



SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE



Hiring Guide for Sexual Assault Response Workforce Supervisors/Hiring Managers

The Department is implementing historic reforms to change how sexual assault is addressed in the military. These efforts involve strengthening the Sexual Assault Response Workforce (SARW), including changes to the structure, staffing, competencies, and skill proficiency of the workforce. SARW personnel in Supervisory roles and local SARW hiring managers are integral to the successful implementation of these reforms and have a critical role to play in hiring and building effective teams. These personnel shall:

- ▶ **Proactively engage** with Installation Leadership, Human Resources personnel, and Manpower points of contact early and often in the hiring process; and,
- ▶ **Efficiently coordinate** with Employee Relations and Labor Relations offices to support the Department's Sexual Assault Advocate Certification Program (D-SAACP) certification requirements.

Resources Available to SARW Supervisory Personnel and Hiring Managers

Resource	Purpose
Centralized Position Descriptions	Use pre-validated, standardized job descriptions for SAPR VA, SARC, Supervisory SARC, and Principal SARC hiring. If a recent standardized PD is not available in your Service PD library, contact your SAPR/SHARP HQ office to confirm that you are using the most recent information.
Direct Hire Authority	The "Approval of Temporary Direct Hiring Authority for Positions Designated as Department of Defense Sexual Assault Program Workforce Positions," signed on June 9, 2026, expedites hiring for general schedule (GS) SARW positions as described in the Department's SARW Model .
Hiring Freeze Exemption	The "Reinforcement of Sexual Assault Prevention and Response Priorities," USW(P&R) Memorandum published September 29, 2025, emphasizes the Department's continued commitment to implementing the SARW Model and authorizes a categorical exemption from the Department's hiring freeze for SARW positions. The memorandum can be accessed here: USW(P&R) Memorandum .
Workforce Tracking & Data Management	The following indicators have been programmed in the Defense Civilian Personnel Database System (DCPDS) to assist with identification and reporting of SARW positions: • SARWF: Sexual Assault Response Workforce: Civilian employees whose duties involve the implementation, management, and/or execution of sexual assault response and victim advocacy services. These may include, but are not limited to, positions titled "Sexual Assault Response Coordinator" and "Sexual Assault Prevention and Response Victim Advocate." • SARWF-H: Sexual Assault Response Workforce-Hybrid: Civilian employees whose duties involve the implementation, management, and/or execution of sexual assault response and victim advocacy services that may also perform prevention duties at 50% or less. A job aid, additional support materials, and a DCPAS numbered message directing this requirement are available through SAPRO to support this action. More information on these indicator codes can be found on the VALIANT Community of Practice, accessible to current SARW personnel.

For more information, please visit www.sapr.mil;

For confidential victim assistance, call or visit the DoD Safe Helpline at 877-995-5247 or safehelpline.org



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Additionally, talking points to address related frequently asked questions and concerns are below.

Frequently Asked Questions or Concerns and Corresponding Talking Points

Local Questions

SAPR/SHARP Talking Points

“ Why do we need these positions?”

“ Sexual Assault Response positions are critical roles within the Department to support warfighter readiness. The critical need for these roles and the Department’s continued commitment to this mission space are addressed in the recent USW(P&R) memo published in September 2025.”

“ The hiring process is too complex and slow.”

“ These positions fall within the SARW model and are covered under the June 2026 Direct Hire Authority to support expedited hiring for this critical workforce. In addition, the standardized PDs should allow us to quickly ramp up any hiring requirements. I can reach back to my supervisory chain to get more information on these actions if you’re unable to see this information in your system.”

“ We can’t find qualified candidates.”

“ Department leadership is tracking this challenge across the Services and addressing it through a multifaceted approach including enhancing job promotion through professional recruitment events, targeted social media platforms, and early career talent internship pipelines. I can reach back to my leadership chain to get more information on this as well.”

“ How are these positions being tracked?”

“ Indicators have been programmed in DCPDS to assist with identification and reporting of all SARW positions. A job aid and additional information is included in DCPAS Numbered Message 2024019.”