if additional immediate help is needed.
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## Section D: Training

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### **D.1. Annual Refresher**

- CGIS agents receive basic and advanced training, including training specific to sexual assault and family violence investigations. Basic training is conducted in-person. Advanced training may be a combination of in-person and online interactive training.
  - At minimum, sexual assault investigations trainings are designed to cover basic knowledge and provide the latest best practices or lessons-learned. This also applies to other related sexual misconduct and family violence.
  - The CGIS Family and Sexual Violence Investigator (FSVI) program was started in early 2012. In the program, a small group of CGIS Special Agents are designated as FSVIs. FSVIs are trained to be subject matter specialists in reported, suspected cases or actual cases of sexual assault or family violence/abuse and other related crimes. Agents also receive advanced and refresher training about trends, motives, and tactics offenders may use and other points of investigative interest.
  - CGIS agents and USCG attorneys participate in joint advanced sexual assault investigations training with DOD services. Since July 2012, this training has helped investigators and attorneys to understand each others' roles in the investigation and prosecution of these complex cases.
  - Approach training in a multidisciplinary manner. When appropriate, combine different approaches to give providers to sexual assault reports an understanding of the serious, sensitive nature of sexual assault, and its effects on a victim, alleged offender, and unit personnel.
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## Chapter 8: Legal

**Introduction** This chapter discusses legal's role in prosecuting sexual assault cases.

---

**In This Chapter** This chapter contains the following sections:

Section	Title	Page
A	Overview	8-2
B	Response	8-5

---

## Section A: Overview

---

### A.1. Uniform Code of Military Justice (UCMJ)

Reference (b), Uniform Code of Military Justice (UCMJ), 10 USC § 920 is the primary statute defining sex offenses, including rape and sexual assault in the military. The offenses are divided between those that involve penetration of the victim, defined as a “sexual act,” and those that involve contact but not penetration, “sexual contact” offenses.

UCMJ art. 125 (2012) and UCMJ art. 120 (2012) both cover the offense of forcible sodomy.

At present, for offenses committed on or after June 28, 2012, UCMJ art. 120b (2012) covers sexual offenses committed against children under the age of 16 years old.

The Manual for Courts-Martial, containing the UCMJ, Military Rules of Evidence, and Rules for Courts-Martial is available at:

<http://www.apd.army.mil/pdffiles/mcm.pdf>

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### A.2. Sexual Act

“Sexual act” means:

- Contact between the penis and the vulva or anus or mouth, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight; or
  - The penetration, however slight, of the vulva or 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.
- 

### A.3. Sexual Contact

“Sexual contact” means:

- 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
  - Any touching or causing another person to touch, either directly or through the clothing, any body part of any person, if done with intent to arouse or gratify the sexual desire of any person. Touching may be accomplished by any part of the body.
- 

### A.4. Consent

Key definition and concepts:

- “Consent” means a freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or

conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself does not constitute consent.

- “Lack of consent” may be inferred based on the circumstances. All the surrounding circumstances are to be considered in determining whether a person gave consent, or whether a person did not resist or ceased to resist only because of another person’s actions.

#### **A.5. Consent and Incapacitation**

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“Consent and Incapacitation” is defined in court-martial members instructions as:

- Both force and lack of consent are necessary under several of the offenses under UCMJ art. 120 (2012) or art. 120b (2012).
- “Force” is physical violence or power applied by the accused to the victim. An act of sexual intercourse occurs “by force” when the accused uses physical violence or power to compel the victim to submit against that individual’s will.
- When a victim is incapable of consenting, because the person is asleep, unconscious, or intoxicated to the extent that the individual lacks the mental capacity to consent, no greater force is required than that necessary to achieve penetration.

NOTE:

**From a legal standpoint, drug or alcohol incapacitation of a victim of sexual assault from drugs is case specific. There is no specific number of drinks or amount of intoxicants that renders a specific individual so incapacitated that he/she are unable to consent to sexual activity. Physical size, alcohol tolerance, food consumption, the amount, timeframe, and type(s) of alcohol or drugs consumed all factor into a person’s ability to consent.**

#### **A.6. Intoxication of the Accused**

The accused’s voluntary intoxication may not be considered in deciding whether the accused reasonably believed that the victim consented to the sexual act or sexual contact. A reasonable belief is one that an ordinary, prudent, sober adult would have under the circumstances of the case. If a victim is voluntarily intoxicated, it doesn’t mean that an unreasonable belief held by a sober person becomes reasonable because the victim is intoxicated.

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**A.7. Mistake of Fact as to Consent**

“Mistake of fact as to consent” means the accused held, as a result of ignorance or mistake, an incorrect belief that the other person engaging in the charged sexual conduct consented to (all) that sexual conduct. For this possible defense to exist, the ignorance or mistake must have existed in the mind of the accused and must have been reasonable under all the circumstances.

To be reasonable, the ignorance or mistake must be based on information, or lack of it, that would seem to a reasonable person that the other person consented. Additionally, the ignorance or mistake cannot be based on the negligent failure to discover the true facts. “Negligence” is the absence of due care. “Due care” is what a reasonably careful person would do under the same or similar circumstances.

Two examples of where this defense arises in the context of victim incapacitation are where there is evidence that the victim had been drinking and at the time of the sexual activity did not indicate that the victim wanted the accused to stop. The victim’s lack of resistance is not consent, and does not make the “mistake of fact” defense available. On the other hand, evidence that the victim actively participated in at least some sexual activity with the accused may raise the defense.

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**A.8. Other Federal Laws on Sexual Assault**

Federal Laws on Sexual Assault:

Reference (i) through (n), 18 U.S.C. §§ 2241-2246 are the federal statutes prohibiting sexual assault. These provisions bear a strong resemblance to the versions of UCMJ art. 120 since 2007 as they were the model for those revisions to UCMJ art. 120. The federal courts, however, have jurisdiction to hear sexual assault cases only under very limited circumstances.

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**A.9. State Laws on Sexual Assault**

State Laws on Sexual Assault:

State laws vary widely regarding sexual assault. Here is a link to a CGPortal page with a comprehensive summary of current state sexual assault laws: <https://cglink.uscg.mil/58aff3b1>.

There can be concurrent jurisdiction between the Coast Guard and civilian authorities over the investigation and prosecution of sexual assault. When this is the case, careful coordination between the command, CGIS, servicing legal office, Special Victims’ Counsel, local law enforcement authorities, and local prosecutors is essential.

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## Section B: Response

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### **B.1. Crime Victim Rights**

Other rights under reference (b), Uniform Code of Military Justice (UCMJ), 10 USC § 920 include:

- The right to be protected from the accused.
  - The right to reasonable, accurate, and timely notice of any of the following:
    - A public hearing on the continuation of confinement before trial of the accused.
    - A preliminary hearing under UCMJ art. 32 (2012).
    - A courts-martial relating to the offense.
    - A public proceeding of the service clemency and parole board relating to the offense.
    - The release or escape of the accused, unless such notice may endanger the safety of any person.
  - The right to be included in any public hearing or proceeding unless the military judge or investigating officer determines after receiving clear and convincing evidence that the victim's testimony would be materially altered.
  - The right to be reasonably heard at any of the following:
    - A public hearing concerning the continuation of confinement before trial of the accused.
    - A sentencing hearing relating to the offense.
    - A public proceeding of the service clemency and parole board relating to the offense.
  - The reasonable right to confer with the government in any of the proceedings under the second bullet above.
  - The right to receive restitution as provided in law.
  - The right to proceedings free from unreasonable delay.
  - The right to be treated with fairness and with respect for the dignity and privacy of the victim.
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**B.2. Special  
Victims' Counsel  
(SVC)**

All victims who are persons otherwise entitled to legal assistance from the armed forces per reference (o), Special Victims' Counsel for Victims of Sex-Related Offenses, 10 U.S.C. § 1044a are entitled to a SVC. The individuals eligible include active duty members, reservists, retirees, and dependent family members of retirees.

SVCs are Coast Guard attorneys assigned to represent the interests of sexual assault victims during the investigation and any legal proceedings.

For help obtaining a SVC, or with questions about the program, contact the Member Advocacy Division Chief at [OSVC@uscg.mil](mailto:OSVC@uscg.mil) and 703-872-6916.

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**B.3. UCMJ  
Article 32  
Hearings**

Before a case can be tried by a General Courts-Martial, a preliminary hearing under UCMJ art. 32 (2012) must be held.

For offenses committed after 24 June 2014, charges of rape UCMJ art. 120a (2012), sexual assault UCMJ art. 120b (2012), rape and sexual assault of a child UCMJ art. 120b (2012), forcible sodomy UCMJ art. 125 (2012), and attempts of those offenses UCMJ art. 80 (2012) must be tried by a General Courts-Martial. Therefore, UCMJ art. 32 (2012) hearing is a factor in penetrative sexual assault cases.

A victim of any offense considered by a preliminary hearing under UCMJ art. 32 (2012) may choose not to testify at the hearing.

In 2013, Congress amended UCMJ art. 32 (2012) and spelled out the purposes of the hearing in those amendments:

- Probable cause determination of the offenses.
  - Courts-martial jurisdiction over the accused.
  - Form review of the charges.
  - Recommend disposition of the charges.
-

Before the amendments to UCMJ art. 32 (2012), the hearings became a means for the defense to obtain discovery information about the case. Congress specifically eliminated that purpose. The accused is still permitted to cross-examine witnesses called by the government, but only to the extent that the cross-examination furthers one of the four purposes of the hearing, or to offer evidence in extenuation or mitigation. The defense may also request their own witnesses, but only for those same, much more limited, purposes.

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## Chapter 9: Special Victims' Counsel (SVC)

### Introduction

This chapter discusses legal assistance provided by Special Victims' Counsel (SVC) throughout the investigation and any related proceedings.

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### In This Chapter

This chapter contains the following sections:

Section	Title	Page
A	Overview	9-2
B	Prevention	9-4
C	Response	9-5
D	Training	9-7

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## Section A: Overview

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### **A.1. Special Victim's Counsel (SVC) Program**

The SVC program, established under the authority per reference (g), Special Victims' Counsel for Victims of Sex-Related Offenses, 10 U.S.C. §1044e, is an integral part of the Coast Guard mission to eradicate sexual assault. SVCs are Coast Guard judge advocates appointed to represent the interests of victims throughout the investigatory and military justice processes.

The goal of the SVC program is to teach the victims about the military justice system and to ensure the victim understands his/her rights in that system. SVCs also help to promote reporting of sex-related offenses by reducing barriers, fears, and anxieties about the military justice system.

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### **A.2. SVC Role**

During any administrative or military justice process, SVCs serve as the victim's voice and advocate in both Restricted and Unrestricted reports.

An SVC's role is not confined to military justice matters. An SVC can assist a victim with issues such as:

- Protecting his/her privacy interests. For example, SVC can advocate that sensitive medical and mental health records remain confidential;
- Ensuring a victim understands his/her role, and the roles of trial counsel, defense counsel, supervisors, commanders and investigators, in any potential administrative, disciplinary or judicial proceeding arising from sexual assault;
- Accompanying a victim to any military proceeding in connection with the reporting, investigation, and prosecution of alleged sex-related offenses;
- Providing counsel to victims concerning issues related to possible collateral misconduct;
- Providing guidance or assistance to victims who suffer from retaliation for reporting a sexual assault;
- Assisting with a victim's expedited transfer request or separation request; and,
- Consulting and assisting a victim with obtaining available military and veteran benefits.

Once appointed, the SVC and the victim enter into an attorney-client relationship. Accordingly, communications between an SVC and client are confidential and certain communications are protected by the attorney

client privilege.

SVCs have specialized training and perform their duties under the supervision of the Office of Member Advocacy and Legal Assistance.

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### **A.3. SVC clients**

SVCs are available to all victims of sexual assault who are entitled to legal assistance from the armed forces per reference (p), Legal Assistance 10 U.S.C. §1044. In general, this includes all active duty members, spouses and dependent family members. Additionally, SVCs may be appointed to represent a retiree, a dependent family member of a retiree, or a reservist who was the victim of a sex-related offense while on active duty or inactive duty training (IDT) status, or when there is a nexus between the alleged offense and the reservist's military service. The SVC program manager might make exceptions to the policy on a case by case basis.

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## **Section B: Prevention**

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### **B.1. Role in Prevention**

SVCs participate in all hands training to inform members about the SVC program.

SVCs visits units with commands and inform them of the program and address any issues or questions about the program.

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## Section C: Response

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### C.1. Working with Victims

Reference (g) and (q), Special Victims' Counsel for Victims of Sex-Related Offenses, 10 U.S.C. §1044e and 10 U.S.C. §1565b requires that service members and their dependents who are victims of sexual assault understand that they can get help from an SVC.

The primary duty of the SVC is to represent the victim. The SVC is counsel for the victim until the SVC is released by the victim.

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### C.2. Legal Consultation

The mission of the SVC is to provide legal advice and representation to qualified victims of sexual assault throughout the administrative and military justice process. Reference (g), Special Victims' Counsel for Victims of Sex-Related Offenses, 10 U.S.C. §1044e explicitly authorizes SVCs to provide their clients with:

- Legal consultation on potential collateral misconduct;
- Legal consultation on the support given to the victim by the SARC and VA, including privileges between those persons and the victim;
- Legal consultation on the potential for civil litigation against other parties (not including the Coast Guard);
- Legal consultation on the military justice system including the roles and responsibilities of trial counsel (TC), defense counsel (DC) and investigators and any proceedings of the military justice process in which the victim may observe;
- Representation of the victim at any proceeding in connection with the reporting, military investigation, and military prosecution of the alleged sex-related offenses;
- Legal consultation for emotional, mental health, and other medical services; and,
- Legal consultation and assistance about military justice and administrative proceedings, advice regarding civil legal matters, and other military benefits.

Victims of an alleged sex-related offense must be offered the option of an SVC upon reporting the criminal act or at the time the victim seeks assistance from a SARC, VA, CGIS agent, trial counsel, or HCP.

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### C.3. Rights of Victims

Throughout the military justice process, SVCs ensure victims are afforded the following rights:

- The right to be protected from the accused.
- The right to reasonable, accurate, and timely notice of any of the

following:

- A public hearing on the continuation of confinement before trial of the accused.
  - A preliminary hearing under UCMJ art. 32 (2012).
  - A courts-martial relating to the offense.
  - A public proceeding of the service clemency and parole board relating to the offense.
  - The release or escape of the accused, unless such notice may endanger the safety of any person.
- The right to be included in any public hearing or proceeding unless the military judge or investigating officer determines after receiving clear and convincing evidence that the victim's testimony would be materially altered.
  - The right to be reasonably heard at any of the following:
    - A public hearing concerning the continuation of confinement before trial of the accused.
    - A sentencing hearing relating to the offense.
    - A public proceeding of the service clemency and parole board relating to the offense.
  - The reasonable right to confer with the government in any of the proceedings under the second bullet above.
  - The right to receive restitution as provided in law.
  - The right to proceedings free from unreasonable delay.
  - The right to be treated with fairness and with respect for the dignity and privacy of the victim.

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**C.4. Contacting  
SVC**

To obtain an SVC, or if you have questions about the program, contact the Member Advocacy Division Chief at 703- 872-6916; or send an email to [OSVC@uscg.mil](mailto:OSVC@uscg.mil).

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## Section D: Training

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### **D.1. Annual Refresher**

In addition to being bar certified attorneys assigned under UCMJ art. 6a (2012), SVCs attend training on their specialized role in the military justice process. They are selected as an SVC based on their maturity, judgment, and desire to serve as SVCs.

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## Chapter 10: Chaplains

**Introduction** This chapter discusses the role of Chaplains with sexual assault prevention, response, and training.

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**In This Chapter** This chapter contains the following sections:

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A	Overview	10-2
B	Prevention	10-3
C	Response	10-4
D	Training	10-6

---

## Section A: Overview

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### A.1. Chaplain assistance

This chapter explains how Chaplains support sexual assault prevention, response and training.

Chaplains can provide the following for victims:

- Privileged communication.
- An established, trusting relationship.
- A worldview or spiritual view that matches their own.
- Someone to discuss cultural attitudes toward sexual assault or suspicions of law enforcement and social services.
- Safe places to articulate what has happened and get comfortable talking about it.
- Someone to work through a faith/existential crisis and the need to find meaning in adversity.

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### A.2. Policy

Chaplain privilege and confidentiality are primarily governed by the following policy:

- Military Rule of Evidence 503 – Communications to Clergy. A person has a privilege to refuse to disclose and to prevent another from disclosing a confidential communication by the person to the clergyman or to a clergyman's assistant, if such communication is made either as a formal act of religion or as a matter of conscience. Chaplain may claim the privilege on behalf of the person.
  - Since Chaplains are detailed to the Coast Guard from the Navy, the practice of confidentiality by Navy Chaplains is governed by SECNAVINST 1730.9.
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## Section B: Prevention

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### **B.1. Chaplin Prevention Roles**

To support sexual assault prevention, a Chaplain:

- Establishes his/her presence in the Coast Guard community by:
    - Collaborating with the SARC in his/her area.
    - Getting to know VAs and SARC in his/her area.
    - Attending and speaking at unit events.
    - Assisting with SAPR activities.
    - Speaking to work groups when requested.
    - Participating in the command check-in process and orientation briefs for newly reporting members.
  - Speaks with leadership on potential command climate issues to:
    - Advise and support a climate of trust, respect and dignity.
    - Assist the command in establishing a safe climate and good access to resources.
  - Offers assistance through:
    - Emphasizing the confidentiality that a Chaplain can provide including questions on the reporting process.
    - Providing his/her duty phone number if someone needs them.
    - Personal or relationship counseling, as desired.
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## Section C: Response

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### **C.1. Pastoral Role**

Below is a description on a Chaplain's role with victims, the alleged offender and the command.

- Pastoral role with victims:
  - Listen and affirm.
  - Assess and attend to their immediate safety in the unit.
  - Maintain confidentiality.
  - Receive and attend to their grief, loss, and anger.
  - Attend to theological questions and struggles.
  - Help them find religious coping resources (personal, rituals, communal).
  - Explain the differences between Restricted and Unrestricted reports.
  - Explain that Chaplains cannot receive either Restricted or Unrestricted reports.
  - Refer to the SARC for reporting options and formal assistance.
  - Provide support and advocacy for other members of the unit who feel or are unsafe.
  - Provide support for families.
- Pastoral role with the alleged offender:
  - Establish what help he/she are seeking: Support? Advocacy? Spiritual Counsel?
  - Attend to their spiritual/faith questions and struggles.
  - Help them find their religious coping resources (personal, rituals, communal).
- Pastoral role with the command:
  - Being an ethical educator in units and moral advisor to command serves missions readiness.

- Being outside/adjacent to the chain of command allows for additional insights and steady presence.
  - Being a confidential source of support allows the Chaplain to attend to ethical and spiritual concerns of those in the chain of command.
  - Unlawful command influence:
    - Chaplains should exercise caution because they have the ability to impact victims, accused, witnesses, convening authorities and members.
    - Do not publicly discuss ongoing cases.
    - Respect victim's spiritual beliefs and incorporate them into the discussion without making a promise regarding the outcome of the case.
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## Section D: Training

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### **D.1. Assisting with Training**

When requested and available, a Chaplain assists with SAPR training. Before the training, the Chaplain walks through the training with the other presenters such as the SARC and VAs to ensure that all members know their role in the training. During the training, the Chaplain can explain the Chaplain's role and adherence to confidential communication.

During the training, the Chaplain:

- Roams around if there are multiple venues,
- Looks out for individuals who may need to talk, and
- Establishes a safe location that people can meet if they are not comfortable with the training due to their personal experiences.

### **D.2. Receiving Training**

Chaplains receive annual training on SAPR from the Navy. Chaplains also attend annual conferences that cover topics such as sexual assault like the Chaplain Readiness and Resiliency Training. Additionally, the Chaplain has a supervisory chain of command to seek out advice and guidance.

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# Chapter 11: Medical

**Introduction** This section discusses the prevention, response and training elements related to medical care for victims of sexual assault.

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**In This Chapter** This chapter contains the following sections:

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A	Administration	11-2
B	Response	11-3
C	Training	11-4

---

## Section A: Administration

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### **A.1. Establishing MOUs/MOAs with local civilian medical facilities**

Memorandums of understanding (MOU) and memorandums of agreement (MOAs) with local medical facilities provide reimbursable healthcare for Coast Guard members and TRICARE eligible sexual assault victims. Coverage includes psychological care and forensic examinations.

The MOU and MOA must include the following statement:

- Victims must be asked whether they would like the SARC to be notified.
- Processes and procedures to assess that local community standards meet or exceed the recommendations for conducting forensic exams of adult sexual assault per A National Protocol for Sexual Assault Medical Forensic Examinations: Adults/Adolescents U.S. Department of Justice (NCJ 228119) as a condition of the MOUs/MOAs.

Establish MOUs/MOAs with local civilian medical facilities in the following ways:

- Clinic administrators contact local civilian medical facilities within their AOR to see if they can perform sexual assault forensic exam (SAFE) as outlined in “A National Protocol for Sexual Assault Medical Forensic Examinations: Adults/Adolescents.”
  - Clinic administrators forward MOUs/MOAs to HSWL SC for signature by the Health, Safety, and Work-Life Service Center Command via the respective regional practice.
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## Section B: Response

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### **B.1. Providing medical care for victims of sexual assault**

The SARC must offer the victim the option of going to a DOD or civilian healthcare facility.

When the victim is clinically stable, the Senior Medical Executive (SME) ensures that the victim has follow-up and specialty care. This care is provided in the direct or civilian purchased care sectors and is for eligible beneficiaries of the military health system.

The provision of medical care includes:

- Testing, prophylactic treatment options and follow-up care for possible exposure to human immunodeficiency virus (HIV) and other sexually transmitted diseases or infections (STD/I).
  - Assessing the risk of pregnancy, options for emergency contraception, and any follow-up care and referral services.
  - Assessing the need for behavioral services and provisions for a referral.
  - Restricted reporting in mandated states - clinic administrators contact their local legal servicing center for guidance.
  - Assisting the victim with completing the Victim Reporting Preference Statement, Form [CG-6095](#). The healthcare provider (HCP) can contact the SARC for assistance if needed. The HCP can refer to subsection C.5. of chapter 6 in this TTP for guidance on how to explain this form to a victim.
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## Section C: Training

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### **C.1. Health Services Technician**

A Health Services Technician (HS) is a health care provider that completes initial SAPR training while in “A” School. This training is approximately 4 hours, comprised of lecture, demonstrations and case book practice. The case book practice (practice scenarios) is administered at the end of the lecture and demonstrations are given by the instructors.

Students break off into their mentor groups and practice scenarios of probable events that the Health Serviced Technician (HS) may face. The mentor acts out the scenarios with the HS providing care and the mentor provides feedback. Afterwards, students rotate through each room practicing all of the scenarios.

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### **C.2. Annual Refresher Training**

Health Services Technicians complete refresher training annually per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series). Privileged providers must give proof of completion to the credential verification officer. Units track annual refresher training for HS.

HS must be trained on how to respond to a victim when report is made and the HS role as an individual authorized to accept Restricted reports (this needs to be done live and not through mandated training).

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## Chapter 12: Health, Safety, and Work-Life (HSWL) Regional Practice Manager

**Introduction** This chapter discusses how the HSWL Regional Practice Manager (RPM) assists and supports SARCs in prevention, response, and training efforts.

**In This Chapter** This chapter contains the following sections:

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Section	Title	Page
A	Overview	12-2
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C	Training	12-4
D	Administrative	12-5

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## **Section A: Overview**

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**A.1. Summary**      This chapter of the TTP serves as a guide and supplement to reference (r), Health Safety and Work-Life Service Center Regional Practice Support Guide, HSWLSCINST M6010.1 (series) in helping the HSWL RPM prevent and respond to sexual assault.

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## Section B: Response

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### **B.1. Privacy & Confidentiality during Response**

When talking about a case, HSWL RPM follow applicable privacy and confidentiality requirements, whether with the SARC or another entity.

When HSWL RPM is required to provide report updates to the base or other local commands they follow privacy and confidentiality regulations.

HSWL RPM cannot be a member of the SAPR CIT and cannot be involved with it.

### **B.2. Coverage for Response**

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In case of an incoming report, HSWL RPM ensures adequate SAPR coverage in order to manage the SARC(s) in their region.

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## Section C: Training

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### **C.1. Assist SAPR Training** HSWL RPM can help SAPR training efforts by:

- Supporting the SARC when he/she identify resources which are needed for training.
  - When asked, helping the SARC send information to the COs/OICs in the AOR. This includes published SAPR updates like SAAPM requirements.
  - Emphasizing at command all hands events or other command events the importance of new SAPR guidance.
  - Helping the SARC track requirements and compliance throughout the AOR.
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## Section D: Administrative

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### **D.1. SARC biennial Record Review**

Every two years, the SARC must pass a personnel record review before he/she renews his/her NOVA credentials per reference (a), Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series).

The HSWL RPM:

1. Receives confirmation from the SAPR PM that his/her SARC is due for the biennial record review.
  2. Review the SARC's official personnel folder and ask civilian human resources (HR) about any disciplinary actions against the SARC.
  3. Complete the memorandum template in [Appendix Y: Review of VAs Record Template](#) and send the results of this review to the SAPR PM.
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## Appendix A: Glossary and Acronyms

AOR	Area of Responsibility.
Adult Military Dependent	A spouse or child of a military member who is 18 years of age or older and qualifies as a dependent in the Defense Enrollment Eligibility Reporting System (DEERS).
CED	Continuing Education Documentation.
CG	Coast Guard.
CGIS	Coast Guard Investigative Service.
CGPORTAL	United States Coast Guard database.
CG PSC	Coast Guard Personnel Service Center.
CG PSC – (opm)	CG PSC – Officer Personnel Management.
CG PSC – (epm)	CG PSC – Enlisted Personnel Management.
CG PSC – (rpm)	CG PSC – Reserve Personnel Management.
CG SUPRT	Coast Guard Support, formerly Employee Assistance Program.
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.
CO	Commanding Officer.
Consent	Words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person.
DC	Defense counsel.

DHS	Department of Homeland Security.
DSAID	Defense Sexual Assault Incident Database.
FAS	Family Advocacy Services.
FFD	Fit for Full Duty.
FOIA	Freedom of Information Act.
HCP	Health Care Provider.
Healthcare Provider (HCP)	This term applies to personnel (military, uniformed, civilians, contract and Auxiliary) who provide clinical care at Coast Guard clinics or sickbays. HCPs include physicians, dentists, pharmacists, physician assistants, nurses, dental hygienists and assistants, mental health counselors, and health services technicians (HS).
HS	Health Services Technician.
HSWL SC	Health, Safety, and Work-Life Service Center.
HSWL RPM	Health, Safety, and Work-Life Regional Practice Manager.
IDT	Inactive Duty for Training.
IRR	Individual Ready Reserve.
LMS	Learning Management System.
LOD	Line of Duty.
Military Protective Order (MPO)	An order directing an active duty member to do or refrain from doing a specified act or acts (e.g., staying a certain distance away from a place of work and/or residence or not contacting a specific person). This differs from a Civilian Protective Order (CPO). The MPO is issued by the recipient of the order's chain of command rather than a civilian court. It is possible to have both a CPO and a MPO in place at the same time.

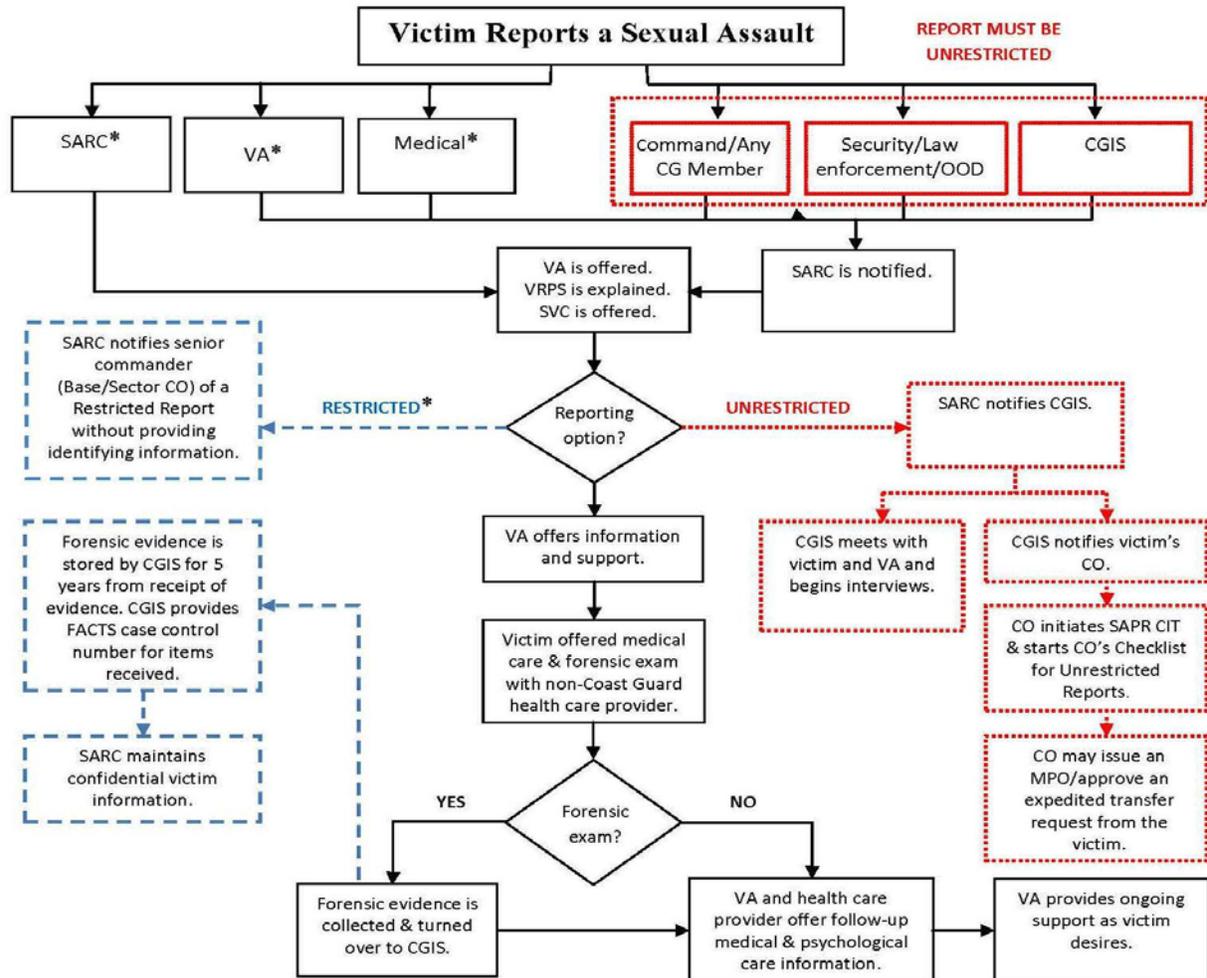
MMSO	Military Medical Support Office.
MPO	Military Protective Order.
MOA	Memorandum of Agreement.
MOU	Memorandum of Understanding.
MST	Military Sexual Trauma.
MT	Mandated Training.
NACP	National Advocate Credentialing Program.
NOE	Notice of Eligibility.
NOVA	National Organization for Victim Assistance.
OIC	Officer-in-Charge.
Open Case	A case that has not reached legal resolution (if applicable) and the victim is still receiving support services from the SARC and/or VA.
OVC	Office for Victims of Crime.
PCS	Permanent Change of Station.
PDES	Physical Disability Evaluation System.
PDR	Personnel Data Record.
Personally Identifiable Information (PII)	Information which would disclose or have a tendency to disclose a person's identity (e.g., name, social security number, and address).
PII	Personal Identifying Information
POD	Plan of the Day.

Privileged Communication	Conversation that takes place within the context of a protected relationship, such as that between an attorney and client, a Chaplain and member, and a psychotherapist and patient. VA privilege follows the Military Rule of Evidence (MRE) 514 which allows for a level of privilege with exceptions.
PSC	Personnel Service Center.
RAINN	Rape, Abuse and Incest National Network.
RCD	Reasonable commuting distance.
RCMG	Restricted Case Management Group.
Restricted Reporting	The process used by a service member or adult military dependent of a service member to disclose to specific individuals on a confidential basis that he/she are the victim of sexual assault. These specific individuals are SARCs, VAs, and HCPs.
RPM	Regional Practice Manager.
SAAPM	Sexual Assault Awareness Prevention Month.
SAFE	Sexual Assault Forensic Exam.
SARC	Sexual Assault Response Coordinator.
SAPR CIT	Sexual Assault Prevention and Response Crisis Intervention Team.
SAPR PM	Sexual Assault Prevention and Response Program Manager.
SAPW	Sexual Assault Prevention Workshop.
SELRES	Selected Reserve.
Service Members	For the purposes of this TTP, Coast Guard active duty members and Coast Guard Reservists on active duty or in a drill status, PHS officers detailed to the Coast Guard, or Navy Chaplains assigned to the Coast Guard unless otherwise noted.

Sexual Assault	<p>Intentional sexual contact is characterized by use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy, and other unwanted offensive touching (e.g., kissing against another person’s will) that is aggravated, abusive, or wrongful (to include unwanted and inappropriate sexual contact).</p> <p>Sexual assault also includes attempts to commit these acts including: contact between the penis and the vulva, 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.</p> <p>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.</p>
Sexual Assault Forensic Examination (SAFE)	<hr/> <p>The medical examination of a sexual assault victim under circumstances and controlled procedures. SAFE ensures the physical examination process, and the collection, handling, analysis, testing, and safekeeping of any bodily specimens, meet the requirements for use as evidence in criminal proceedings. These are performed at civilian or DOD medical facilities.</p>
Sexual Assault Response Coordinator (SARC)	<hr/> <p>United States Coast Guard civilian personnel who are trained to coordinate and provide care to victims of sexual assault. SARCs track the services for a victim of sexual assault from the initial report through final disposition and resolution. SARCs lead prevention activities in their respective AORs.</p>
SJA	<hr/> <p>Staff Judge Advocate.</p>
Special Victims’ Counsel (SVC)	<hr/> <p>A trained judge advocate who provides legal assistance to victims in a confidential attorney-client relationship throughout the investigation and any related proceedings.</p>
SVC	<hr/> <p>Special Victims’ Counsel.</p> <hr/>

TAD	Temporary Assigned Duty.
TC	Trial counsel.
TDY	Temporary Duty.
TRACEN	Training Center.
Triggers	Someone who suffered a sexual assault experience (e.g., similar situation, scenario, or people involved).
UCMJ	Uniform Code of Military Justice.
Unrestricted Reporting	The process a service member or adult military dependent uses to disclose that he/she are the victim of a sexual assault. Under these circumstances, the victim's report is investigated by the Coast Guard Investigative Services (CGIS).
VA	Victim Advocate.
Victim	In the context of this document, a person who alleges direct harm as a result of the commission of a sexual assault.
Victim Advocate (VA)	An advocate for the victim; a person who can provide emotional support to the victim during interview, medical procedures and legal proceedings.

## Appendix B: Victim Reports a Sexual Assault



\*Under Restricted Reporting, active duty victims can discuss a sexual assault with any of these individuals. These positions are able to explain reporting options to active duty service members and can offer Restricted Reporting (except for medical in mandatory reporting states like California).

**Acronyms:**

- CGIS: Coast Guard Investigative Service
- FACTS: Field Activity Case Tracking System
- MPO: Military Protective Order
- OOD: Officer of the Day
- SARC: Sexual Assault Response Coordinator
- SVC: Special Victims' Counsel
- VA: Victim Advocate
- VRPS: Victim Reporting Preference Statement, Form CG-6095

Unique to Unrestricted Reporting

Unique to Restricted Reporting

Contact the Sexual Assault Response Coordinator (SARC) in your area for questions on this process  
[www.uscg.mil/worklife/sapr\\_contact.asp](http://www.uscg.mil/worklife/sapr_contact.asp)

**Chaplain:** Chaplains have privilege, which allows them to refuse to disclose private confidential communications. Victims may disclose sexual assaults to chaplains and they do not have to report the assault to the command or the SARC. Chaplains are trained to explain SAPR and the role of the SARC & VA. Victims may then choose to disclose to a SARC, VA, or healthcare provider.

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## Appendix C: Unrestricted Versus Restricted Reporting Diagram

The following diagram compares which benefits/options are available for each type of report.



\*In certain locations a forensic exam may not be readily available and a victim may need to elect Unrestricted Reporting in order to receive this exam.

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## Appendix D: Victim Response and Recovery Care Responsibilities

Unrestricted Report		CGIS	Command	Legal	SVC	Medical	SARC
<b>Response</b>	Initial report of sexual assault.	X	X	X		X	X
	Initiate Commander's Checklist for Unrestricted Reports of Sexual Assault.		X				
	Convene and attend SAPR CIT.	X	X	X		X	X
	Start criminal investigation.	X					
	Assign VA.						X
	Maintain victim's signed VRPS (Form CG-6095).						X
	Inform victim of rights under 10 U.S.C. §806b.	X		X	X		X
	Contact victim to initiate case management.						X
	Offer and assign SVC.				X		X
	Offer medical care.					X	X
	Offer and provide transportation for a SAFE.		X			X	X
	Offer expedited transfer option.		X		X		X
	Send initial report to SAPR PM via DSAID						X
<b>Case Management</b>	Continue Commander's Checklist for Unrestricted Reports of Sexual Assault.		X				
	SAPR CIT members continue meetings.	X	X	X		X	X
	Submit Sexual Assault Incident Report, Form CG-5370.		X				
	Evidence collection.	X					
	Continue criminal investigation.	X		X			
	Monthly status reports to victim.	X	X	X			X
	VA/SARC contact victim at least monthly to ensure medical, physical, emotional, and occupational needs are being met.						X
	Victim receives counseling, if desired.					X	
	Upon victim request, advocacy provided for personnel related purposes.						X
	New VA assigned to victim before victim transfers duty station.						X
	Before closure, inform victim that case can be re-opened, if requested.						X
	Before closure, inform victim of victim resources.						X
	Before closure, inform victim that signed VRPS (Form CG-6095) can be available upon request.						X
Before closure, provide the link to the Victim Survey.				X		X	
Case closed upon legal resolution and victim consent.						X	
<b>Transition</b>	If known, contact victim to provide transitioning resources.						X
	Victim contacts SARC for victim transitioning resources.						X
	Victim's signed VRPS (Form CG-6095) made available upon request.						X

<b>Restricted Report</b>		<b>SVC</b>	<b>Medical</b>	<b>SARC</b>
<b>Response</b>	SARC, VA, military HCP receive report of sexual assault.		X	X
	Inform victim of rights under 10 U.S.C. §806b.	X		X
	Assign VA.			X
	Maintain victim's signed VRPS (Form CG-6095).			X
	Offer and provide transportation for a SAFE.		X	X
	Contact victim to initiate case management.			X
	Offer and assign SVC.	X		X
	Offer medical care.		X	X
<b>Case Management</b>	Send initial report to SAPR PM via DSAID			X
	VA/SARC contact victim periodically to ensure medical, physical, emotional, and occupational needs are being met.			X
	Victim receives counseling, if desired.		X	
	New VA assigned to victim before victim transfers duty station.			X
	Before closure, inform victim that case can be re-opened, if requested.			X
	Before closure, inform victim of victim resources.			X
	Before closure, inform victim that signed VRPS (Form CG-6095) can be available upon request.			X
<b>Transition</b>	Before closure, provide the link to the Victim Survey.	X		X
	Case closed upon victim consent.			X
	If known, contact victim to provide transitioning resources.			X
<b>Transition</b>	Victim contacts SARC for victim transitioning resources.			X
	Victim's signed VRPS (Form CG-6095) made available upon request.			X

## Appendix E: Unit Commander's Checklist for Unrestricted Reports of Sexual Assault

Subject's Unit Commander		
<b>Immediately upon receiving a report (within first 6 hours)</b>		
<b>Action</b>	<b>Responsible Parties</b>	<b>Date/Init</b>
Verify location and personal security of subject & victim.	Command	
Notify victim's command cadre.	Victim's Command	
Avoid questioning victim or any potential witnesses about the sexual assault allegation, since doing so may jeopardize the criminal investigative process.		
Strictly limit information pertinent to an investigation to only those personnel who have a legitimate need-to-know.		
Notify the appropriate CGIS office as soon as possible after receiving a report of a sexual assault.	CGIS	
Provide representative for SAPR CIT.	SAPR CIT	
Encourage contact with CG SUPRT/Work-life, Chaplain.	1-855-CG SUPRT Chaplain	
<b>Initial SAPR CIT Meeting (Within 24 hours)</b>		
Attend first SAPR CIT meeting.	SAPR CIT	
Assist with Sexual Assault Incident report CG 5370.	SAPR CIT	
If the victim needs a "no contact" or Military Protective Order (MPO), issue the order.	SAPR CIT	
Discuss the need for temporary reassignment to another unit, duty location, or living quarters.	SAPR CIT	
Evaluate impact on unit operational status & access to resources. (Cutter RTHP, downgrade recall status? Station ready for ops? Air station B-D status?)	OPCON	
<b>Follow-up Actions (Within 72 hours)</b>		
Determine Initial Disposition Authority and seek advice on administrative actions.	Legal Staff Judge Advocate	
<b>Open Case Management</b>		
Attend SAPR CIT meetings (at least monthly or as needed based on case developments, case disposition, or requested by a member).	SAPR CIT	
Ensure a legal representative informs the subject, as appropriate, about the investigative and legal processes that may be involved.	Legal	
Encourage contact with CG SUPRT/Work-life, Chaplain.	1-855-CG SUPRT Chaplain	

**United States Coast  
Guard Sexual Assault  
Prevention and  
Response**

<http://www.uscg.mil/sapr>

Open Case Management
<b>Command Climate After Sexual Assault Incident</b>
Discourage members from participating in gossip or speculation about the case or investigation.
Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation.
Emphasize that the subject is presumed innocent until proven guilty. Avoid making statements about what the outcome or punishment should be for any particular case or class of cases. Such statements could constitute unlawful command influence.
Advise those who may have knowledge of the events leading up to or surrounding the incident to fully participate with any investigation involved.
Consider some form of unit refresher training with the SARC/CGIS; or have an outside expert address the unit regarding preventive measures, as well as some of the emotional or psychological feelings that may manifest themselves, affect the unit, and require their response during the course of the investigation. Do be mindful to not draw particular attention to a specific incident, victim, or subject.
Advise crew members that these situations can be upsetting for all who hear about them and can trigger unpleasant memories for some. Encourage those affected to consider taking advantage of services available, including talking to Chaplain, SARC, etc.



**Unit Commander's Checklist for  
Unrestricted Reports of  
Sexual Assault**

SAPR Crisis Intervention Team (CIT)

- Senior representative from Victim's Command (Chair)
- Sexual Assault Response Coordinator (SARC)
- Coast Guard Investigative Service (CGIS)
- Legal (Judge Advocate)
- Medical (Health Care Provider)
- Senior representative from Subject's Command

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Victim's Unit Commander		
Immediately upon receiving a report (within first 6 hours)		
Action	Responsible Parties	Date/Init
Safety- determine if the alleged offender is still nearby and if the victim desires or needs protection	Subject's command	
	Local/base police	
Emergency care - Hospitalization message completed if required (from simple health to evidence gathering.	HCP	
	Local Hospital	
Notify the Sexual Assault Response Coordinator (SARC). If needed, assist with or provide immediate transportation for the victim to the hospital or other appropriate medical treatment facility.	SARC	
	SARC	
	HCP	
Notify the victim that a trained Victim Advocate (VA) will be provided by the SARC for at least an initial meeting.	SARC	
	VA	
Notify Coast Guard Investigative Service (CGIS) and the servicing legal office as soon as the victim's immediate safety is assured, and medical treatment procedures elected by the victim are initiated.	CGIS	
	Legal	
Limit knowledge of the facts or details regarding the incident to only those who have a legitimate need to know.		
Take action to safeguard the victim from any formal or informal investigative interviews or inquiries, except those conducted by CGIS or other law enforcement authorities.		
Ask if the victim would like a Chaplain and notify accordingly.	Chaplain	
Notify chain of command (first O-6) or next superior if O-6 with initial disposition authority. Ensure victim's subject privacy. Notify subject's command cadre.	Chain of Command	
	Subject Command	
Initiate the SAPR Crisis Intervention Team (CIT) by contacting members and scheduling the initial meeting.	SAPR CIT	

Victim's Unit Commander		
Initial SAPR CIT Meeting (Within 24 hours)		
Action	Responsible Parties	Date/Init
Hold first SAPR CIT meeting	SAPR CIT	
Begin Sexual Assault Incident Report Form CG-5370	SAPR CIT	
If needed, confer with SAPR CIT and consider need for convalescent leave or other administrative leave options as Coast Guard policy permits.	SAPR CIT	
Determine if the victim needs a "no contact" or Military Protective Order (MPO). If an MPO is necessary and the alleged offender is at another command, coordinate with the alleged offender's command.	SAPR CIT	
Ensure the victim has been provided information on the medical, investigative, legal, and support/counseling services available and has been advised of his or her victim support rights.	SAPR CIT	
Discuss the need for temporary reassignment to another unit, duty location, or living quarters.	SAPR CIT	
Evaluate impact on unit operational status & access to resources. (Cutter RTHP, downgrade recall status? Station ready for ops? Air station B-0 status?)	OPCON	
Follow-up Actions (Within 72 hours)		
Inform the victim of expedited transfer option. Work with PSC if requested.	SAPR CIT	
	PSC OPM/EPM	
Submit Sexual Assault Incident Report (CG-5370) to first O-6 in the victim's chain of command and provide a copy to the SARC.	SAPR CIT	
	First O-6 or above in chain	
Determine Initial Disposition Authority and seek advice on administrative actions.	Legal	
	Staff Judge Advocate	

Victim's Unit Commander		
Open Case Management		
Action	Responsible Parties	Date/Init
Lead SAPR CIT meetings (at least monthly or as needed based on case developments, case disposition, or requested by a member).	SAPR CIT	
Ensure the victim receives monthly updates regarding the status of the sexual assault investigation from the date the investigation was initiated until there is a final disposition of the case.	SARC	
Monitor the well-being of the victim, particularly for any indications of suicide ideation, and ensure appropriate intervention if indicated.	SARC	
	HCP	
Continue healthcare to include consideration of alcohol screening if applicable.	HCP	
Following case disposition and victim being informed of case outcome, determine whether to disband the SAPR CIT or meet on an ad hoc basis.	SARC	
Legend		
	Ensure Safety & Care -Look out for Shipmates	
	Contact the Professionals -Engage Sexual Assault Response Experts	
	Notify the Chain of Command - Awareness, Action, & Accountability	

# Appendix F: Member's Request to Transfer Memorandum Template



Commanding Officer  
United States Coast Guard  
Unit Name

Address  
Staff Symbol:  
Phone: ( )  
Fax: ( )  
Email:

1700  
dd Mmm yyyy

## MEMORANDUM

From: X. X. XXXXX, XX (CO)  
CG UNIT

Reply to Rank/name  
Attn of: Phone number

To: CG PSC-opm/epm/rpm

Subj: REQUEST TO TRANSFER

Ref: (a) CGIS Case Control Number: XXXXXXXX  
(b) COMDT COGARD Washington DC 291230Z Aug 14, ALCOAST 362/14

1. Member rank/name requested a permanent change of station transfer as a result of the events outlined in reference (a) from CG Unit to a particular region/type of unit due to confirmed support in this area. [NOTE: The member may submit their request in any format, including via email. Emails may be attached to the memo to CG PSC as an enclosure]

2. I recommend approval/disapproval of the requested transfer for the following reasons:

3. CG Unit confirms the following:

- a. Reference (a) is closed/open and a final Report of Investigation (ROI) will be completed by CGIS.
- b. The member does/does not face any disciplinary or administrative actions.
- c. There are/are not additional treatments that need to be completed at the local medical facilities prior to transfer.
- d. Medical needs can/cannot be met in the requested region and the member's medical duty status is (i.e. FFFD, etc.)
- e. The SAPR CIT concurs/does not concur that a permanent change of station transfer from CG Unit is in the best interest of the member and the best interest of the command. If not concur state reason:

(1) The member has been counseled that the receiving unit's Commanding Officer will be informed of the situation surrounding the transfer [if prior to final case disposition].

(2) The member has been counseled that follow on services and disclosure to the receiving command is pending the member's desires and needs and should be facilitated through the local SARC at the receiving unit [if after final case disposition].

4. If additional information is required, please contact me at (phone number) or (email address) or my representative (SARC, SVC, Executive Officer, etc) at (phone number) or (email address).

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## Appendix G: Victim Transfer Process Job Aid for SARCs

### Purpose

This tool is to provide steps for addressing the needs of sexual assault victims following the decision of a reassignment (expedited transfer or permanent change of station (PCS)).

### Background

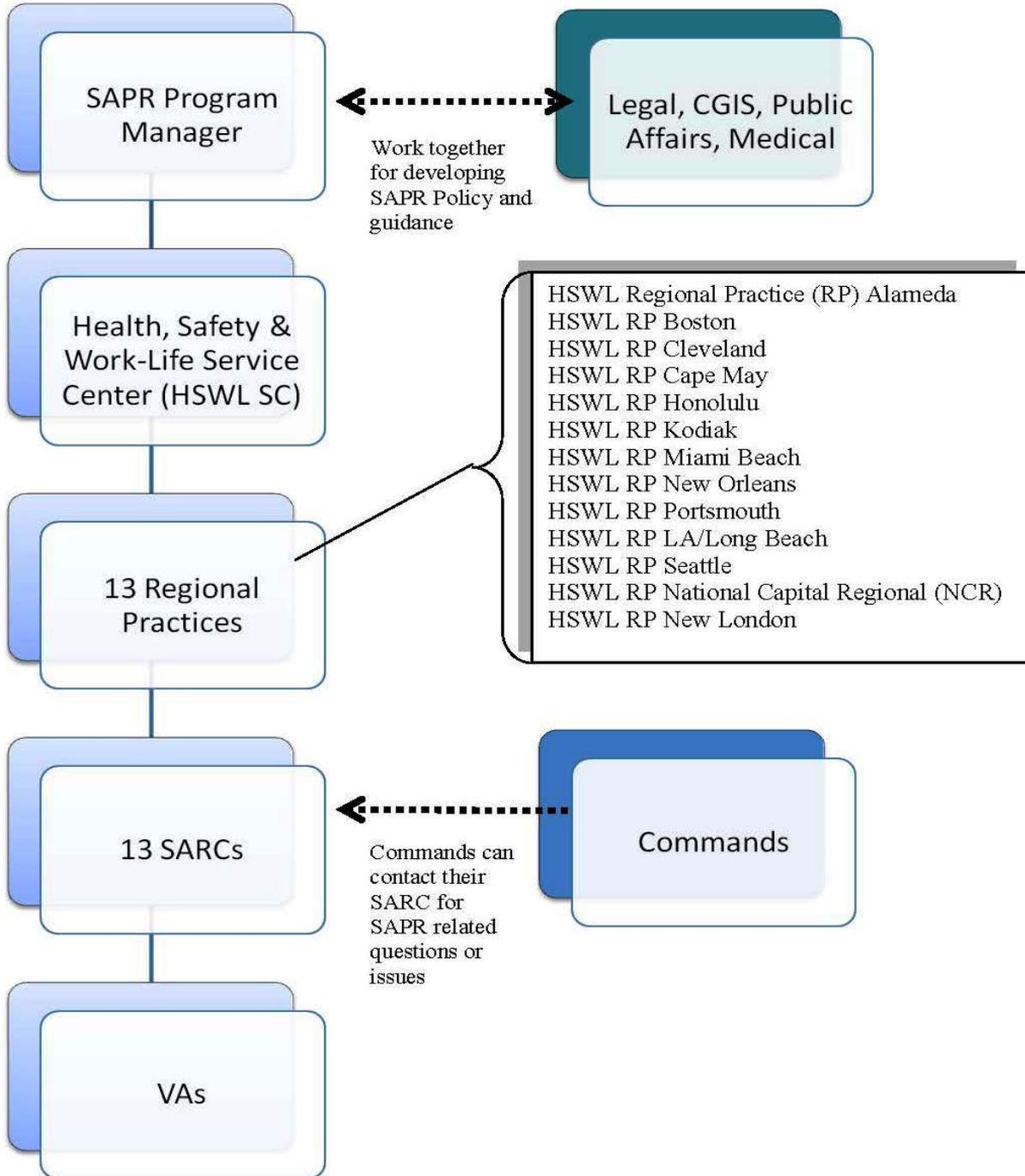
Victims may request an expedited transfer for Unrestricted Reports or may transfer naturally according to their time to PCS. For expedited transfers, although this option should be offered to the victim, the victim should not feel pressured to transfer because they may already have an established support system at their current command. The following steps are to aid in the victim transfer process and will be completed by the involved SARCs.

Step	Transferring SARC Actions
1	<p>If you are aware of a victim in your Area of Responsibility (AOR) that is going to be transferring, two months prior to the transfer, or as soon as possible for an expedited transfer, find out where the victim will be transferring and:</p> <p>a. <b>For Open Cases</b> (legal resolution has not occurred and victim has not consented to closing the case): Victim will continue to receive services after the transfer.</p> <p>b. <b>For Closing or Closed Cases</b> (legal resolution has occurred and victim has consented to closing the case): If the victim does not want continued services at the next command (and there has been legal resolution in the case), he or she must state this in writing and this statement will be added to the case file. The case will then be considered closed. Victim will not be offered services once transferred into the new AOR (although the receiving SARC will be notified of the transfer regardless of case status); however, may request services from SARC or others if needs change. Mail the VRPS upon case closure to Coast Guard Headquarters, SAPR Program, CG-1111.</p>
2	<p>Before the transfer, ensure the victim is provided the following information:</p> <ul style="list-style-type: none"> <li>• The receiving SARC’s contact information.</li> <li>• Local military medical treatment facilities near the victim’s new unit.</li> <li>• Local rape crisis centers near the victim’s new unit.</li> </ul>
3	<p>The transferring SARC must discuss with the victim prior to transfer, the victim’s desires regarding notification to gaining command leadership. This preference must be clearly documented in the case file and/or the Defense Sexual Assault Information Database (DSAID) by the transferring SARC.</p> <ul style="list-style-type: none"> <li>• The command cadre and leaders at the victim’s new unit WILL NOT be informed of the sexual assault by the SARC unless the victim gives the SARC permission to inform the command cadre. As transferring can be a stressful time, victims should consider this option when they need more support in their work environment. Many victims prefer a “fresh start,” but having support from their new leadership can have benefits with adjusting to the new command.</li> </ul>
4	<p>Contact the receiving SARC PRIOR to the victim transferring to ensure a smooth transition of services covering pertinent information such as:</p> <p>a. <b>For Open Cases:</b> Follow the DSAID procedures and protocols to “Transfer a Case to Another SARC Location”. The name of the victim, the name of the new unit, any services that have been provided and the status of any investigation. SARCs need to be aware of victims who have transferred into their AOR. Contact can be done via email, following appropriate Personally Identifiable Information (PII) procedures (only email</p>

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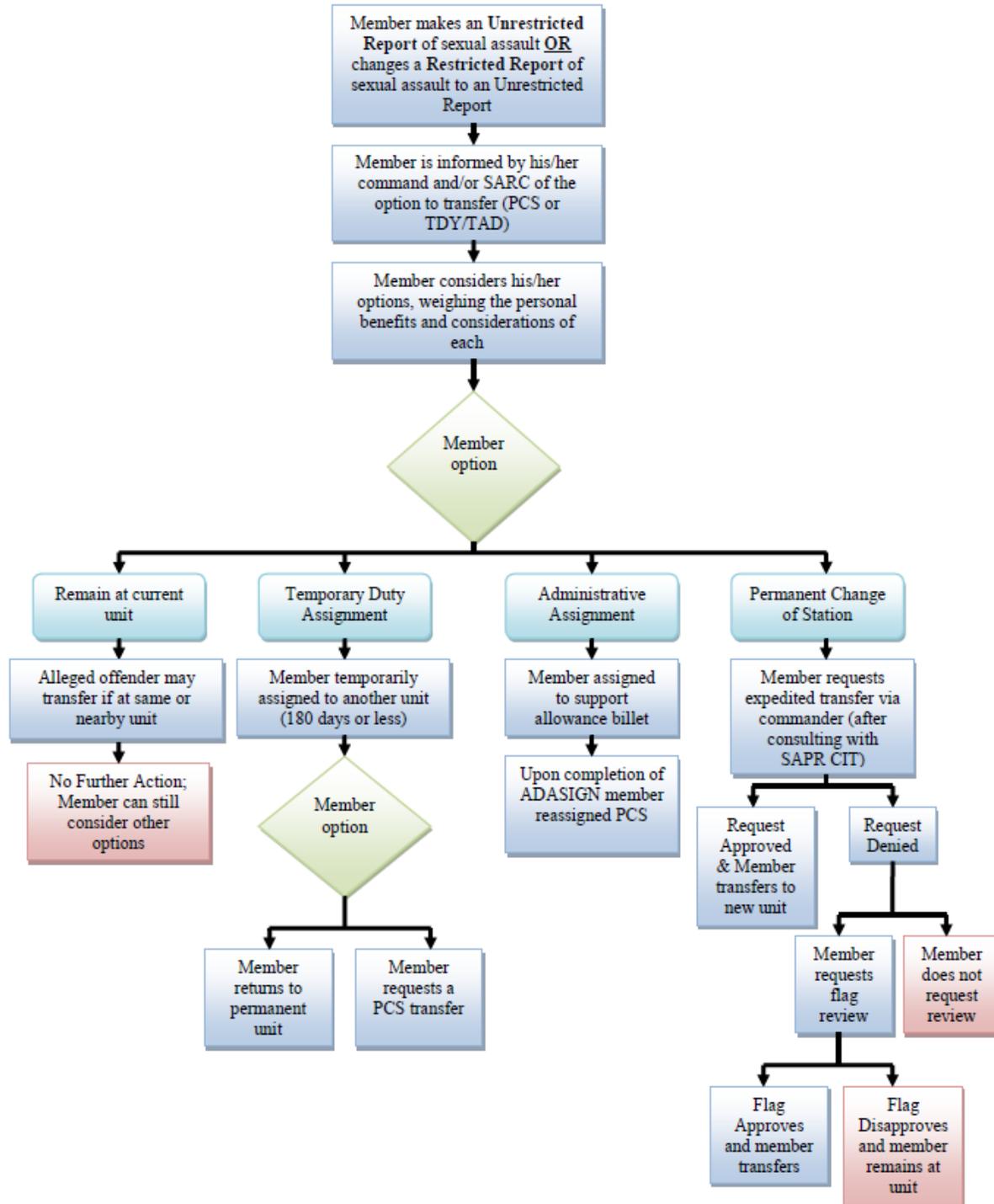
	to another @uscg.mil address and digitally sign, see <a href="https://cglink.uscg.mil/cd850b8b">https://cglink.uscg.mil/cd850b8b</a> for more guidance), and carbon copy the SAPR Program Manager.
	<p>b. <b>For Closing or Closed Cases:</b> Follow the DSAID procedures and protocols to “Close a Case”. The name of the victim and the name of the new unit. SARCs need to be aware of victims who have transferred into their AOR even if a case has closed. Contact can be done via email, following appropriate Personally Identifiable Information (PII) procedures (only email to another @uscg.mil address and digitally sign, see <a href="https://cglink.uscg.mil/cd850b8b">https://cglink.uscg.mil/cd850b8b</a> for more guidance), and carbon copy the SAPR Program Manager.</p> <p><b>If this is a closed case, no further steps are required after this one.</b></p>
5	If not using DSAID, ensure all of the information is documented in the case file. Mail the paper case file in a double envelope via traceable means to the receiving SARC. Affix DD Form 2923 on top of the internal envelope prior to sealing the package. Advise receiving SARC of pending transfer, mailing date, and tracking number. Document tracking number on the ongoing case roster and update to reflect transfer of file.
<b>Step</b>	<b>Receiving SARC Actions</b>
6	Upon receipt of both files (DSAID and paper), contact transferring SARC to inform him/her that you have received the case. Follow the DSAID procedures and protocols for when you “Receive a Transferred Case”.
7	Two weeks prior to the victim’s reporting date, contact the victim, introduce yourself and provide contact information.
8	<p>If requested by the victim, assign a new VA to the victim.</p> <ul style="list-style-type: none"> <li>• The new VA should generally be at a reasonably nearby unit to the victim but not at the same unit, unless the victim agrees to the assignment.</li> <li>• The new VA shall contact the victim prior to the transfer to introduce his/herself and set up a future meeting, in-person or over the phone, for when the victim has transferred to the new AOR.</li> </ul>
9	<p>Confirm with the new VA that the contact meeting has occurred and that the victim has been provided the following information:</p> <ul style="list-style-type: none"> <li>• The new VA’s contact information.</li> <li>• Local military medical treatment facilities near new unit.</li> <li>• Local rape crisis centers near new unit.</li> <li>• Reminder that, the command cadre and leaders at the victim’s new unit WILL NOT be informed of the sexual assault by the SARC unless the victim gives the receiving SARC permission to inform the command cadre. As transferring can be a stressful time, victims should consider this option when they need more support in their work environment. Many victims prefer a “fresh start” but having support from their new leadership can have benefits with adjusting to the new command.</li> </ul>
<b>NOTE</b>	For Unrestricted cases without legal resolution, the command may already be informed of the sexual assault due to the SAPR CIT responsibilities transferring.
10	Follow up with victim within 30-45 days after transfer to ensure process went smoothly and that there are no immediate needs subsequent to the transfer process.
11	Continue providing services to the victim.

## Appendix H: SAPR Program Organizational Diagram



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## Appendix I: Victim Transfer Flow Chart



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## Appendix J: Victim Transfer Options

Action	Considerations
Remain at Current	<p>Members may elect to remain at their current unit in lieu of a transfer.</p> <ul style="list-style-type: none"> <li>• Location and status of alleged offender, transfer options of alleged offender</li> <li>• Established support network</li> <li>• Consideration of current career progression and track</li> <li>• Availability of support services</li> <li>• Continuity of care and support</li> <li>• Command climate and circumstances of assault</li> </ul>
Temporary Duty Assignment (TDY/TAD)	<p>It may be more beneficial for members to be temporarily assigned to a nearby unit that can assist with providing access to support services. Member may then return to their permanent unit or execute a PCS transfer if desired.</p> <ul style="list-style-type: none"> <li>• Type of unit and operations</li> <li>• Whether TDY unit is within a reasonable commuting distance (RCD), particularly for a Reserve member in drill status</li> <li>• Command disclosure at temporary unit necessary</li> <li>• Availability of support services</li> <li>• Workload considerations for the member and Command operations</li> <li>• TDY/TAD away from permanent unit cannot exceed 180 days in duration unless it becomes an Administrative Assignment</li> <li>• Determine funding and travel costs as well as appropriate berthing/housing if necessary</li> </ul>
Administrative Assignment (ADASSIGN)	<p>Consideration of an administrative assignment to a support allowance billet can be processed IAW COMDTINST M1000.8 (series).</p> <ul style="list-style-type: none"> <li>• Availability of medical services</li> <li>• Member's duty status</li> <li>• Alleviates member from fulfilling his/her billeted duties while recovery and investigation take place</li> <li>• Upon completion of ADASSIGN member re-assigned PCS</li> <li>• Unit operational status</li> </ul>
COMDTINST M1000.8 (series) PSCINST 1000.1 (series)  Consult PSC-RPM if Reserve member in drill status	
Permanent Change of Station (PCS) Expedited Transfer	<p>A request for a PCS transfer can be considered in conjunction with the other temporary options at any time during the member's tour from which the Unrestricted Report of sexual</p>

<p>COMDTINST M1000.8 (series) COMDINST M1001.28 (series)</p>	<p>assault occurred.</p> <ul style="list-style-type: none"><li>➤ Prior to case disposition:<ul style="list-style-type: none"><li>• SAPR CIT Responsibilities may be transferred and member will not have full privacy of the reported assault and pending case investigation, receiving command aware of assault</li><li>• Disruption of new duties and responsibility due to trial and pending case investigation</li><li>• Added stress of moving and transfer</li><li>• Potential delay and change of support providers (VA, SARC, Legal, CGIS) and treatment (HCP)</li></ul></li><li>➤ After case disposition:<ul style="list-style-type: none"><li>• Member can achieve a fresh start at a new unit that may be desired with consideration of privacy</li><li>• Conclusion of trial and investigation will not disrupt new assignment</li><li>• Availability of support providers and treatment should be considered even if not needed</li></ul></li></ul>
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## Appendix K: Sexual Assault Prevention: Suggested Talking Points for CO/OIC

**Quick Definition of Sexual Assault and Sexual Harassment:**

- The definition of sexual assault is any intentional sexual contact, characterized by the use of force, threats, intimidation, abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy, and other unwanted offensive touching (e.g., kissing against another person’s will) that is aggravated, abusive, or wrongful (to include unwanted and inappropriate sexual contact). Sexual assault also includes attempts to commit these acts.
- Sexual harassment is defined as unwelcome conduct of a sexual nature, including suggestive comments.
- Coast Guard Core Values are the foundation of the Sexual Assault Prevention and Response (SAPR) Program.

<b>HONOR</b>	<p><i>Integrity and personal responsibility are prerequisites for Honor. Discuss the Mission, Vision, and Values of the SAPR Program in a way that makes sense to both you and the reporting member or employee. Emphasize zero tolerance for inappropriate behavior of any kind.</i></p> <p>Suggestions for facilitating this discussion on Honor:</p> <ul style="list-style-type: none"> <li>• I am personally responsible and accountable for our command climate.</li> <li>• I will not tolerate sexual harassment, sexual assault, or sexual misconduct of any kind at this unit.</li> <li>• Our unit adheres to the Coast Guard's SAPR Program. Our mission is to eliminate sexual assault from our Coast Guard, starting with this unit.</li> <li>• I want you to know that I will take immediate action on reports of misconduct – particularly reports of sexual assault and sexual harassment.</li> <li>• I need your help. I need you to have the integrity and courage to take action to prevent sexual misconduct before it happens, and to report it when it does. You have my authority and full support when you confront and report any and all sexual misconduct, sexual harassment, discrimination, hazing and unprofessional conduct.</li> <li>• If you see something that seems 'off,' I need you to have the courage to say something.</li> </ul>
<b>RESPECT</b>	<p><i>We value the dignity and worth of people. Respect for a shipmate includes holding that shipmate accountable when needed; respect for your unit means helping to maintain the right command climate.</i></p> <p>Suggestions for facilitating this discussion on Respect:</p> <ul style="list-style-type: none"> <li>• Respect is a mutual process – supervisors in my command give respect to their subordinates, just as they expect to receive it from those in their charge.</li> <li>• I will support anyone who makes an allegation of sexual assault – victim or witness. Victims of sexual assault will be offered treatment and both victims and witnesses will be protected from retaliation.</li> <li>• You may be the only one who notices the misconduct, because at times, others become complacent about maintaining the right climate at the unit.</li> </ul>

	<ul style="list-style-type: none"> <li>• Discuss a customized unit wallet card that shows a newly reported member the unit's SARC and VAs.</li> <li>• Ask questions, encourage your shipmates, and challenge or report inappropriate behavior, whether it is directed at you, or someone else.</li> </ul>
<p><b>DEVOTION TO DUTY</b></p>	<p><i>A Coast Guardsman is ...dedicated...loyal and accountable...</i></p> <p>Suggestions for facilitating the discussion on Devotion to Duty:</p> <ul style="list-style-type: none"> <li>• There are no bystanders in the prevention of, or response to, sexual assault.</li> <li>• Devotion to duty is demonstrated by doing the right thing, the right way, at the right time, for the right reason. This includes having the courage to intervene when you witness sexual assault, predatory behavior, sexual harassment or other misconduct.</li> <li>• I will fully support those who intervene to prevent sexual assault and those who make reports of sexual assault.</li> <li>• Dedicating yourself to the maintenance of the high moral, professional and personal standards that come with service in our Coast Guard is but one more way to demonstrate your devotion to duty.</li> </ul>

**Open-ended questions to encourage dialogue and conclusion:**

- Do you have any ideas on how we can meet this Mission? I'd like your perspective...
- How do you see yourself taking action to correct any activity counter to a respectful climate? At your current rank and in your new position, how will you do that?
- Is there any part of our discussion that strikes you as particularly meaningful?

## Appendix L: SAPR Wallet Card

<p>USCG {UNIT}</p> <p>SAPR RESOURCES</p> <hr/> <p>SARC</p> <hr/> <p>—</p> <hr/> <p>VA</p> <hr/>	<p>USCG {UNIT}</p> <p>SAPR RESOURCES</p> <hr/> <p>SARC</p> <hr/> <p>—</p> <hr/> <p>VA</p> <hr/>	<p>USCG {UNIT}</p> <p>SAPR RESOURCES</p> <hr/> <p>SARC</p> <hr/> <p>—</p> <hr/> <p>VA</p> <hr/>	<p>USCG {UNIT}</p> <p>SAPR RESOURCES</p> <hr/> <p>SARC</p> <hr/> <p>—</p> <hr/> <p>VA</p> <hr/>	<p>USCG {UNIT}</p> <p>SAPR RESOURCES</p> <hr/> <p>SARC</p> <hr/> <p>—</p> <hr/> <p>VA</p> <hr/>
<p>USCG {UNIT}</p> <p>SAPR RESOURCES</p> <hr/> <p>SARC</p> <hr/> <p>—</p> <hr/> <p>VA</p> <hr/>	<p>USCG {UNIT}</p> <p>SAPR RESOURCES</p> <hr/> <p>SARC</p> <hr/> <p>—</p> <hr/> <p>VA</p> <hr/>	<p>USCG {UNIT}</p> <p>SAPR RESOURCES</p> <hr/> <p>SARC</p> <hr/> <p>—</p> <hr/> <p>VA</p> <hr/>	<p>USCG {UNIT}</p> <p>SAPR RESOURCES</p> <hr/> <p>SARC</p> <hr/> <p>—</p> <hr/> <p>VA</p> <hr/>	<p>USCG {UNIT}</p> <p>SAPR RESOURCES</p> <hr/> <p>SARC</p> <hr/> <p>—</p> <hr/> <p>VA</p> <hr/>

<p><b>Safe Helpline</b> (operated by RAINN); confidential assistance 24/7 for DoD and CG service members - hotline 877-995-5247, secure instant messaging <a href="http://www.SafeHelpline.org">www.SafeHelpline.org</a></p>  <p><b>CG SUPRT</b> (Employee Assistance Program - EAP) - 1-855-CGSUPRT (247-8778) Web (for EAP): <a href="http://www.CGSUPRT.com">www.CGSUPRT.com</a></p>	<p><b>Safe Helpline</b> (operated by RAINN); confidential assistance 24/7 for DoD and CG service members - hotline 877-995-5247, secure instant messaging <a href="http://www.SafeHelpline.org">www.SafeHelpline.org</a></p>  <p><b>CG SUPRT</b> (Employee Assistance Program - EAP) - 1-855-CGSUPRT (247-8778) Web (for EAP): <a href="http://www.CGSUPRT.com">www.CGSUPRT.com</a></p>	<p><b>Safe Helpline</b> (operated by RAINN); confidential assistance 24/7 for DoD and CG service members - hotline 877-995-5247, secure instant messaging <a href="http://www.SafeHelpline.org">www.SafeHelpline.org</a></p>  <p><b>CG SUPRT</b> (Employee Assistance Program - EAP) - 1-855-CGSUPRT (247-8778) Web (for EAP): <a href="http://www.CGSUPRT.com">www.CGSUPRT.com</a></p>	<p><b>Safe Helpline</b> (operated by RAINN); confidential assistance 24/7 for DoD and CG service members - hotline 877-995-5247, secure instant messaging <a href="http://www.SafeHelpline.org">www.SafeHelpline.org</a></p>  <p><b>CG SUPRT</b> (Employee Assistance Program - EAP) - 1-855-CGSUPRT (247-8778) Web (for EAP): <a href="http://www.CGSUPRT.com">www.CGSUPRT.com</a></p>	<p><b>Safe Helpline</b> (operated by RAINN); confidential assistance 24/7 for DoD and CG service members - hotline 877-995-5247, secure instant messaging <a href="http://www.SafeHelpline.org">www.SafeHelpline.org</a></p>  <p><b>CG SUPRT</b> (Employee Assistance Program - EAP) - 1-855-CGSUPRT (247-8778) Web (for EAP): <a href="http://www.CGSUPRT.com">www.CGSUPRT.com</a></p>
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## Appendix M: Mandated Training CGBI Report Examples

### Headquarters example: Commandant above the line staff

1.	Open CGBI home page at <a href="http://cgbi.osc.uscg.mil/2.0/unit.cfm">http://cgbi.osc.uscg.mil/2.0/unit.cfm</a>
2.	Type "mandated training" in the search box
3.	Select "Mandated Training – Cat. A"
4.	Click "Commandant (CG-00) in the chain of command listing
5.	Click "Continue"
6.	Highlight all subordinate command layers (clicking & dragging with the mouse arrow)
7.	Click "Continue"
8.	Highlight all "above the line" staffs, omitting LANTAREA, PACAREA, DCO, and DCMS
9.	Click "Continue"
10.	Click "Finish"
11.	On the next screen, highlight Active, Reserve, and Civilian. Click "Next"
12.	On the next screen, highlight all applicable "salary plans". Click "Next"
13.	On the next screen, select the report of your choice. Excel works best for eliminating PII before transmitting to other units.
14.	Click "Run Report"
15.	On the next screen, highlight only "Sexual Assault Prevention and Response" in the left hand pane and "No" in the right hand pane for "Task Current" to get a smaller report. This can be applied to all MT-A and all members by expanding the report.
16.	Click "Finish"
17.	Click "Open" when the report is finished
18.	The report will show a list of all those non-compliant with MT, with the Column H designating the last completion date.

### Field Unit Example: USCG Sector Sault Sainte Marie

1.	Open CGBI home page at <a href="http://cgbi.osc.uscg.mil/2.0/unit.cfm">http://cgbi.osc.uscg.mil/2.0/unit.cfm</a>
2.	Type "mandated training" in the search box
3.	Select "Mandated Training – Cat. A"
4.	Click "Commandant (CG-00) in the chain of command listing
5.	Click "Continue"
6.	Highlight only "Commandant (CG-09)" in the chain of command listing
7.	Click "Continue"
8.	Highlight only "CG LANTAREA" in the chain of command listing
9.	Click "Continue"
10.	Highlight only "CGD NINE" in the chain of command listing
11.	Click "Continue"
12.	Highlight only "SECTOR SAULT STE MARIE" in the chain of command listing
13.	Click "Continue"
14.	Highlight all subordinate commands listed (clicking & dragging with the mouse arrow)
15.	Click "Continue"
16.	Click "Finish"
17.	On the next screen, highlight Active, Reserve, and Civilian. Click "Next"
18.	On the next screen, highlight all applicable "salary plans". Click "Next"
19.	On the next screen, select the report of your choice. Excel works best for eliminating PII before transmitting to other units.
20.	Click "Run Report"

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21.	On the next screen, highlight only “Sexual Assault Prevention and Response” in the left hand pane and “No” in the right hand pane for “Task Current” to get a smaller report. This can be applied to all MT-A and all members by expanding the report.
22.	Click “Finish”
23.	Click “Open” when the report is finished
24.	The report will show a list of all those non-compliant with MT, with the Column H designating the last completion date.

## Appendix N: Command VA Selection Job Aid for (COs) and (OICs)

### Command Victim Advocate (VA) Selection Job Aid for Commanding Officers (COs) and Officers-in-Charge (OICs)

**Purpose**

This tool is to provide steps for COs/OICs when selecting members of their command to be VAs.

**Background**

VAs can have a very demanding role in the Coast Guard as they seek to assist in prevention and education efforts and can be called on at any time to support a sexual assault victim in distress. Therefore, selecting a member to become a VA must be a thoughtful decision, supported by known variables.

Step	CO/OIC Actions
1	Review The Role of the VA, Section C.1. of Chapter 5 of this TTP, to fully understand what the role of the VA is and determine if there are members of your command that you would feel confident in their capabilities to fulfill this role.
2	Solicit within your command to see if there are members willing to volunteer to be VAs. When soliciting for volunteers, refer members to first review The Role of the VA, Section C.1. of Chapter 5 of this TTP. It is not advisable to tell someone that he/she is being assigned the command's VA who has not volunteered for this position. The volunteer aspect of the role is important for a multitude of reasons such as to avoid blindly assigning a previous unreported victim as a VA, an emotionally unprepared person to assist sexual assault victims, or even an undetected offender to be a VA.
3	Once you have a volunteer that you believe meets the requirements and is capable of fulfilling the role, review the member's Personnel Data Record (PDR) to confirm that the individual does not have evidence of any disqualifying criteria (listed on the Victim Advocate Application) in his/her background.
4	Complete the Victim Advocate Application (Appendix O) with the potential VA.
5	Officially recommend appointment of the member as the command VA (memo template can be found on <a href="http://www.uscg.mil/sapr">www.uscg.mil/sapr</a> ).
6	Submit the Victim Advocate Application and a copy of the designation letter to the Sexual Assault Response Coordinator (SARC) to request a quota in an upcoming VA training. The SARC will contact the member for an interview if a quota can be provided.

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## Appendix O: Victim Advocate (VA) Application (Prescreening)

### Victim Advocate (VA) Application (Prescreening) [Commands submit this form to SARCs when requesting VA quotas]

**Directions:**

1. Commands: Please complete your portion of the form and email to your local SARC.
2. Potential VA's: Please be prepared to discuss the questions below when contacted by the SARC.
3. Commands and Potential VA's: Review the Disqualifying Criteria before recommending a member of your command for VA training or volunteering to be a VA.

<b>Questions to be asked by the Command:</b>	
Does the service member have at least two years remaining at his/her present command?	
Have you reviewed the member's PDR and can confirm that the member does not have any disqualifying criteria (back of this page) in his/her PDR?	
Has the member been recommended for this position by the command in writing?	
(1) Name:	
(2) Rate/Rank:	
(3) Command:	
(4) Email Address:	
(5) Daytime Phone #:	
<b>Questions to be asked by the SARC:</b>	
a. Please review Unrestricted and Restricted reporting policies. Are you willing to have knowledge about a sexual assault that you cannot release to the command? Do you understand that violating a victims' confidentiality could result in charges being brought against you under the UCMJ?	
b. Have you, or anyone close to you, been impacted by sexual assault? This question is not meant to be invasive or to exclude you from becoming an advocate, but to help you to avoid re-victimization.	
c. Are you available to attend the CG VA training?	
HSWL Field Office (fill in location) Sexual Assault Response Coordinator (SARC)	SARC Name Contact Phone number (fill in)

### Disqualifying Criteria

<b>If you can answer “yes” to any of the following questions, you should consider withdrawing your application to be a VA.</b>	<b>Answer: No</b>
Are you being “voluntold” by your command to fulfill this collateral duty?	
<b>TIER I</b>	
Is there any credible evidence of criminal activity involving sexual harassment; sexual assault (Article 80, 120, & 125); family member or child abuse; pandering; prostitution; any criminal offense related to pornography (except Article 92 violations); incest, bestiality, sexual activity with a subordinate or stalking in your past?	
Is there any credible evidence of criminal activity involving drug abuse (use, possession, distribution, manufacturing), to include prescription medication and synthetic drugs in your past?	
Have you had any adversely adjudicated action involving larceny, theft, or fraud?	
In your career, have you ever had a courts-martial conviction?	
Have you ever been involved in conduct that was in violation of Coast Guard’s policy regarding participation in extremist organizations or activities?	
Have you previously been separated from any Service for any Tier I offense or multiple Tier II (below) offenses?	
Are you currently flagged, barred to reenlistment or coded with any information indicating legal investigation is underway?	
Are you a repeat offender (or combination of) Tier II criteria?	
Are you pending Medical Evaluation Board or Physical Evaluation Board?	
<b>TIER II (within the last 5 years, will normally disqualify)</b>	
Have you had any substantiated alcohol related incident to include but not limited to operating a motor vehicle under the influence or while your ability was impaired?	
Have you been found guilty of adultery?	
Have you had any larceny or theft conviction below \$100?	
Have you been involved in any minor assault not listed in Tier I above?	
Have you had a removal of good conduct status?	
Have you received a previous reduction in rank or removal from promotion or advancement list?	
Have you received any line of duty misconduct reports or investigation for offenses other than those offenses listed in Tier I criteria?	
Have you received any psychological or mental health evaluations that would indicate difficulty performing VA duties?	

NOTE: To avoid any negative misconceptions about command members who may not pass one or more of these criteria, VAs should always be volunteers for the position, not assigned. (The volunteer aspect of the role is also important to avoid blindly assigning a previous unreported victim as a VA.) Before training, VAs must pass a whole person background screening by the Security Center (SECCEN) which will determine if any of the above answers are in fact “Yes”. Members who do not pass the background screening cannot attend training and become VAs. Failure to pass the background screening is not meant as a negative mark against a member; however, to avoid this misperception, members should avoid volunteering for this position if they believe they may not pass the background screening.

## Appendix P: SAPR Command Waiver Template



Commanding Officer  
United States Coast Guard  
[UNIT]

[ADDRESS]  
[CITY], [ST] [ZIP CODE]  
Phone:  
Fax:

1754  
[DD Mmm 2014]

### MEMORANDUM

From: **Command, First, MI. Last, Rank [Unit requesting VA(s) resources]** Reply to  
Attn of:

To: **Command, First, MI. Last, Rank [Major Command O6 & above]**

Thru: **Command, First, MI. Last, Rank [Where VA(s) resources will come from]**

Subj: **COMMAND VICTIM ADVOCATE (VA) REQUIREMENT WAIVER**

Ref: (a) Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M1754.10 (series)  
(b) ALCOAST 126/14

1. Per references (a) and (b), I am requesting authorization to use VA(s) from **[unit(s) name where VA(s) are assigned]** to fulfill my command's VA requirements as outline in reference (b) from **[Date to Date, cannot exceed 1 year]**.
2. I have worked with **[unit(s) name where VA(s) are assigned]** and our SARC, **[name of SARC]**, in this arrangement to share VA resources. With approval of this arrangement, my unit's personnel will have access to **X VAs**, which will fulfill the requirements of reference (b). **(If only one VA is being requested, provide the name of the second, internal VA.)**
3. This arrangement will logically satisfy the needs of my unit's personnel since **[unit(s) name where VA(s) are assigned]** is within a close proximity of **XX** miles of my command.
4. I understand that this waiver can only last up to one year and that I must resubmit following that expiration if my command still needs VA resources.
5. If approved, I will have the VA(s) from **[unit(s) name where VA(s) are assigned]** introduced to my command on **Date** and provide their contact information to my command's personnel via email as well as posting this information at a conspicuous command location and included on the unit's Sexual Assault Response Wallet Cards. I will also designate the VA(s) from **[unit(s) name where VA(s) are assigned]** in writing as my command's VA(s).
6. I appreciate your consideration in this matter. I am committed to upholding the policies laid out in references (a) and (b) throughout my command, as we work to eradicate sexual assault from our Coast Guard.#

#### FIRST ENDORSEMENT

From: **Command, First, MI. Last, Rank [Where VA(s) resources will come from]**

To: **Command, First, MI. Last, Rank [Unit requesting VA(s) resources]**

1. I acknowledge that I have worked with **[Unit requesting VA(s) resources]** and our SARC, **[name of SARC]**, in this arrangement to share VA resources from, **[Date to Date]**. At that time this agreement will be reviewed and resubmitted, if VA resources are still needed.

#

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Subj: **COMMAND VICTIM ADVOCATE (VA)  
REQUIREMENT WAIVER**

1754

Copy: **[Unit's SARC, Both Unit's Chains of Command]**

## Appendix Q: Commander's Recommendation to be a Victim Advocate

U.S. Department of  
Homeland Security  
United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
[UNIT]

ADDRESS]  
[CITY], [ST] [ZIP CODE]  
Phone:  
Fax:

1754  
[DD Mmm 2014]

### MEMORANDUM

From: **Commanding Officer Name**

Reply to  
Attn of:

To: **FI, MI, Last Name, Rate/Rank**

Subj: RECOMMENDED APPOINTMENT AS COMMAND VICTIM ADVOCATE (VA)

Ref: (a) Sexual Assault Prevention and Response (SAPR) Program, COMDTINST  
M1754.10 (series)

1. In accordance with reference (a), you are hereby recommended to be appointed as the VA for [Your Unit Name], which is contingent upon your successful completion of all VA requirements.
2. If you have not completed the Coast Guard's VA training, you shall not perform any VA related duties until this training is complete.
3. You must be credentialed through the National Advocate Credentialing Program (NACP) during the first credentialing cycle following completion of the VA training.
4. You shall familiarize yourself with and perform your duties in accordance with reference (a). This assignment will remain in effect until you transfer from this command, or it is revoked by the commanding officer.
5. Following review of your Personnel Data Record (PDR), your record is clear of any disqualifying criteria. However, future discretions that meet the disqualifying criteria will result in revocation of this assignment.
6. You will be supervised by the unit's Sexual Assault Response Coordinator (SARC) in any duties related to being a VA but you should always keep your supervisor informed, without specific details, when VA duties may require your absence from work (SARCs can confirm details if supervisor requests information). Your supervisor has signed the Victim Advocate Supervisor Statement of Understanding, Form CG-6095B, agreeing to support you in this role.
7. Your role as a VA is especially important as you advocate for victims of crime in our Coast Guard and help them through the recovery process. Your professional manner and concern for others were principal in your selection as our VA. I know you will continue to carry out your VA duties in this same manner. Congratulations on your extremely vital and rewarding role as a VA!

Copy: Member's SPO PDR  
[Unit's SARC]

#

Q-1

Appendix Q: Commander's  
Recommendation to be a Victim  
Advocate

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## Appendix R: Victim Advocate Transfer Process Job Aid for VAs

### Purpose

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

Step	Transferring SARC Actions
1	Before transferring, inform your Sexual Assault Response Coordinator (SARC) of the upcoming transfer. This update will allow the SARC to keep accurate lists of VAs in his or her area as well as provide you, the transferring VA, contact information for the SARC closest to your new duty station. The SARC will also contact the new SARC as a courtesy that a VA has moved to his or her AOR. This update is also necessary if you are assigned to a victim who will need a new VA assigned. NOTE: SARCs will not normally assign a victim to a VA within 60 days of the VA's transfer when other VA resources are available for the victim.
2	Upon reporting to the new duty station, assess your new work load to determine if you can continue to fulfill VA duties.
3	If you determine that you cannot continue these duties at your new duty station, you should contact the new SARC and request to become an inactive VA. If you later desire to switch to an active VA, contact the SARC who will determine if refresher training will be required to return to an active VA status. <b>OR</b> If you determine that you can continue these duties, or you decide to switch from inactive to active status, discuss this decision with your supervisor and commander to gain approval.
4	Once supervisor and command approval is obtained, contact the new SARC and provide a signed Victim Advocate Supervisor Statement of Understanding, Form CG-6095B, and command designation letter.

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## Appendix S: Sample Monthly Report Format

### Sexual Assault Response Coordinator Monthly Report FY 2016

District:		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
D1: Boston	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0
	Approved Expedited Transfer (out of area)													0
D5: Portsmouth		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0
Approved Expedited Transfer (out of area)													0	
D5: NCR		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0
Approved Expedited Transfer (out of area)													0	
D5: Cape May		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0
Approved Expedited Transfer (out of area)													0	
D7: Miami		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0
Approved Expedited Transfer (out of area)													0	
D8: New Orleans		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0

CGTTP 1-16.1  
Sexual Assault Prevention and Response TTP

	Approved Expedited Transfer (out of area)													
D9: Cleveland		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0
	Approved Expedited Transfer (out of area)													
D11: Alameda		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0
	Approved Expedited Transfer (out of area)													
D11: Petaluma		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0
	Approved Expedited Transfer (out of area)													
D13: Seattle		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0
	Approved Expedited Transfer (out of area)													
D14: Honolulu		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0
	Approved Expedited Transfer (out of area)													
D17: Kodiak		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
	SAPR Reports, Restricted													0
	SAPR Reports, Unrestricted													0
	SAPR Reports, Total													0
	SVC's Assigned													0
	SAPR CITs													0

Approved Expedited Transfer (out of area)														
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CG Academy

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
SAPR Reports, Restricted													0
SAPR Reports, Unrestricted													0
SAPR Reports, Total													0
SVC's Assigned													0
SAPR CITs													0
Approved Expedited Transfer (out of area)													

**TOTAL:**

**All Regions:**

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	Yearly Total
SAPR Reports, Restricted													
SAPR Reports, Unrestricted													
SAPR Reports, Total													
SVC's Assigned													
SAPR CITs													
Approved Expedited Transfer (out of area)													

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## Appendix T: Victim Advocate Interview Questions

Victim Advocate Interview (Pre-screening)

Date: \_\_\_\_\_

[Questions to be asked by SARC when interviewing a VA applicant]

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Organization: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Duty Phone: \_\_\_\_\_

Disclosure: Are you fully aware of the disqualifying criteria that will be applied to you via a background screening by the Security Center (SECCEN)? (If no, provide the member the list of disqualifying criteria.) You must pass this background screening in order to attend VA training. You may withdraw your application to be a VA now or after this interview via email/phone call, if you no longer feel prepared to fulfill this role.

1. Describe why you are interested in becoming a Victim Advocate.

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2. What skills, education, or life experience do you have that you believe would help you serve effectively as a Victim Advocate.

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3. In what ways do you think you would benefit personally from your training and service as a Victim Advocate.

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4. Based on your current understanding of the responsibilities of a Victim Advocate, what do you think would be difficult or challenging aspects of this role for you?

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5. Are you willing to commit to the mandatory training and on and off-duty time that may be required to assist a victim of sexual assault? There will be initial and continuing education to include the initial VA training and 32 hours of biannual training.

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6. What other volunteer activities are you engaged in at this time?

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7. Do you have any current significant stressors in your work or personal life? How do you manage these stressors?

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8. Have you, or anyone close to you experienced a significant personal trauma?

Yes \_\_\_\_\_

No \_\_\_\_\_

\*If yes, the SARC will speak with you in private about this so that he or she can better understand its significance in your life and service to others.

(Note: A great many victim advocates or caregivers have been made stronger in their service to others by the care they themselves have received, including care from mental health professionals. This program affirms the work of mental health professionals, who have helped many individuals to experience growth and healing. This question is not meant to be invasive or to exclude you from becoming an advocate, but to help you to avoid re-victimization.)

9. Have you ever been charged in a court-martial, received non-judicial punishment (Art. 15, Page 7) or charged in a civilian court of law?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please explain the nature of the charges and subsequent disposition.

---

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10. Date of Rotation: \_\_\_\_\_

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**Appendix U:  
VA Course Completion Certificate**

**United States Coast Guard**  
**SEXUAL ASSAULT PREVENTION &  
RESPONSE PROGRAM**

This is to **certify** that

*[Participant Name]*

**Has successfully completed**

Victim Advocate Training  
*[Month Days, Year]*  
\_\_\_\_\_ hours

---

**[Name of VA Trainer]**  
Sexual Assault Response Coordinator  
Health, Safety, & Work Life Department  
United States Coast Guard

---

**[Name of VA Trainer]**  
Sexual Assault Response Coordinator  
Health, Safety, & Work Life Department  
United States Coast Guard

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## Appendix V: Sample Quarterly Training Report Format

From SARC to SAPR Program:

QTR1 FY15	# First Responders Trained							# Other Coast Guard Personnel Trained				
Regional Practice	VA	CGIS	CGPD	Chaplain	JA	HCP	SVC	Unit Training	Leadership Training	New CG Members	Pre-Deployment Training	Total by SARC
Location												0

SAPR Program Compilation of all reports:

USCG SAPR Quarterly Training Report

QTR1 FY15	# First Responders Trained							# Other Coast Guard Personnel Trained				
Regional Practice	VA	CGIS	CGPD	Chaplain	JA	HCP	SVC	Unit Training	Leadership Training	New CG Members	Pre-Deployment Training	Total by SARC
Alameda												0
Boston												0
Cape May												0
CGA												0
Cleveland												0
DC												0
Honolulu												0
Houston												0
Juneau												0
Kodiak												0
Miami												0
New Orleans												0
New York												0
Petaluma												0
Portsmouth												0
San Pedro												0
Seattle												0
St. Louis												0
<b>Total by category</b>	0	0	0	0	0	0	0	0	0	0	0	0

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## Appendix X: Revocation Memorandum Template



ADDRESS]  
[CITY], [ST] [ZIP CODE]  
Phone:  
Fax:  
E-mail:

1754  
[DD Mmm 2015]

### MEMORANDUM

From: **First Name, Last Name, Sexual Assault  
Response Coordinator (SARC), USCG Base X**

To: **FI, MI, Last Name, Rate/Rank**

Subj: **REVOCAION OF VICTIM ADVOCATE (VA) APPOINTMENT**

Ref: **(a) Sexual Assault Prevention and Response (SAPR) Program, COMDTINST  
M1754.10 (series)**

1. Effective **[insert date]**, in accordance with reference (a), your National Advocate Credentialing Program (NACP) credentials are revoked, and you are hereby removed as a Victim Advocate (VA). This removal is a result of **[insert specific reason for removal (i.e., failure to meet requirements, failure to follow Coast Guard policy, disclosure of confidential information, etc.)]**. **[Provide a few sentences to explain the detailed reason from the previous sentence.]**

2. You are no longer authorized to act as a VA in accordance with reference (a) and your name shall be removed from any unit Sexual Assault Prevention and Response (SAPR) documents.

3. Upon receipt of this letter, send your NACP Credentialing Certificate, and wallet identification card to me at, **[insert address]**.

#

Copy: **HSWL SC SAPR Coordinator**  
**[VA's Commanding Officer/Officer-in-Charge]**  
**[VA's Supervisor]**

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## Appendix Y: Review of VAs Record Template



ADDRESS]  
[CITY], [ST] [ZIP CODE]  
Phone:  
Fax:

1754  
[DD Mmm 2015]

### MEMORANDUM

From: Last Name, First Name, Rank  
Unit

To: First Name, Last Name,  
Sexual Assault Response Coordinator (SARC), USCG Base X

Subj: REVIEW OF VICTIM ADVOCATE'S (VA'S) RECORD

Ref: (a) Sexual Assault Prevention and Response (SAPR) Program, COMDTINST  
M1754.10 (series)

1. In accordance with reference (a), I have reviewed the Personnel Data Record (PDR) of [insert name of VA] and have found that the member's record is clear of any disqualifying criteria.

2. If I become aware of any future discretions that meet the disqualifying criteria, I will immediately contact you and revoke this VA's assignment.

#

Copy: Member's SPO PDR

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# Appendix Z: MOU Template with Local Rape Crisis Center

## MEMORANDUM OF UNDERSTANDING

### BETWEEN

UNITED STATES COAST GUARD ACADEMY

### AND

SEXUAL ASSAULT CRISIS CENTER OF EASTERN CONNECTICUT, INC.

This Memorandum of Understanding (MOU) is entered into between the Sexual Assault Crisis Center of Eastern Connecticut, Inc. (SACCEC) and the United States Coast Guard Academy (USCGA) for the period of one year beginning on the date upon which the last authorized signature is affixed hereto. This MOU applies only to the provision of sexual assault victim intervention for victims of sexual assault who request such counseling or services.

1. **Purpose:** The purpose of this MOU is to document the understanding between the above-mentioned parties regarding the implementation of advocacy, crisis intervention and counseling services for USCGA personnel.

2. **Background:** It is recognized that victims of sexual assault often need assistance which requires specialized training and skills and which is available through a community-based organization. Thus, to fill the USCGA's commitment to its personnel and avoid duplication of services, USCGA and SACCEC agree to work in partnership to assist victims of sexual assault.

3. **Scope:** The program is intended to provide advocacy, emotional support and information to victims of sexual assault during medical, investigative and legal procedures, and to insure that victims understand and can anticipate these procedures. In addition, the program is intended to inform victims of the availability of appropriate follow-up care. This MOU does not create additional jurisdiction or limit or modify existing jurisdiction vested in the parties. This MOU is not to be construed, in any way, as requiring USCGA to expend funds or incur expenses.

4. **Responsibilities:**

a. It will be the responsibility of the USCGA to disseminate the information contained in this MOU to appropriate USCGA personnel, to train appropriate personnel to contact SACCEC in cases of sexual assault, and to designate a point of contact to coordinate with SACCEC. USCGA will provide SACCEC with current information concerning Coast Guard and USCGA policies regarding sexual assault reporting and sexual assault survivor support.

b. It will be the responsibility of SACCEC to respond to incidents of sexual assault which occur on USCGA property, or involve USCGA personnel within 30 minutes of a request, to help the victims understand the administrative, medical, investigative and legal processes so that they are prepared to cope with these complex systems, and to advise victims how to access professional counseling.

5. **Additional Requirements:** The privacy of victims shall be protected. The victim's identity shall not be disclosed to the general public without the consent of the victim or as required by law. SACCEC is not required to provide information to the USCGA regarding the victim's identity.

6. Points of Contact:

a. USCGA:



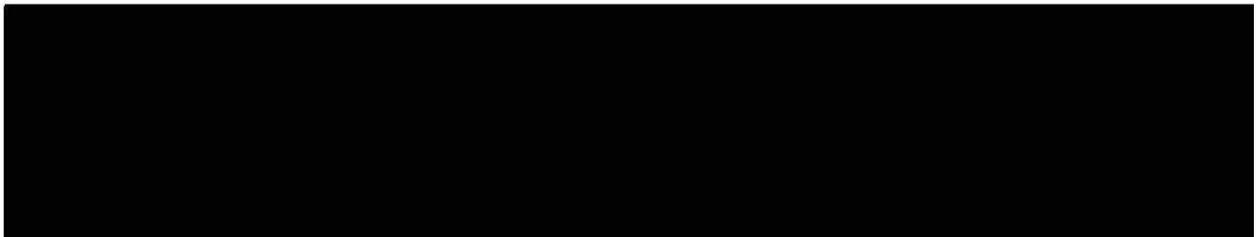
b. SACCEC:



7. Modification and termination: This MOU shall be reviewed every year by both parties prior to the yearly anniversary of the date upon which the last signature is affixed to this MOU. Unless modified or terminated pursuant to the terms of this provision, this MOU shall continue for an additional, and subsequent years thereafter.

This MOU may be modified or supplemented as needed and may be terminated at any time by mutual written consent of both parties. A 60-day written notice of modification or termination shall be delivered prior to such action.

8. Effective date: This agreement is effective on the date the last signature is affixed and shall remain in effect until modified or terminated.



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