MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHIEF OF THE NATIONAL GUARD BUREAU
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DoD FIELD ACTIVITIES

SUBJECT: Authorization to Provide Sexual Assault Prevention and Response Program
Advocacy Services to Department of Defense Civilian Employees

I authorize Department of Defense (DoD) Components, at their discretion, to provide
Sexual Assault Prevention and Response (SAPR) services from a Sexual Assault Response
Coordinator (SARC) or Victim Advocate (VA) to DoD civilian employees who allege a sexual
assault. The attached March 2021 memorandum directed DoD components to implement
Component-specific policy that allows DoD civilian employees who have experienced sexual
assault to obtain advocacy, support, and referrals available through workplace violence
prevention and response programs. This memorandum allows DoD components to offer an
additional avenue to report allegations of sexual assault for DoD civilian employees if resources
and other considerations permit.

DoD components exercising this authority may permit DoD civilian employees to file an
unrestricted report through the SAPR program and receive advocacy services of a SARC and
SAPR VA.

The following procedures are applicable to the use of this authority if implemented:

- DoD civilian employees seeking such services will be asked to complete a DD Form
2910 “Victim Reporting Preference Statement.” Based on the employee’s election of
whether and how to report, the civilian employee will be offered the appropriate
available referrals for which they are eligible.

- The Component will appropriately track the Unrestricted Report in the monthly
SAPR Case Management Group (CMG) meetings attended by the DoD civilian
employee’s supervisor.

- If the DoD civilian employee declines to complete a DD Form 2910 or make an
Unrestricted Report, a SAPR-Related Inquiry (SRI) will be entered into the Defense
Sexual Assault Incident Database (DSAID) by the SARC and will not be discussed at
the monthly SAPR CMG meetings. The SRI does not collect Personally Identifiable
Information, thus honoring an individual’s wishes to remain anonymous.
• If the DoD civilian employee signs a DD Form 2910, electing an Unrestricted Report, the SARC (or the DSAID-authorized SAPR VA) must open a DSAID case and upload the DD Form 2910. DSAID shall reflect:
  o the status of the victim: DoD civilian employee, DoD civilian employee who is also a military dependent, or DoD civilian employee who is also a Reservist/National Guard personnel;
  o whether the sexual assault was related to the employee’s place of employment, or had a workplace nexus; and
  o whether the alleged perpetrator is a Service member, DoD civilian employee, military dependent, or other, if known.

SARCs and SAPR VAs must also be trained in the relevant civilian personnel policies.

This SAPR memorandum does not create an entitlement to medical services for which the DoD civilian employee is not already eligible. Components who elect to implement this Exception to Policy (ETP) will comply with all collective bargaining obligations, as applicable.

The ETP will remain in effect until December 31, 2025 or upon the reissuance of DoD Instruction 6495.02, Sexual Assault Prevention and Response Procedures, or DoD Directive 6495.01, Sexual Assault Prevention and Response Program, whichever occurs first.

Thank you for your continued commitment to meeting the needs of sexual assault victims within the Department.

Gilbert R. Cisneros, Jr.

Attachment:
As stated

cc: Assistant Secretary of Defense for Manpower and Reserve Affairs
MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHIEF OF THE NATIONAL GUARD BUREAU
ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND
RESERVE AFFAIRS
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Requirement to Implement Ability for DoD Civilian Employees Who Have
Experienced Sexual Assault to Make Requests for Assistance Through the Federal
Workplace Violence Prevention and Response Program

This memorandum requires DoD components to implement Component-specific policy
that allows DoD civilian employees who have experienced sexual assault to obtain advocacy,
support, and referrals available through workplace violence prevention and response programs.
By building on these efforts, DoD can further address the effects of domestic violence, sexual
assault, and stalking on its workforce, promoting the health and safety of its employees and
improving the quality of its service to the public.

Department of Defense Instruction (DoDI) 1438.06, “DoD Workplace Violence
Prevention and Response Policy,” identifies the Deputy Assistant Secretary of Defense for
Civilian Personnel Policy, under the authority, direction, and control of the Assistant Secretary of
Defense for Manpower and Reserve Affairs, as the DoD lead for policy development and
ensuring implementation of workplace violence prevention and response programs, including
education and training, for civilian employees. DoD Components will, to the extent consistent
with Enclosure 3 of DoDI 1438.06, utilize the following two documents to assist in the
development of an effective workplace violence prevention and response program: Office of
Personnel and Management, “Guidance for Agency-Specific Domestic Violence, Sexual Assault,
and Stalking Policies,” located at https://www.opm.gov/policy-data-oversight/worklife/reference-materials/guidance-for-agency-specific-dvsas-policies.pdf; and the
and Response”, updated 2019 version located at <https://www.cisa.gov/publication/isc-violence-
federal-workplace-guide>. In developing your policies, please ensure that the policies do not
hinder your ability to comply with applicable legal obligations, including the requirements of
1561, and 29 CFR § 1604.

Components will comply with any applicable labor management obligations, including
national consultation with unions that hold national consultation rights. The point of contact for
this questions on national consultation rights is Mr. Harry Robinson, Defense Civilian Personnel
Advisory Service, at 703-447-9613 or harry.w.robinson.civ@mail.mil.
I commend you in advance for your efforts to provide additional services for DoD civilian employees.

Virginia S. Penrod
Acting

cc:
Chairman of the Joint Chiefs of Staff
Chiefs of the Military Services
Deputy Assistant Secretary of Defense for Civilian Personnel Policy
Director, Defense Civilian Personnel Advisory Service
Director, Office for Diversity, Equity, and Inclusion