



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

MAR 10 2015

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

SUBJECT: Certification Standards for Department of Defense Sexual Assault Prevention and Response Program Managers

Section 1725, the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2014 (Public Law 113-66), requires the Department of Defense (DoD) to establish minimum standards for the qualifications necessary to be selected, trained and certified for assignment as a Sexual Assault Prevention and Response (SAPR) Program Manager.

The Department, in coordination with the Military Departments and the National Guard Bureau, developed standards for the selection, training and certification of SAPR Program Managers, and divided SAPR Program Managers into one of two categories: those that work directly with sexual assault victims and those that do not. The standards for the selection, training, and certification for these positions are outlined in the attachment to this memorandum and are effective immediately, unless otherwise provided for in this memorandum. SAPR Program Managers currently in their positions have one year from this date to comply with these standards.

These standards represent baseline requirements for compliance with section 1725 of the NDAA for FY 2014. Each Military Department may add supplementary selection, training, and certification standards, as deemed appropriate.

Please issue the Military Departments guidance implementing these standards and submit your published guidance to me through the DoD Sexual Assault Prevention and Response Office (SAPRO) no later than June 1, 2015. Lieutenant Colonel Tawnya S. Evans, Policy Analyst and Reserve Component Liaison, DoD SAPRO, is the point of contact for this action. She may be reached by telephone at (571) 372-2646, or via email at [tawnya.s.evans.mil@mail.mil](mailto:tawnya.s.evans.mil@mail.mil).

  
Jessica L. Wright

Attachment:

As stated

cc:

Chairman of the Joint Chiefs of Staff  
Chiefs of the Military Services  
Chief of the National Guard Bureau

**Sexual Assault Prevention and Response Program Manager (SAPR PM)  
Selection, Training, and Certification Standards**

<b>CATEGORY OF SAPR PM</b>	<b>SELECTION</b>	<b>TRAINING</b>	<b>CERTIFICATION</b>
SAPR PM *** (CIV or MIL) WHO DOES NOT HAVE DIRECT CONTACT WITH VICTIMS	<ul style="list-style-type: none"> <li>• Experience in developing policy, or program management and execution. Experience in sexual assault or domestic violence prevention and response is highly recommended.</li> <li>• Tier 1 Background Investigation.*</li> </ul>	<ul style="list-style-type: none"> <li>• 40+ hour Service Specific National Advocate Credentialing Program (NACP) approved Sexual Assault Response Coordinator training to be completed within 6 months of starting employment or assignment.</li> </ul>	<ul style="list-style-type: none"> <li>• All selection and training criteria is met.</li> <li>• Letter of recommendation from current immediate commander / supervisor.</li> <li>• Package submitted and approved for certification to Service or installation level SAPR Chief.</li> </ul>
SAPR PM WHO HAS DIRECT CONTACT WITH VICTIMS (CIV or MIL)***	<ul style="list-style-type: none"> <li>• Experience in developing policy, or program management and execution. Experience in sexual assault or domestic violence prevention and response is highly recommended.</li> <li>• Tier 2 Background Investigation.**</li> </ul>	<ul style="list-style-type: none"> <li>• 40+ hour Service Specific National Advocate Credentialing Program (NACP) approved Sexual Assault Response Coordinator training.</li> </ul>	<ul style="list-style-type: none"> <li>• Department of Defense Sexual Assault Credentialing Program Certification (D-SAACP).</li> </ul>

\* This position has been designated as Tier 1, a low-risk, non-sensitive position in accordance with the 2014 Federal Investigative Standards.

\*\* This position has been designated as Tier 2, a moderate-risk, non-critical position in accordance with the 2014 Federal Investigative Standards.

\*\*\* SAPR Program Managers currently in their positions have one year from this date to comply with these standards.

(Federal Investigations Notice No. 15-03 outlines the Tier 1 and Tier 2 background investigation standards on the Office of Personnel Management website at: <http://www.opm.gov/investigations/background-investigations/federal-investigations-notice/>)