



COMMANDER’S CHECKLIST FOR UNRESTRICTED REPORTS OF SEXUAL ASSAULT AND CORRESPONDING ALLEGATIONS OF RETALIATION

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I. INTRODUCTION

This Checklist is intended to serve as a baseline for the commander's response to adult sexual assault victim(s), suspect(s), and unit in the event of an Unrestricted Report of sexual assault and any corresponding allegations of retaliation (reprisal, ostracism, maltreatment, and witness intimidation). The checklist also covers additional issues such as the Case Management Meetings and commander requirements for Permanent Change of Station moves. Please visit [Latest Policy Updates](#) to review the handout "Review of New Responsibilities for Commanders" and other topic handouts covering new policy updates.

Note: This Checklist is a high-level summary and does not represent all the responsibilities assigned to commanders for the entire Sexual Assault Prevention and Response (SAPR) program. Please refer to the following three policies located at www.esd.whs.mil/Directives/issuances/dodi/.

- DoDI 6495.02, Volume 1, "Sexual Assault Prevention and Response: Program Procedures" [hereinafter SAPR DoDI]
- DoDI 6495.02, Volume 2, "Sexual Assault Prevention and Response: Education and Training" [hereinafter Training DoDI]
- DoDI 6495.02, Volume 3, "Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases" [hereinafter Retaliation DoDI]

In accordance with (IAW) the SAPR DoDI, each commander is required to meet with the Sexual Assault Response Coordinator (SARC) within 30 days of taking command for one-on-one SAPR training. After the initial SAPR training, it is important for commanders to take time prior to an incident to become familiar with Service SAPR policies and installation SAPR personnel. Please review Training DoDI Enclosure 5, which is focused on commanders' responsibilities.

Eligibility for the SAPR advocacy services of a SARC and SAPR Victim Advocate (VA):
Commanders should refer sexual assault victims to SARCs to determine their eligibility for SAPR Services.

IAW with the SAPR DoDI, commanders at every level are required to receive training so they can:

- a) Explain to their subordinates when a sexual assault is reported in a unit, what is the appropriate, professional response:
 1. By the chain of command at every level (officer and enlisted).
 2. By peers to a victim and suspect.
- b) Explain to their subordinates when a sexual assault is reported in a unit, that incidents of retaliation (reprisal, ostracism, maltreatment, and witness intimidation) violate good order and discipline, erode unit cohesion, and deter reporting of sexual assault incidents.
- c) Explain to all personnel, officer and enlisted, in their respective chain of command that, when they become aware of allegations of retaliation (reprisal, ostracism, maltreatment, and witness intimidation) they must take appropriate measures to protect the victims, their family members, witnesses, responders, and bystanders (who intervened) from retaliation that is related to an Unrestricted Report of sexual assault made by the victim or through a third-party report related to the Unrestricted Report.
- d) Explain how to prevent retaliation (reprisal, ostracism, maltreatment, and witness intimidation) in a unit after a report of a sexual assault.

II. EXPANDED ELIGIBILITY FOR RESTRICTED REPORTING & SECTION 540K DECLINATION LETTERS

The Deputy Secretary of Defense Memo, "Updates to Department of Defense Policy and Procedures for the Sexual Assault Prevention and Response Program and Adult Sexual Assault Investigations," effective November 10, 2021, issued comprehensive policy expanding eligibility.

- Expanded eligibility to file a Restricted Report: If victims did not personally report the sexual assault incident to law enforcement, including military criminal investigative organizations (MCIOs), **AND** they did not previously elect to make an Unrestricted Report by signing a DD Form 2910 with a SARC or SAPR VA on the same sexual assault incident, they can file a Restricted Report even if they disclosed the sexual assault incident to their commander or to personnel in the chain of command.
- Sexual assault victims are eligible to file Restricted Reports EVEN IF:
 - They disclosed the sexual assault incident to their commander or to personnel in the chain of command¹, or
 - There is an ongoing MCIO investigation into the sexual assault incident initiated by a third party and not due to the victim's disclosure to law enforcement, or
 - The MCIO investigation into the sexual assault incident has been closed.
- Why do victims retain eligibility for a Restricted Report after the investigation has closed? To receive SAPR advocacy services that facilitate access to healthcare (medical and mental health), Special Victims' Counsel (SVC)/Victims' Legal Counsel (VLC)/Victims' Counsel (VC), and a safety assessment. In addition, after filing the Restricted Report, victims receive a copy of the completed DD Form 2910, which they can use with the Department of Veterans Affairs as documentation of their sexual assault report, such as when seeking healthcare (medical or mental health) or filing a disability claim.
- Non-Participating Victim "Section 540K Declination Letter" for MCIO Investigations: In MCIO investigations that are initiated upon third party reports or by command (e.g., if a witness reports a sex-related offense to a supervisor in the chain of command) an individual identified as a victim may submit a "Section 540K Declination to Participate in the MCIO Investigation" letter ("Section 540K Declination Letter") to document his or her decision not to participate in the investigation and the reason for declining should they choose.
 - The victim's decision to participate in the investigation is separate and apart from their decision to file a Restricted Report with a SARC.
- Impact on Commander's Duties: None. While the expanded eligibility for Restricted Reporting and the Section 540K Declination Letter increase victims' rights, there is NO change to the commander's responsibilities to immediately report a sexual assault to the MCIO and the servicing Office of Special Trial Counsel (OSTC).
 - In accordance with the FY14 National Defense Authorization Act (NDAA), Section 1742, a commander who receives a report of a sex-related offense involving a member of the armed forces within his or her chain of command shall immediately refer the report to the MCIO of the military department concerned with responsibility for investigating that offense.
 - A commander retains their duty, in accordance with this instruction, DoDI 5505.18,

¹ To encourage reporting among Law Enforcement (LE) victims, the Law Enforcement Victim Disclosure Exception allows LE victims to be eligible for Restricted Reporting if they disclosed the sexual assault to other law enforcement in "personal" conversations and the law enforcement confidante does not have to initiate an investigation. However, the LE personnel in a victim's chain of command (e.g., LE commander) receiving such a sexual assault incident disclosure must initiate an investigation; but the LE victim remains eligible to file a Restricted Report.

DoDI 5505.19, and section 1742 of the FY14 NDAA, to immediately contact the MCIO upon being notified of a sexual assault, **whether the sexual assault is in their own chain of command or another**. Military law enforcement and MCIOs retain their duty to initiate a criminal investigation in response to allegations of adult sexual assault, in accordance with DoDI 5505.03 and DoDI 5505.18.

- Commanders and personnel in the chain of command shall encourage individuals covered by this instruction who “disclose” experiencing a sexual assault to meet with a SARC or SAPR VA, so they can understand their “reporting” options and access services.
- The commander and other appropriate personnel in the chain of command shall inform the individual disclosing the sexual assault of the commander’s respective reporting requirements, including notifying the MCIO, the servicing OSTC, and the SARC, but also inform the victim that this has no impact on the victim choosing to file a Restricted or Unrestricted Report.
- LE Victim Exception (located in IG DoDI 5505.18): Authority for new “Law Enforcement Sexual Assault Victim Disclosure Exception” (LE Victim Exception) that protects law enforcement officers who are victims and disclose their sexual assault incident in “personal” conversations among law enforcement and MCIO personnel. The intent of the LE Victim Exception is to encourage law enforcement victims to report and access services to assist in their recovery. Law enforcement victims can file a Restricted Report and the LE confidante who heard the disclosure in the personal conversation does not have to initiate an investigation. If the LE victim discloses to their LE Supervisor, that supervisor DOES have to initiate an investigation, but the LE Victim still retains the ability to file a Restricted Report.
- Reporting for DoD civilian employees and corresponding DD Form 2910-8: IAW Sec. 1101 of the FY23 NDAA, DoD civilian employees are now eligible for both the Unrestricted Reporting and Restricted Reporting options within the SAPR program. DoD civilian employees will file their reports with a DD Form 2910-8, “Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault”. If a DoD civilian employee files an Unrestricted Report, law enforcement shall be notified. In addition, the victim’s commander, or civilian supervisor, and the OSTC concerned will be notified of the sexual assault report. This is applicable for components with SAPR Programs.

III. CATCH A SERIAL OFFENDER PROGRAM (CATCH)

- CATCH allows victims of sexual assault the opportunity to anonymously submit suspect information to military criminal investigators to help the DoD identify serial offenders. To make a CATCH entry, victims of sexual assault can contact a SARC or SAPR VA.
- Victims can participate in the CATCH program if:
 - They made a Restricted Report to a SARC or SAPR VA
 - They made an Unrestricted Report, but the name of the suspect is not yet known to law enforcement
 - They have decided not to make an official report to military law enforcement, a SARC, or a SAPR VA
- Participation in the CATCH program is anonymous and voluntary. Participants may decline to participate at any point during the process, even after being notified that there was a potential match

IV. LISTING OF SAPR FORMS: REPORTING FORMS & CATCH PROGRAM

The following DoD forms will be used for Restricted and Unrestricted Reporting, Retaliation reporting, and to request the return of personal property in Restricted Reporting cases. They will be uploaded to the Defense Sexual Assault Incident Database (DSAID) File Locker and retained for 50 years. DSAID is operated by the DoD Sexual Assault Prevention and Response Office (SAPRO).

- DD Form 2910, "Victim Reporting Preference Statement"
 - Used to elect a reporting option — Restricted or Unrestricted — by the adult sexual assault victim in the SAPR Program.
 - Victim is notified of available services, to include SVC/VLC/VC and Department of Veterans' Affairs benefits.
 - The DD Form 2910 also notifies eligible victims of the CATCH Program.
- DD Form 2910-1, "Replacement of Lost DD Form 2910, Victim Reporting Preference Statement"
 - While not a common occurrence, if a sexual assault victim requests a copy of a previously filed DD Form 2910 and the original paper or electronic copy of the DD Form 2910 cannot be located, the victim can complete a DD Form 2910-1.
- DD Form 2910-2, "Retaliation Reporting Statement for Unrestricted Sexual Assault Cases"
 - Used to file a Retaliation report within the SAPR Program related to an existing Unrestricted Report. Cannot file a DD Form 2910-2 with a Restricted Report.
 - Persons eligible to file a DD Form 2910-2 include: adult sexual assault victim, who has previously made an Unrestricted Report of sexual assault; adult sexual assault victim's adult family member (e.g., spouse, son, daughter); witness; bystander (who intervened); SARC or SAPR VA involved in the case; responder (refer to SAPR DoDI "Definitions"); and other party to the incident (i.e., friend, roommate, coworker, etc. who could be perceived as supporting the victim).
 - Retaliation reports can also be filed outside the SAPR Program. Refer to the Retaliation DoDI for the listing, "Resources for Victims to Report Retaliation, Reprisal, Ostracism, Maltreatment, Sexual Harassment, or to Request an Expedited/Safety Transfer or Military Protective Order (MPO)/Civilian Protective Order (CPO)."
 - The SARC or SAPR VA is required to explain that the person wishing to report retaliation can go to an Inspector General at any time during the process to discuss and report retaliation. The DD Form 2910-2 is NOT a report to the IG – it is a Retaliation report to the SAPR Program only. Retaliation reporters must contact the DoD IG directly if they want to file a Retaliation complaint with the IG. Information for the "IG Hotline – Whistleblower Reprisal Complaints," can be found at: <https://www.dodig.mil/Components/Administrative-Investigations/DoD-Hotline/>
- DD Form 2910-4, "Catch a Serial Offender (CATCH) Program Explanation and Notification Form for SAPR-Relation Inquiry (SRI) CATCH Entries"
 - Provides a method for eligible adult sexual assault victims to submit a CATCH entry without first having to file an official report of sexual assault.
- DD Form 2910-8, "Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault"
 - DoD civilian employees will use the DD Form 2910-8 to file their reports. However, this does not confer any additional entitlements to civilian employment, for example, there are no Expedited Transfers to another civilian employment location.

- If this sexual assault report involves a DoD civilian employee who is also an adult military dependent or a member of the Reserve Component (Reservist or National Guard) eligible for SAPR Services, the victim will use the DD 2910 to report.

V. OTHER SAPR FORMS – FYSA

- DD Form 2910-3, “Return of Victim’s Personal Property in Restricted Sexual Assault Cases Collected During a Sexual Assault Forensic Examination (SAFE)”
 - The SARC or SAPR VA will use the DD Form 2910-3 to document the adult sexual assault Restricted Reporting victim’s request, to describe the personal property requested, and to identify the RRCN that identifies the Sexual Assault Forensic Examination (SAFE) Kit in question in accordance with Section 536 of the FY20 NDAA. This return of personal property request is not applicable for individuals who obtained a sexual assault forensic exam at a civilian facility, and whose kit and personal property are maintained by civilian law enforcement.
- DD Forms 2910-5, 2910-6, and 2910-7: To standardize and facilitate the SAPR Program’s oversight of Unrestricted Reports of adult sexual assault and associated retaliation allegations during their monthly and quarterly meetings, SAPR Case Management Groups (CMGs), Quarterly Case Management Groups (QCMGs), and High-Risk Response Teams (HRRTs) MUST use the following forms:
 - DD Form 2910-5, “Monthly Case Management Group (CMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program”
 - DD Form 2910-6, “Quarterly Case Management Group (QCMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program”
 - DD Form 2910-7, “High-Risk Response Team (HRRT) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program”

VI. VICTIM’S COMMANDER

- Victim Privacy:** Strictly limit knowledge and release of the facts or detail regarding the sexual assault and/or the retaliation to only those personnel who have an official need-to-know or as authorized by law IAW the SAPR DoDI.
- MCIO & OSTC Notification:** Immediately after receiving a report of sexual assault incident through a DD Form 2910 or by law enforcement from a third party, refer the matter to the MCIO concerned – Naval Criminal Investigative Service (NCIS), Air Force Office of Special Investigations (OSI), or Army Criminal Investigation Command (CID) and also a report is required to the OSTC.
 - Notification after sexual assault report: Notify the appropriate MCIO and OSTC immediately after receiving a report of a sexual assault filed by the victim through a DD Form 2910, DD Form 2910-8, or received by law enforcement from a third-party report.
 - Notification after retaliation report: Notify the appropriate MCIO and OSTC immediately after receiving a report of retaliation filed in the SAPR Program through a DD Form 2910-2. All DD Form 2910-2 must be associated with an Unrestricted Report of sexual assault filed with DD Form 2910. There is a section in the 2910-2 where the SARC fills in the DSAID Control Number of the associated Unrestricted Report.
 - The victim’s healthcare (medical, mental health) and the SAFE cannot be put on hold to wait for MCIOs to interview the victim.
 - **A unit commander shall NOT conduct internal, command-directed**

investigations on sexual assault allegations (i.e., no referrals to appointed command investigators or inquiry officers) and shall NOT delay immediately contacting the MCIOs and OSTC while attempting to assess the credibility of the report.

- 8-Day Report: Section 1743 of the FY14 NDAA requires an 8-Day report to be submitted in writing within 8 days after an Unrestricted Report of sexual assault has been made. This is sometimes called a Sexual Assault Incident Response Oversight (SAIRO) report.
 - Victim Privacy: This 8-Day Incident Report will only be provided to personnel an official need-to-know and will not include the victim’s PII. Including the victim’s name is NOT required by law and is unnecessary to conduct the needed requirements, absent a specific need.
 - Purpose: Section 1743 states that the purpose of the 8-Day Report is to “detail the actions taken or in progress to provide the necessary care and support to the victim of the assault, to refer the allegation of sexual assault to the appropriate investigatory agency, and to provide initial notification of the serious incident when that notification has not already taken place.”
 - Refer to your Service/NGB requirements for the 8-day report.

- Victim’s Alleged Collateral Misconduct – requirement to employ Safe-to-Report Policy:
 - Appears in Enclosure 5 of SAPR DoDI.
 - See handout entitled “Topic: Safe-to-Report Policy & Role of OSTC,” at www.sapr.mil/latest-policy-updates.
 - The Safe-to-Report Policy establishes mandatory detailed processes and procedures for the identification and treatment of alleged “minor” and “non-minor” collateral misconduct by Service members who are victims of sexual assault.
 - Applicability: The Safe-to-Report Policy applies to all members of the armed forces including the Reservists and National Guard members, and cadets and midshipmen at the Military Service Academies. This policy applies regardless of to whom the victim discloses the sexual assault, and regardless of whether the investigation and/or prosecution, if any, is handled by military or civilian authorities.

- Role of the Office of Special Trial Counsel.
 - (1) As set out by policy and law, special trial counsel attorneys have exclusive authority over “covered offenses” and may exercise authority over “related offenses,” including collateral misconduct allegedly committed by a Service member sexual assault victim.
 - (2) When special trial counsel exercises authority over a Service member victim’s alleged collateral misconduct, the special trial counsel must determine that such alleged collateral misconduct is “non-minor” before court-martial charges alleging collateral misconduct by a victim are preferred or referred. Special trial counsel will use the analytical framework, criteria, and standards established in this Safe-to-Report Policy.
 - (3) When special trial counsel does NOT exercise authority over the alleged collateral misconduct or when they defer, the commander will determine whether the Service member victim’s alleged collateral misconduct is “minor” or “non-minor” utilizing the analytical framework, criteria, and standards established in this

Safe-to-Report Policy. Commanders shall consult with the serving Staff Judge Advocate Office when making these determinations.

- **Safe-to-Report Policy Assessment.** The threshold issue for the applicability of the Safe-to-Report Policy is determining whether the alleged collateral misconduct in question is “minor” or “non-minor.” Commanders with disposition authority over the alleged collateral misconduct, including allegations deferred by a special trial counsel, are responsible for making the “minor” or “non-minor” determination. Commanders must assess the alleged collateral misconduct against aggravating and mitigating circumstances listed in the Safe-to-Report Policy in Enclosure 5 of the SAPR DoDI.

- When practicable, notify the assigned SARC or SAPR VA prior to taking any administrative or disciplinary action for the alleged collateral misconduct affecting the victim.
 - (1) If the alleged collateral misconduct is non-minor, then the Safe-to-Report Policy protections DO NOT apply, and the victim may be subject to disciplinary action.
 - (2) If the alleged collateral misconduct is deemed minor, then the Safe-to-Report policy protections DO apply, and the victim shall NOT be disciplined.

- SAPR Advocacy:** Require that the SARC is notified immediately and that the SARC or a SAPR VA contacts the victim as soon as possible, not to exceed 48 hours or 96 hours when deployed.

- Emergency Healthcare:** Require that ALL sexual assault victims be given priority and treated as emergency cases, even if it is a delayed report because potential internal injuries and mental health issues may worsen over time. A sexual assault victim may require immediate medical intervention to prevent loss of life or suffering resulting from physical injuries (internal or external), sexually transmitted infections, pregnancy, and psychological distress.
 - Emergency care shall consist of emergency healthcare (medical and mental health) and the offer of a SAFE. The victim shall be advised that even if a SAFE is declined, the victim is encouraged, but not mandated, to receive medical care, mental health care, and victim advocacy.
 - If needed, the SARC/SAPR VA shall facilitate obtaining immediate transportation for the victim to the hospital.

- Forensic Exam:** Require that the SARC ask the victim whether they would be willing to have a SAFE, if applicable. If the victim elects to have a SAFE, advise the victim of the need to preserve evidence (by not bathing, showering, having anything by mouth, emptying bladder, washing garments, or sheets, etc.). Any delay in the SAFE can result in the loss of evidence.

- Convalescent Leave:** Military treatment facility (MTF) commanders and MTF directors assess granting convalescent leave (non-chargeable) to Service members for their treatment and recuperation from sexual assault based on a recommendation from a healthcare (medical or mental health) provider or the sexual assault medical forensic examiner that conducted the SAFE, in accordance with the procedures in the October 20, 2022, [Office of the Assistant Secretary of Defense for Manpower and Reserve Affairs \(M&RA\) Convalescent Leave Memo](#) and [DoDI 1327.06, “Leave and](#)

Liberty Policy and Procedures.”

- Examples: Convalescent leave should be granted to a victim who spent the night at the hospital obtaining a SAFE, so that the victim does not have to report to formation the next morning. More generally, convalescent leave can be granted so a victim can travel to see family and recuperate for a few days after the trauma of a sexual assault as this can facilitate recovery.
- Convalescent leave is available for both Restricted and Unrestricted Reports.
- Convalescent leave for adult sexual assault victims who file a Restricted Report can be approved by MTF commanders and by MTF directors, as they are able to accept a Restricted Report as healthcare personnel. This includes OCONUS field hospitals and any CONUS DoD clinics.
- Victims do NOT need to request Convalescent Leave to go to regular healthcare (medical or mental health) appointments or to see the SARC. The M&RA Convalescent Leave Memo states: *“Under existing policy, procedures, and procedures, commanders should allow members to attend, in a normal duty status during normal duty hours, any scheduled medical or non-medical appointments, services, or counseling related to their sexual assault incidents, in order to support them in their recovery. As such, these activities are the appointed place of duty for such personnel.”*
- There is NO limit to the amount of Convalescent Leave that a victim can request: The M&RA Convalescent Leave Memo states: *“Convalescent leave that is approved by a commander or MTF director may range from 1 day to 30 days. Convalescent leave exceeding 30 days is controlled at the level designated by the Secretary concerned. There is no cumulative limit to the number of days of convalescent leave that may be granted.”*

- Victim Safety:** Ensure the physical safety of the victim. The SARCs and SAPR VAs will perform initial and ongoing risk screenings, safety assessments and planning, and needs assessments for all adult sexual assault cases regardless of whether they filed a Restricted or Unrestricted Report. The CMG Chair – the Installation commander or Deputy Installation Commander – has designated installation personnel trained and able to perform a formal safety assessment of adult sexual assault victims.

Types of imminent danger may include non-lethal, lethal, or potentially lethal behaviors; the potential harm caused by the suspect, family/friend(s)/acquaintance(s) of the suspect, or the victims themselves (e.g., harboring self-harm or suicidal thoughts). As a tool, a safety assessment is used to identify potential threats while addressing immediate safety needs and outlining strategies to help reduce future incidents of harm.

The safety assessment will determine:

- If the victim desires or needs protection or if the victim is at risk of self-harm.
- If the victim is concerned about retaliation from peers or supervisors.
- If the victim’s safety is in jeopardy, take immediate action to ensure victim safety.
 - For Unrestricted Reports:
 - If a victim is assessed to be in a high-risk situation, the SARC will immediately contact the installation commander or their deputy, who will immediately stand up a multi-disciplinary High-Risk Response Team (HRRT) IAW with SAPR DoDI, Enclosure 9. This will be done even if the

- victim is not physically located on the installation. The HRRT will meet weekly to monitor the safety issue until the situation is resolved.
- If there is a safety issue, the SARC will immediately refer the Service member to mental health for crisis support and the commander will assess the immediate safety risk, not waiting for the HRRT to be stood up IAW SAPR DoDI, Enclosure 9.
 - For Restricted Reports:
 - If there is a safety issue, the SARC will immediately refer the Service member to mental health for crisis support.
 - If the victim is assessed to be in a high-risk situation, it may qualify as an exception to Restricted Reporting, which is necessary to prevent or mitigate a serious and imminent threat to the health or safety of the victim or another person.
 - The SARC will disclose the otherwise-protected confidential information only after consultation with the staff judge advocate (SJA) of the installation commander, supporting judge advocate, or other legal advisor concerned, who will advise the SARC as to whether an exception to Restricted Reporting applies, IAW SAPR DoDI, Enclosure 4. If the SJA determines that the victim is not in a high-risk situation, then the report will remain Restricted.
 - The SARC will ensure safety assessments are repeated, as needed.
 - The HRRT will continually monitor the victim's safety, by assessing danger and developing a plan to manage the situation IAW SAPR DoDI, Enclosure 9. The HRRT shall be chaired by the victim's commander and shall make their first report to the installation commander, CMG chair, and CMG co-chair within 24 hours of being activated. A briefing schedule for the CMG chair and co-chair will be determined, but briefings shall occur at least once a week while the victim is on high-risk status.
- Military Protective Orders (MPO)/Civilian Protective Orders (CPO):**
- Determine if the victim desires or needs an MPO to be issued via completion of the DD Form 2873, "Military Protective Order," particularly if the victim and the suspect are assigned to the same command, unit, duty location, or living quarters. Coordination with the other commanders may be necessary if the suspect is assigned to a different commander.
 - Are only available for Unrestricted Reports.
 - The following distribution is required for the DD Form 2873:
 - Service member (suspect)
 - Protected person (adult sexual assault victim)
 - Service member's local personnel file (suspect)
 - Installation law enforcement for entry in the National Crime Information Center (NCIC)
 - If an MPO is issued, notify the appropriate civilian and military authorities of the MPO issuance and of the individuals involved in the order in the event the MPO has been issued against a Service member and any individual involved in the MPO does not reside on a military installation at any time during the duration of the MPO.

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- Also notify the appropriate civilian and military authorities of any change in or termination of the MPO and have installation law enforcement agency update the NCIC entry.
 - Require the suspect to sign the DD Form 2873.
 - Require the MCIO to document the MPO in their investigative case file.
 - Advise the victim seeking the MPO that it is not enforceable by civilian authorities off base and that victims seeking protection off base should, with the assistance of the SARC or SAPR VA, seek a CPO.
 - Take all necessary measures to ensure that a CPO is given full force and effect on all DoD installations within the jurisdiction of the court that issues the order and inform the SARC of an existing CPO or MPO.
 - The SARC will report on the existence of an MPO and/or CPO during the monthly CPO.
- Access to Support Person:** Ask if the victim would like to speak to a chaplain, family member, emergency contact, or other support person and, if so, facilitate the meeting.
- Legal Services:**
- Inform the victim of the opportunity to consult with a DoD SVC/VLC/VC, or Legal Assistance Attorney.
 - Inform the victim they can access civilian legal services, which is found on the DD Form 2910.
 - In cases where the victim is alleged to have been involved in collateral misconduct, inform the victim of the opportunity to consult with defense counsel, who can explain the Safe-to-Report policy. Their SVC/VLC/VC can also explain this policy.
- Expedited Transfer:** Safety issues are NOT handled through an Expedited Transfer. They are handled through a fast safety move. An Expedited Transfer may take longer than a safety move. The intent behind the Expedited Transfer policy is to address situations where a victim feels safe, but uncomfortable or believes they are being retaliated against.
- The commanders shall document the date and time the request is received and shall provide the servicing SARC a copy of ALL Expedited Transfer requests received by command as soon as practicable, without the SARC having to go through multiple commanders or supervisors.
 - Require the SARC or the SAPR VA to explain to adult military sexual assault victims that they may request an Expedited Transfer (temporary or permanent) to a different installation [Permanent Change of Station (PCS) move] or to a different unit within their current installation [Permanent Change of Assignment (PCA)].
 - If the victim requests an Expedited Transfer, consider the desires of the victim when making any reassignment determinations.
 - Are only available for Unrestricted Reports.
 - A presumption shall be established in favor of transferring a Service member who initiated the transfer request following a credible report of sexual assault.
 - When assessing whether there is a credible report as part of the Expedited Transfer request, commanders are required, in consultation with their respective SJA, to consider as a factor in their decision that victims who have a history of behavioral problems or alleged collateral misconduct offenses, such as underage drinking, are the individuals who may be at greatest risk for

- sexual assault.
- When determining whether to transfer the victim, to facilitate victim recovery, Commanders must request and consider:
 - The victim’s preference of location, and;
 - Whether the victim prefers the suspect be transferred instead.
- Commanders must ensure that PCS moves following the final disposition of the victim’s case are:
 - Within an appropriate assignment cycle for the victim’s career and development, and;
 - Are not used to inappropriately extricate an individual perceived as problematic from the losing unit.
- Commanders are authorized to transfer the suspect instead of the Service member victim requesting the transfer.
 - Commanders have the authority to make a timely determination and to take action regarding whether a Service member who is alleged to have committed or attempted to commit a sexual assault offense should be temporarily reassigned or removed from a position of authority or from an assignment.
 - This reassignment or removal must be taken not as a punitive measure, but solely for the purpose of maintaining good order and discipline within the member’s unit IAW section 1713 of the FY14 NDAA.
 - This determination may be made at any time after receipt of notification of an Unrestricted Report of a sexual assault that identifies the Service member as a suspect.
- When a Victim Transfers:
 - Responsibilities of the Gaining and Losing Commanders in Expedited Transfers: Refer to SAPR DoDI, Enclosure 5 for the enumerated list of requirements for the Gaining and Losing Commander, in the event of ongoing SAPR Services or an ongoing investigation. Victims requesting an Expedited Transfer will have a mandatory intake meeting with the Gaining SARC that will be scheduled by the Losing SARC.
- Expedited Transfers for Adult Military Dependents: The SAPR policy regarding Expedited Transfers is expanded to allow Adult Military Dependents who file an Unrestricted Report to make Expedited Transfer requests through their Service Member sponsors. (The Family Advocacy Program will support victims whose circumstances meet the definition of domestic abuse in accordance with the policy in DoDI 6400.06, “DoD Coordinated Community Response to Domestic Abuse Involving DoD Military and Certain Affiliated Personnel.”)
- Oversight for approved requests for Expedited Transfers where the move takes longer than 30 days at the monthly CMG meeting and at the Quarterly CMG meeting.
 - At the CMG, the CMG Chair will:
 - Require the Lead SARC and SARC provide an update of the status of each Expedited Transfer request.
 - Track the number of days between the approval date of a victim's request for Expedited Transfer and the date the victim physically departs the losing station (PCS), or the date the victim changes duty assignment location (PCA).
 - All Expedited Transfers taking longer than 30 calendar days must have documented circumstances for the delay in the CMG minutes,

- and be reported to the CMG Chair, who must review the circumstances of the delay.
 - The CMG Chair will direct an HRRT to be initiated when circumstances indicate that the transfer delay appreciably increases risk of harm to the victim.
 - At the Quarterly CMG, the QCMG Chair will review the timeliness of moves after Expedited Transfer approvals.
- Responsibilities of the Gaining and Losing Commanders in Regularly Scheduled PCS Moves:** This is NOT for expedited transfers, but for regular PCS moves. Please refer to the chart at the end of this checklist in the section, "Responsibilities of the Gaining and Losing Commanders in Regularly Scheduled PCS or PCA Moves."
- Case Management Group (CMG) Meeting:** Participate in the monthly CMG meeting. Contact the SARC or installation commander to identify when the next CMG is scheduled. The victim's commander is a mandatory member of the CMG, and they may not delegate the responsibility to attend the CMG, unless an approved Exception to Policy is applicable. Note: The intent is to have command involvement in the CMG. Thus, the victim's immediate commander is the intended participant in the CMG.
- Provide the victim with monthly status updates to include:
- MCIO investigation
 - medical
 - legal
 - status of an Expedited Transfer request
 - any other request made by the victim
 - command proceedings regarding the sexual assault from the date the investigation was initiated until there is a final disposition of the case

This update must occur within 72 hours of the last CMG meeting.

- If the victim is transferring from the installation because of an Expedited Transfer or due to a regularly scheduled PCS Move:
- If the victim continues SAPR advocacy services of a SARC and SAPR VA at the gaining installation: The CMG will move to the gaining installation. The losing commander must contact the gaining commander to notify them that the gaining commander must attend the CMG at the gaining installation to facilitate the investigation (if ongoing) and facilitate the victim's access to services. Special attention must be given to the victim's safety (e.g., harm from others or suicidal ideations)
 - If the victim declines SAPR advocacy services of a SARC and SAPR VA at the gaining installation: The CMG will stay at the losing installation. The losing commander must contact the gaining commander to notify them that the gaining commander must call into the CMG at the losing installation to facilitate the victim's access to services. Special attention must be given to the victim's safety (e.g., harm from others or suicidal ideations)
 - 72-Hour CMG Update to Victim from Gaining Commander: After attending or calling in to the monthly CMG meeting, the gaining commander must provide a victim an update within 72 hours of the last CMG meeting. This responsibility cannot be delegated, however, a victim can request to have this update from

the SARC, if the victim continued SAPR Services.

- Protection from Retaliation:** IAW the Retaliation DoDI all commanders or supervisors, in the sexual assault victim's and suspect's chains of command (or civilian supervisory chain), are REQUIRED, when they become aware of allegations of retaliation (reprisal, ostracism, maltreatment, and witness intimidation), to take appropriate measures to protect the victims, their family members, witnesses, responders, and bystanders (who intervened), SARCs and SAPR VAs from retaliation that is related to an Unrestricted Report of sexual assault made by the victim or through a third-party report related to the Unrestricted Report.
 - Notify the applicable MCIO and OSTC when there is a Retaliation allegation or report.
 - Adhere to the retaliation response requirements listed in the Retaliation DoDI.
 - Adhere to the "Commander Notification/Consultation Responsibilities: Retaliation Allegation Is Received by Commander" requirements in the chart at the end of this checklist.
 - The SARC or SAPR VA is required to explain to the person wishing to report retaliation that they can go directly to the IG at any time during the process to discuss and report retaliation. The DD Form 2910-2 is not a report to the IG, it is a Retaliation report in the SAPR Program only.
 - At every CMG meeting, the CMG Chair will ask the CMG members if the victim, witnesses, bystanders (who intervened), SARCs and SAPR VAs, responders, or other parties to the incident, have experienced any incidents of retaliation (reprisal, coercion, ostracism, maltreatment, and witness intimidation). If any incidents are reported, the installation commander will develop a plan to immediately address the issue. The Retaliation DD Form 2910-2 reports will remain on the CMG agenda for status updates, until the victim's case is closed.
 - DD Form 2910-2:
 - Require a retaliation reporter to file DD Form 2910-2, Retaliation Reporting Statement for Unrestricted Sexual Assault Case, if they wish to report their retaliation allegations through the SAPR Program.
 - Require the SARC to facilitate retaliation reporting.
- Victim Rights:**
 - Direct MCIO and Victim Witness Assistance Program (VWAP) personnel to provide the victim with Victim Rights information outlined on the DD Form 2701, "Initial Information for Victims and Witnesses of Crime," through the investigative and legal process.
 - Ensure the victim has notification of and access to an SVC/VLC/VC.
 - Consult with the SJA and the SARC to confirm that the victim was afforded all Victim Rights.
 - DoD has adopted the "No Wrong Door" approach to be used by all responders so that a person seeking services from an organization will be assisted either by direct support or a warm handoff, with the goal of never being denied or inappropriately delayed in getting care or advocacy.
 - To facilitate victims' rights and services, the Lead SARC shall have direct, unimpeded access to the Installation commander and all commanders on the installation. Other SARCs on the installation are authorized to have direct,

unimpeded access to the installation commander when acting on behalf of the Lead SARC or when a victim is experiencing a safety issue.

Victim Support from Commander:

- Require use of new “Victim’s Commander’s Package”: SAPR VAs are required to prepare the “Recommendations for Victim Care and Support for Unrestricted Reports (Victim’s Commander’s Package),” with victim’s consent as to the contents to be relayed to the victim’s commander.
 - The SARC will provide the package to the victim’s commander or civilian equivalent within 24 hours of filing a DD Form 2910 for an Unrestricted Report.
 - The Victim’s Commander’s Package will contain recommendations to address the adult sexual assault victim’s immediate and ongoing care, to include any known safety concerns or retaliation issues, if any.
- The victim’s commanding officer must review the Victim’s Commander’s Package and either approve or disapprove the package in writing. Consult the SAPR DoDI for further guidance.
 - If the commander does not agree with all or some of the recommendations in the package, the SARC will collaborate with the commander to consider other options, to gain approval. If consensus cannot be reached, then the SARC will forward the package to the next GO/FO in the chain of command for review and appropriate action.
 - If approved, the victim’s commander will sign the package.
- Throughout the investigation, with assistance from the SARC or SAPR VA, consult with the victim, listen to their feedback, and engage as needed to provide the victim appropriate support resources and referrals. Help the victim regularly access care and attend referral appointments, as needed. To the extent practicable, accommodate the victim’s desires regarding safety, health, and security, as long as neither a critical mission nor a full and complete investigation is compromised.

Personnel Reliability Program: A sexual assault victim certified under the personnel reliability program (PRP) is eligible for both the Restricted and Unrestricted Reporting options. If electing Restricted Reporting, the victim is required to advise the competent medical authority of any factors that could have an adverse impact on the victim’s performance, reliability, or safety while performing PRP duties. If necessary, the competent medical authority will inform the certifying official that the person in question should be suspended or temporarily decertified from PRP status, as appropriate, without revealing that the person is a victim of sexual assault, thus preserving the Restricted Report.

- Avoid automatic suspension or revocation of a security clearance and/or PRP status, understanding that the victim may be satisfactorily treated for their related trauma without compromising their security clearance or PRP status. Make the final determination based upon established national security standards, taking into consideration the negative impact that suspension of a victim’s security clearance or PRP may have on building a climate of trust and confidence in the Military Service’s sexual assault reporting system. See DoD Instruction 5210.42, “DoD Nuclear Weapons Personnel Reliability Assurance,” DoD Manual 5210.42, “Nuclear Weapons Personnel Reliability Program” for specific requirements.

VII. SUSPECT'S COMMANDER

- MCIO & OSTC Notification:** Notify the applicable MCIO and the applicable OSTC immediately after receiving a report of a sexual assault or retaliation.

- No Command-Directed Investigations:** Do NOT conduct any internal command-directed investigation of the sexual assault, delay immediate contact with the MCIO or OSTC, or attempt to assess the credibility of the report. Avoid questioning the suspect about the sexual assault allegation, to the extent possible, since doing so may jeopardize the criminal investigation.

- Privacy:** Strictly limit information pertinent to an investigation to those who have an official need-to-know.

- Defense Legal Services:** Ensure procedures are in place to inform the suspect, as appropriate, about the investigative, legal, and command processes that may be involved, and access to Defense Counsel.

- Suspect Healthcare (medical and mental health) and Suspect SAFE:** As appropriate, refer the suspect to available counseling groups and other services or make sure that procedures are in place to inform the suspect about available counseling support.
 - However, precautions need to be taken to verify that the victim and the suspect are not in the same counseling sessions, groups or classes or any other gatherings or installation events.
 - Please note, the suspect make be asked to undergo a SAFE for evidence collection.

- Safety of Suspect and Victim:**
 - Monitor the well-being of the suspect, particularly for any indications of suicidal ideation or other unhealthy attempts to cope with stress, and ensure appropriate assistance is rendered. Consult with healthcare (medical and mental health) providers for appropriate courses of action, as needed.
 - Monitor the suspect for erratic or violent behavior that may endanger the safety of the victim or others.
 - If the victim's safety is in jeopardy and a multi-disciplinary HRRT is convened, participate in the HRRT to continually monitor the victim's safety, and provide insights on suspect's current behavior by assessing danger and developing a plan to manage the situation.
 - With assistance from the SARC, SAPR VA, legal, and/or investigative agent, determine the need for an MPO via completion of DD Form 2873. (See above for further details regarding MPOs.) Do NOT issue verbal stay away orders, use the formal, written DD Form 2873.
 - The following distribution is required for the DD Form 2873:
 - Service member (suspect)
 - Protected person (adult sexual assault victim)
 - Service member's local personnel file (suspect)
 - Installation law enforcement for entry in the National Crime Information Center (NCIC)

- Victim and Victim's Family Members Retaliation:** Monitor for incidents of retaliation (reprisal, coercion, ostracism, maltreatment, and witness intimidation) against the victim or the victim's family members in person, in the unit or workplace to determine if the suspect is using friends or family members to retaliate against the victim or the victim's family members. Inquire whether there are any incidents of retaliation against the victim or the victim's family members through electronic communications, or through social media.

- Witness/Bystander/SARC/SAPR VA/Responder Retaliation:** Monitor for incidents of retaliation (reprisal, coercion, ostracism, maltreatment, and intimidation) against a Witness/Bystander/SARC/SAPR VA/Responder in person, in the unit or workplace to determine if the suspect is using friends or family members to retaliate against a Witness/Bystander/SARC/SAPR VA/Responder. Inquire whether there are any incidents of retaliation against any Witness/Bystander/SARC/SAPR VA/Responder through electronic communications, or through social media.

- Retaliation or Ostracism Against the Suspect:** Monitor for incidents of coercion, ostracism, discrimination, or reprisals against the suspect in person, in the unit or workplace. Inquire whether there are any incidents of coercion, ostracism, discrimination, or reprisals against the suspect through electronic communications, or through social media.

- 8-Day Report (sometimes called the SAIRO Report):** The immediate commanding officer of the suspect will be responsible for preparing and submitting the abbreviated 8-Day Report containing available information within eight calendar days involving a civilian victim who is NOT eligible for SAPR Services and the suspect/Service member, with the understanding that some victim or subject information may not be available.

VIII. IMPORTANT POINTS TO REMEMBER FOR EACH UNIT COMMANDER OF THE VICTIM AND SUSPECT

IN THE EVENT OF A SEXUAL ASSAULT

- Commanders shall explain to their subordinates:
 - When an alleged sexual assault is reported in a unit, what is the appropriate, professional response:
 1. By the chain of command at every level, officer and enlisted, and
 2. By peers to a victim and a suspect.
 - When an alleged sexual assault is reported in a unit, that incidents of retaliation (reprisal, ostracism, maltreatment, and witness intimidation) violate good order and discipline, erode unit cohesion, and deter reporting of alleged sexual assault incidents.
 - Explain to all personnel in their respective chain of command, officer and enlisted, that when they become aware of allegations of retaliation (reprisal, ostracism, maltreatment, and witness intimidation), they must take appropriate measures to protect the individual who reported the allegation(s).

- It is important to make sure that everyone in a unit and on base know that the suspect is presumed innocent until proven guilty.

Sexual Assault Prevention and Response Office

- Advise those who may have knowledge of the events leading up to or surrounding the incident to fully cooperate with any investigation involved in accordance with the standards of your Service and the Uniform Code of Military Justice (UCMJ).
- Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation. Discourage members from participating in barracks gossip or grapevine speculation about the case or investigation.
- Emphasize that acts of retaliation (reprisal, coercion, ostracism, maltreatment, and witness intimidation) against the victim, suspect, and/or witnesses, bystanders will not be tolerated and the person(s) who are alleged to have committed any of these acts may be subject to disciplinary action in accordance with the UCMJ.
 - Consult with the Retaliation DoDI.
- Emphasize that acts of retaliation (reprisal, coercion, ostracism, maltreatment, and witness intimidation) against SARCs and SAPR VAs related to the execution of their SAPR duties and responsibilities will not be tolerated and the person(s) who are alleged to have committed any of these acts may be subject to disciplinary action according to the UCMJ will be subject to disciplinary action in accordance with the UCMJ.
- Review past Unit Climate Assessments, unit policies, and personnel practices for conditions that may have contributed or influenced circumstances leading to the reported sexual assault.
- Consider requesting assistance from experts (e.g., SARC, SAPR Program Manager, SAPRO website's "[Prevention Tools and Resources](#)") to help identify additional preventive measures.
- Make available or publicize the resources available to address some of the emotional or psychological consequences of crime that may manifest themselves, affect the unit, and require the unit's response during the investigation.
- Continuously monitor the unit's overall climate to ensure neither the victim nor the suspect are being retaliated against and prevent organizational divisiveness.
- After the resolution or closure of a case continue to ensure that acts of retaliation (reprisal, coercion, ostracism, maltreatment, and witness intimidation) against the victim, witnesses, and/or suspect are not occurring in the unit, and if they are, take immediate action, as appropriate, to stop such behaviors. Refer to the Retaliation DoDI for requirements.

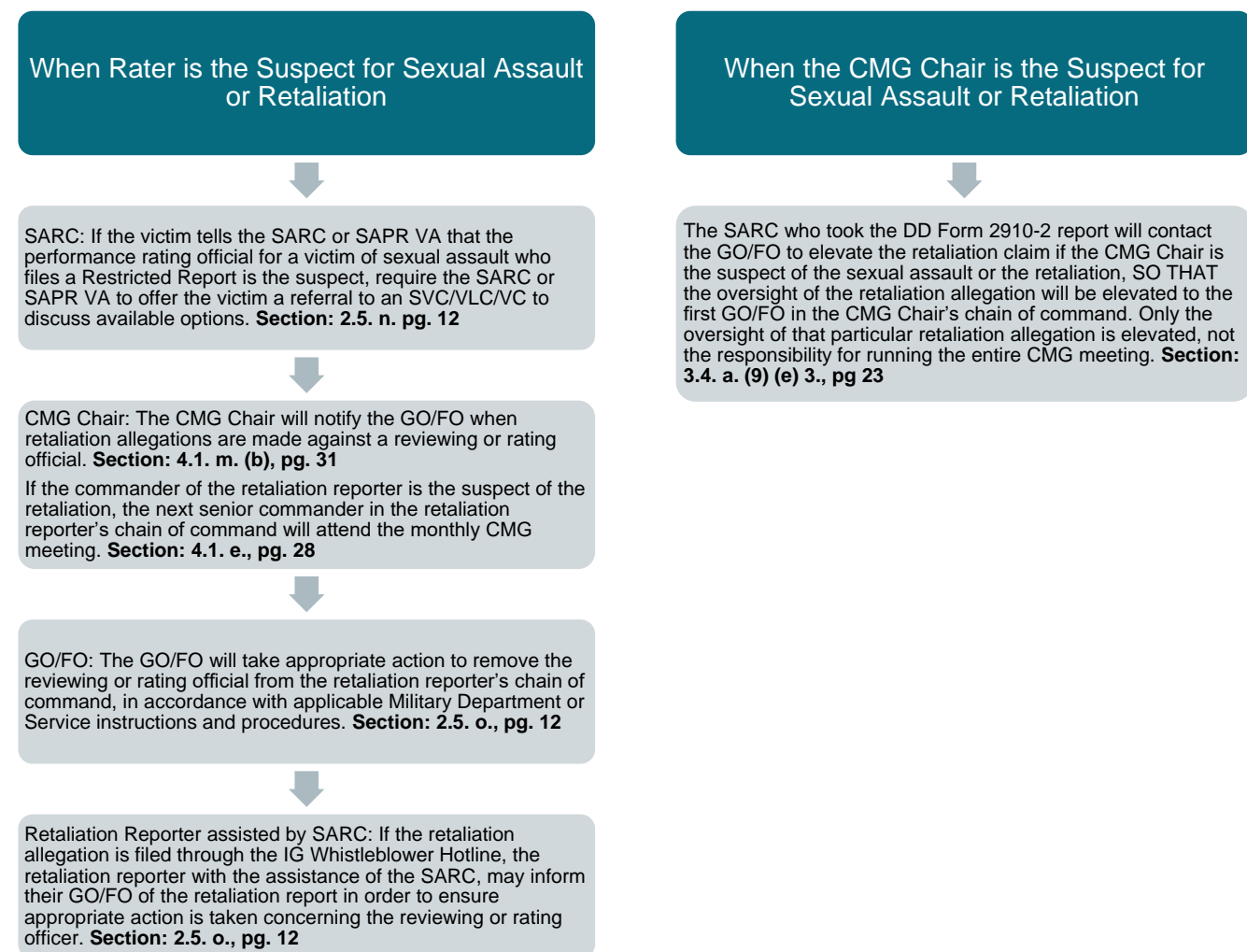
IX. Retaliation Allegations: Notification/Consultation Responsibilities for the SARC, Commander, and CMG Chair

NOTE: All citations refer to Retaliation DoDI 6495.02 Vol. 3, "Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases"

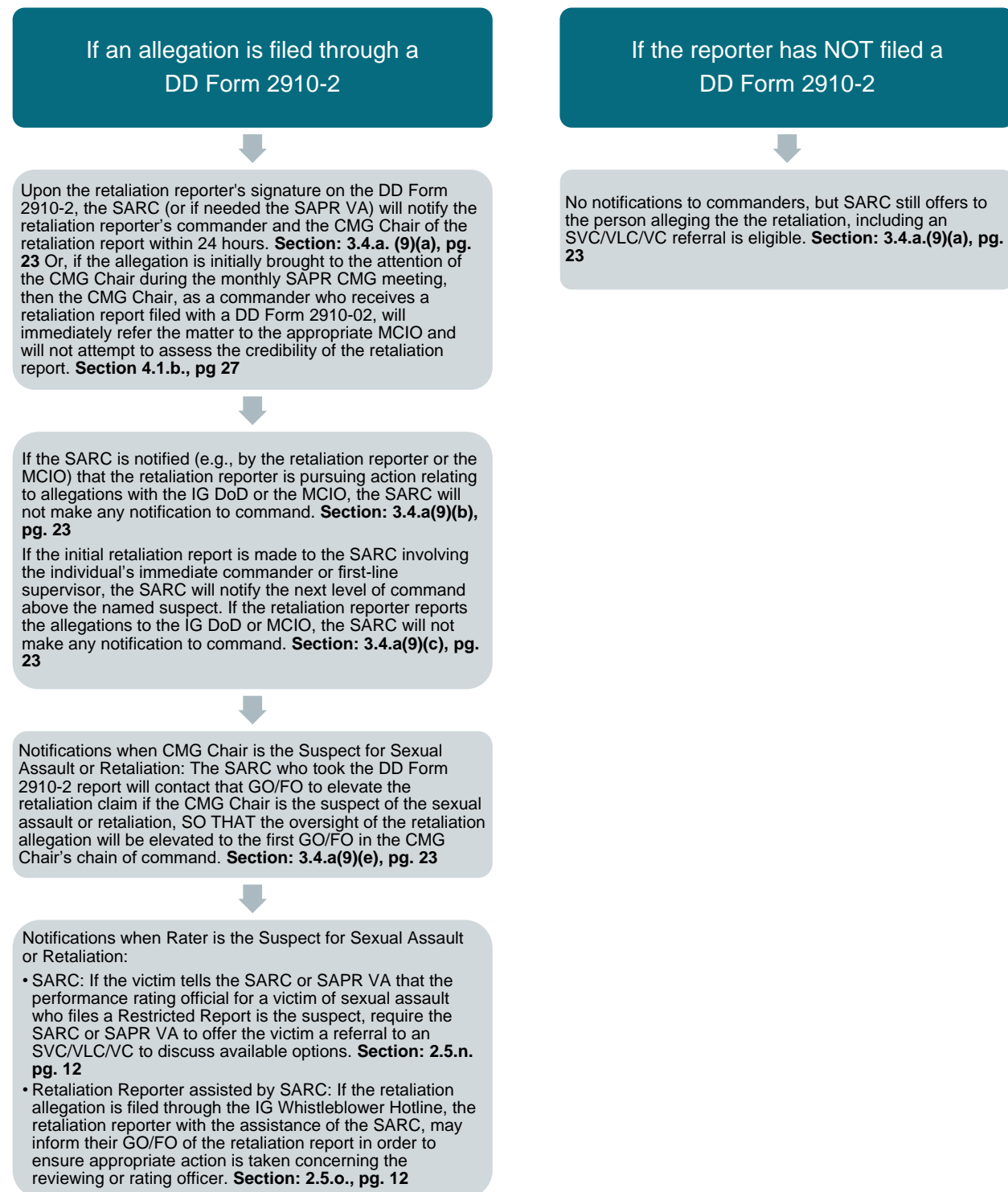
www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/649502_vol3.PDF

The DD Form 2910-2, "Retaliation Reporting Statement for Unrestricted Sexual Assault Cases," is used to file a Retaliation report within the SAPR Program related to an existing Unrestricted Report. Persons eligible to file a DD Form 2910-2 include: adult sexual assault victim, who has previously made an Unrestricted Report of sexual assault; adult sexual assault victim's adult family member (e.g., spouse, son, daughter); witness; bystander (who intervened); SARC or SAPR VA involved in the case; responder; and other party to the incident (i.e., friend, roommate, coworker, etc. who could be perceived as supporting the victim). Retaliation reports can also be filed outside the SAPR Program, for example through the DoD IG as a Whistleblower Report of reprisal.

Conflict of Interest Notifications



SARC Notification/Consultation Responsibilities When Retaliation Allegation is Disclosed to the SARC



If an allegation is filed through a
DD Form 2910-2, continued

Victim Advocacy Requirements when SARC's Discuss Victims
or Retaliation Reporter's Information

- Information regarding a report of sexual assault and a report of retaliation related to sexual assault will only be disclosed to personnel with an official need to know or as authorized by law. **Section: 2.5., c., pg. 10**
- The SARC will consult with the local SJA if there are concerns about violating privileged communication, if applicable, with the retaliation reporter, prior to notifying the command. **Section: 3.4.a(8), pg. 23**

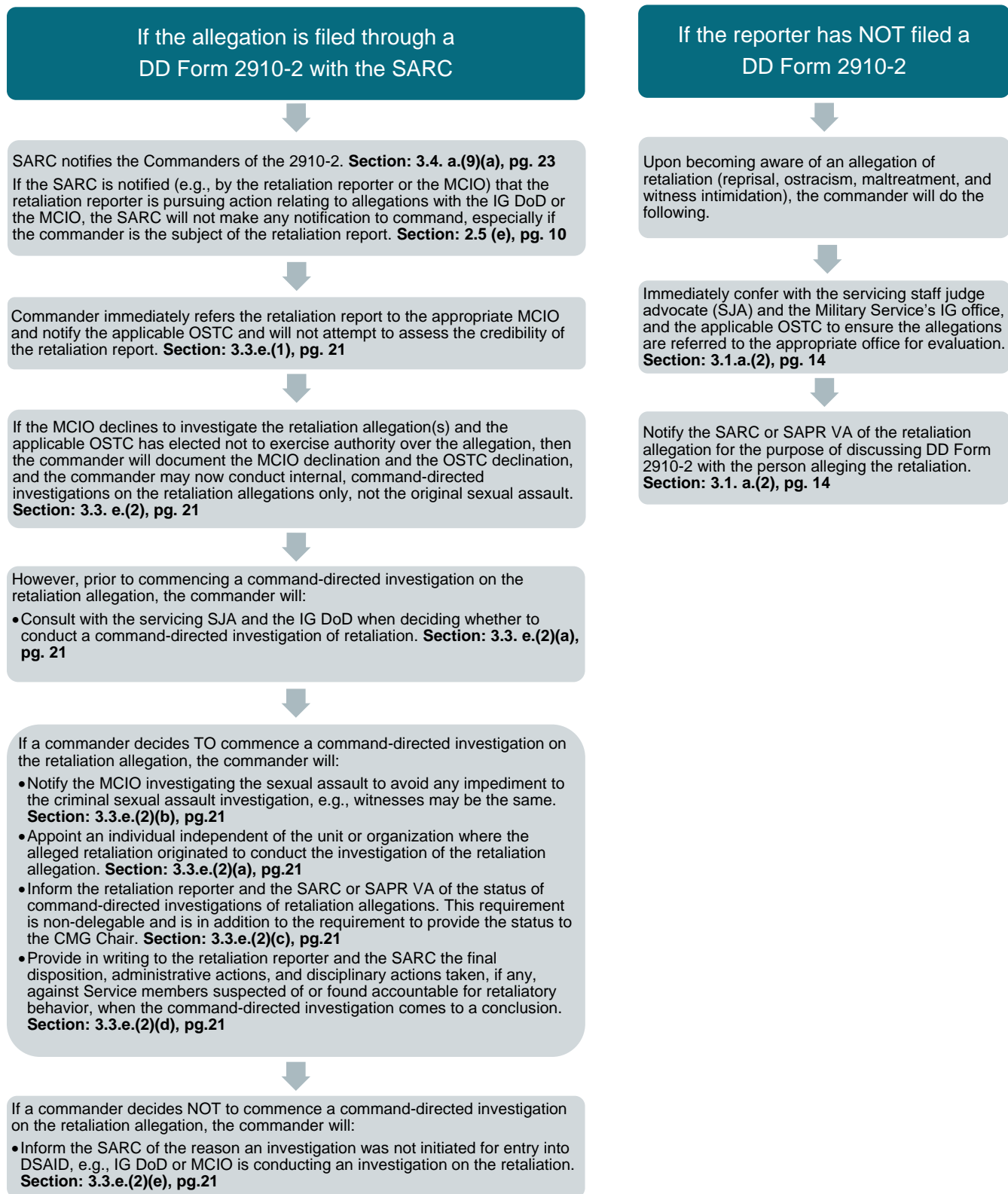
Notifications of GO/FO Reviews

- Notification provided on the 2910-2. **Section: 3.1.g.(3), pg. 17**
- GO/FO reviews notification must meet the following eligibility:
 - Service members report retaliation because they are being processed for an administrative separation within 1 year of the final disposition of the service member's sexual assault case (e.g., 1 year from the court-martial verdict or Convening Authority's or OSTC's decision not to refer to court-martial), have the right to request that the appropriate GO/FO in their chain of command review the separation. In cases involving retaliation allegations against one's chain of command, the Service member may request review outside of their chain of command. **Section: 3.4.a.(6)(a), pg. 22**
 - Service members who believe that there were adverse impacts to their military career because they reported retaliation, have the right to discuss those career impacts with a GO/FO. In cases involving retaliation allegations against one's chain of command, the Service member may request review outside of their chain of command. **Section: 3.4.a.(6)(b), pg. 22**

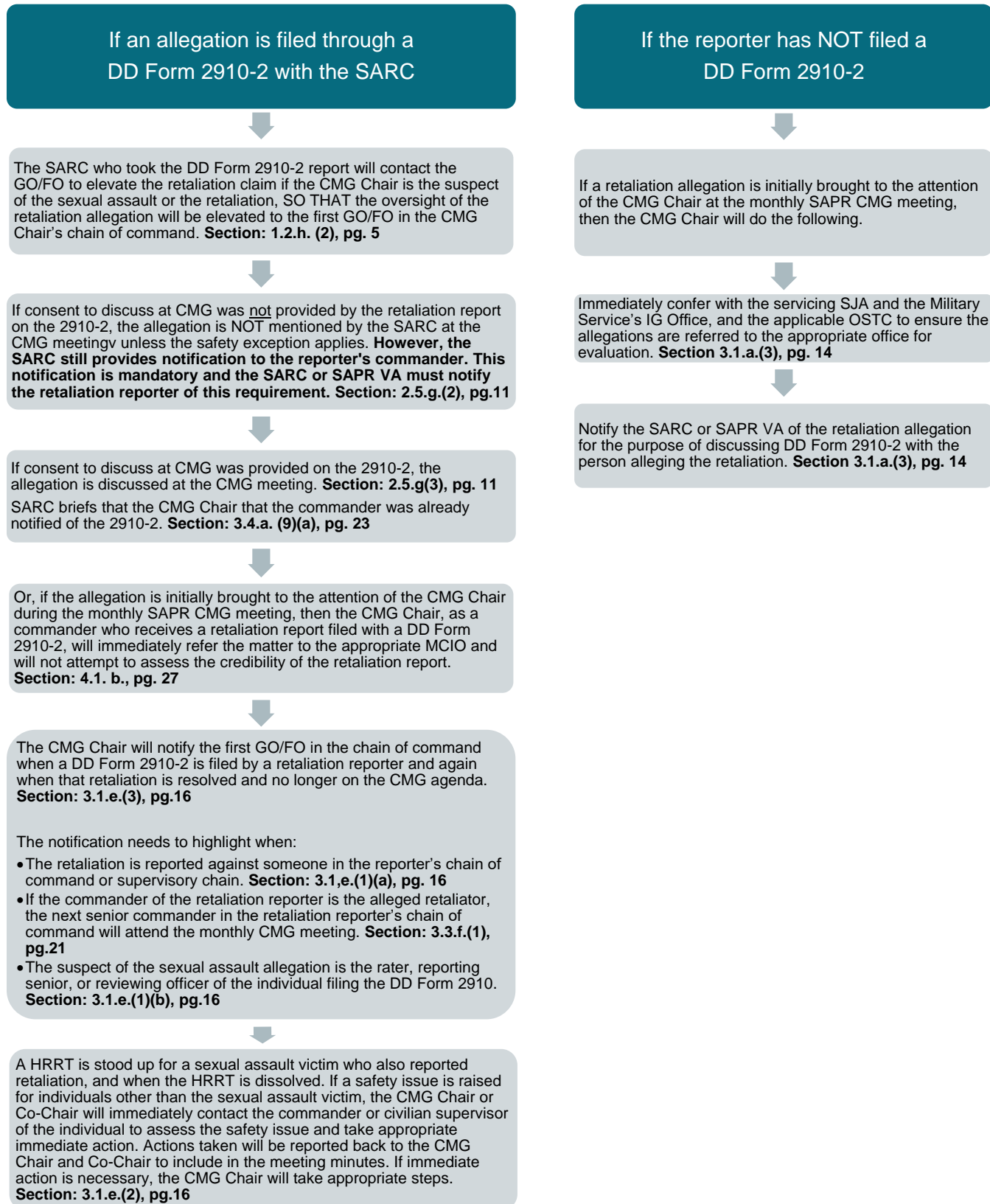
If the SARC or SAPR VA cannot link the Retaliation DD Form
2910-2 form to the DSAID Control Number from an
Unrestricted Report's DD Form 2910:

- The SARC and SAPR VA will contact the Service headquarters DSAID Program Manager for assistance and to check for cross-Service cases. If it is available, the Service headquarters will provide the requested Unrestricted Report DSAID control number. **Section: 3.4.b.(3)(a), pg. 25**
- If the Service headquarters DSAID Program Manager cannot directly link the retaliation report to an Unrestricted Report, the report will not be entered into DSAID. **Section: 3.4.b.(3)(b), pg. 25**
- The SARC or SAPR VA must inform the investigative entity that a link to an Unrestricted Report could not be established and therefore no further updates to the SARC or SAPR VA are necessary since the retaliation will not be tracked in the SAPR Program for the purposes of DSAID, CMG tracking, and congressional SAPR annual reporting requirements. **Section: 3.4.b.(3)(b), pg. 25**
- This notification by the SARC is essential because the investigation body will continue to appropriately investigate the retaliation report, but not as part of the SAPR Program, so the investigative body has to ensure the notifications are going to the retaliation reporter and to the DoD program tracking the status of the retaliation investigation. **Section: 3.4.b.(3)(b), pg. 25**

Commander Notification/Consultation Responsibilities When Retaliation Allegation is Received by Commander



CMG Chair Notification/Consultation Responsibilities When Retaliation Allegation is Reviewed at CMG Meeting



X. Regularly Scheduled PCS or PCA Moves: Responsibilities of the Gaining and Losing Commanders

When a victim has a regularly scheduled Permanent Change of Station (PCS) move or a Permanent Change of Assignment (PCA), the responsibilities of the SARC and the Gaining and Losing Commanders are different than with an Expedited Transfer. However, it is critical that the Losing Commander and the Gaining Commander follow the requirements below to ensure the victim's safety and the continuity of oversight of the victim's case at the monthly CMG.

PCS or PCA Moves	
Open Investigation or Ongoing Prosecution with Continued SAPR Services	Open Investigation or Ongoing Prosecution with No SAPR Services
<ul style="list-style-type: none"> • When a victim has a temporary change of station, PCS, or is deployed, direct that SARCs immediately request victim consent to transfer case management documents. • Require the SARC to document the consent to transfer in the DD Form 2910. • Losing Commander contacts Gaining Commander to inform him/her that a victim with an open case is transferring to their command that will be tracked at the Gaining Installation's CMG. • The Gaining Commander will adopt processes to assure strict confidentiality. Only the immediate commander of the victim will be notified. The immediate commander may share the notification with the senior enlisted advisor, if deemed necessary to support the victim. All information shall be kept confidential to the extent authorized by law. Additional personnel will be notified by the commander only if they have direct input to the monthly CMG meeting. 	<ul style="list-style-type: none"> • No SAPR Services, so there is no action required for the Losing SARC • Losing Commander contacts Gaining Commander to inform him/her that a victim with an open case is transferring to their command that will be tracked at the Losing Installation's CMG. • The Gaining Commander will adopt processes to assure strict confidentiality. Only the immediate commander of the victim will be notified. The immediate commander may share the notification with the senior enlisted advisor, if deemed necessary to support the victim. All information shall be kept confidential to the extent authorized by law. Additional personnel will be notified by the commander only if they have direct input to the monthly CMG meeting.
CMG Moves with the Victim (Continued SAPR Services)	CMG Stays at the Losing Installation (No SAPR Services)
<ul style="list-style-type: none"> • Case transferred in DSAID. • Gaining SARC contacts victim. • CMG Chair adds victim's case to CMG agenda. • Gaining Commander attends the CMG. 	<ul style="list-style-type: none"> • Case is not transferred in DSAID. • The CMG Co-Chair (Lead SARC) personally invites the Gaining Commander to the CMG and explains why the CMG is staying at the Losing Installation.

<ul style="list-style-type: none"> • <i>It is the Gaining Commander that needs to attend the CMG, as it is that commander who needs to maintain contact with victims in their command and check on their welfare. It is also the Gaining Commander that needs to approve the victim's TDY to travel back for any investigation interviews or court-martial at the Losing Installation.</i> • Gaining Commander provides victim with the CMG update within 72 hours. 	<ul style="list-style-type: none"> • The Gaining Commander participates in the CMG in person/on the phone/virtually. • The Gaining Commander's responsibility to attend the CMG is separate from any declination of SAPR services by the victim. The Gaining Commander MUST be invited to the monthly CMG conducted at the Losing Installation. • <i>It is the Gaining Commander that needs to attend the CMG, as it is that commander who needs to maintain contact with victims in their command and check on their welfare. It is also the Gaining Commander that needs to approve the victim's TDY to travel back for any investigation interviews or court-martial at the Losing Installation.</i> • Gaining Commander provides victim the CMG update within 72 hours.
<p style="text-align: center;">Handling Safety Issues (Continued SAPR Services)</p>	<p style="text-align: center;">Handling Safety Issues (No SAPR Services)</p>
<ul style="list-style-type: none"> • Gaining SARC conducts safety assessment as needed • If there are safety issues (harm from others or self-harm), then immediate action is needed, and a High-Risk Response Team needs to be stood up at the Gaining Installation. 	<ul style="list-style-type: none"> • While there is nothing in policy, if the Gaining Commander feels that the victim is having a difficult time at the new location, he/she can request the local SARC to be present when the Gaining Commander provides the 72-Hour CMG Update to the victim and then the victim can decide whether to speak to the local SARC. • If there are safety issues (harm from others or self-harm), then immediate action is needed, and a High-Risk Response Team needs to be stood up at the Gaining Installation (and the CMG needs to be transferred to the Gaining Installation and the DSAID case needs to be transferred to the Gaining SARC).