



DEPARTMENT OF THE ARMY
U.S. ARMY WAR COLLEGE AND CARLISLE BARRACKS
CARLISLE, PENNSYLVANIA 17013-5000

CSWC

**MEMORANDUM FOR All U.S. Army War College Personnel and Carlisle Barracks
Tenant Units**

**SUBJECT: Policy Memorandum #25, Anti-Sexual Harassment and Anti-Sexual Assault
Policy for the Workplace**

1. References:

a. Department of Defense (DoD) Directive 6495.01 (Sexual Assault Prevention and Response (SAPR) Program), January 23, 2012, Incorporating Change 1, Effective April 30, 2013.

b. Department of Defense (DoD) Instruction 6495.02 (Sexual Assault Prevention and Response (SAPR) Program Procedures), March 28, 2013, Incorporating Change 1, Effective February 12, 2014.

c. Department of Defense (DoD) Directive 2015-10 (Sexual Assault Incident Response Oversight Report), February 24, 2015.

d. Army Regulation 600-20 (Army Command Policy), 6 November 2014.

2. Leaders at every level should be aggressively working to eliminate sexist behaviors and attitudes within their areas of operation. We must continue to emphasize the importance of mutual respect and unwavering professionalism to all service members and civilians who stand proud as part of this organization.

3. All personnel, civilian and military, must commit to providing an environment that is free from all forms of discrimination and disrespect. No employee should be subjected to unsolicited or unwelcomed sexual overtures or conduct in the workplace. Commanders and supervisors have the responsibility to ensure that work areas are free of inappropriate material that can be considered harassing, coercive and disruptive or create a hostile or offensive environment. See enclosure 1 for information on the military sexual harassment (SH) complaint process.

4. Sexual assault (SA) is unacceptable and detrimental to the success of individuals and the organization as a whole. We must protect each other, intervene when we see the potential for harm, eliminate the acceptance of sexist behaviors and attitudes, and hold individuals accountable for unprofessional behavior. I expect leaders at every level to provide an environment of trust, dedication, and care to the men and women who serve this great institution. See enclosures 2 and 3 for information on the sexual

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SUBJECT: Anti-Sexual Harassment and Anti-Sexual Assault Policy for the Workplace

assault reporting process and the Commanders Checklist for Unrestricted sexual assault reports.

5. Finally, all incidents of sexual harassment and sexual assault must be investigated in accordance with the appropriate regulations. Any employee's behavior that fits the definition of sexual harassment and/or sexual assault may result in disciplinary action up to and including separation from military service and/or employment.

6. Point of contact is Ms. Gina Beck at (717) 245-4925 or gina.m.beck2.civ@mail.mil.

Encls
EO/SH Complaint Process
SA Reporting Process/Providers
Commanders Checklist



WILLIAM E. RAPP
Major General, U.S. Army
Commandant

MILITARY SEXUAL HARASSMENT COMPLAINT PROCESS

Informal

Making an informal complaint may be most appropriate for minor infractions when the victim simply wants the behavior stopped.

If you are the Victim

Not sure?

Contact the Carlisle Barracks SHARP Hotline to clarify whether an incident or behavior qualifies as sexual harassment.



If Behavior Persists



Formal

File a formal written complaint on a DA Form 7279 with the appropriate chain of command or agency. Complaints must be filed within 60 days of the incident. Complaints made after 60 days may be pursued at the commander's discretion.

In addition to filing complaints through the appropriate unit chain of command, complaints may be filed through the following:

- Someone in higher echelon of chain of command
- IG
- Chaplain
- CID or Directorate of Emergency Services
- Medical Agency
- JAG
- Housing Referral Office
- SHARP SARC

3 Days

- Complaints, except those filed with the I.G., must be acted upon within three calendar days.
- Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain.
- All formal complaints will be reported within 72 hours to the first General Courts-Martial Convening Authority (GCMCA) in the Chain of Command.
- Provide a progress report to the GCMCA 20 days after the date on which the investigation commenced and 14 days thereafter until completion.

7 Days

- The commander or investigating officer appointed by the commander has 14 calendar days to investigate the allegations.
- The commander will meet with the victim and the subject(s) of the complaint to discuss the outcome and results.
- A 30 day extension may be granted from the next higher commander if required by circumstances.
- Further extensions can be approved only by the first General Officer in the Chain of Command.
- Complainants must be notified of extensions.

14 Days

- The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken.
- That commander has 14 days to act on the appeal and provide written feedback on the results.
- Final decisions on complaints/appeals not resolved at brigade level rest with the General Courts-Martial Convening Authority.

30-45 Days

- 30-45 days after final decision of the formal complaint (substantiated and/or unsubstantiated) an assessment is conducted by the SHARP SARC to determine the effectiveness of any corrective actions taken and to detect and deter any incidents of reprisal.
- Reports and recommendations are submitted to the Commander on a DA Form 7279-1 NLT 45 days following final decisions made on complaints

Sexual Harassment Hotline:
1-800-267-9964

SHARP SARC:
Hotline: 717-961-2045
BLDG 632

Carlisle Barracks Sexual Assault Reporting Process and Services

10 Mar 15

INCIDENT		ELIGIBILITY		REPORTING PROCESS/SERVICE PROVIDERS
SHARP	Adults - over the age of 18	NOT by the spouse or intimate partner	<ul style="list-style-type: none"> Active Duty National Guard (T10) and Reserve Military Dependents DoD Civilians & their dependents and U.S. citizen DoD contractor personnel OCONUS (limited services; <i>Unrestricted</i> reporting only) Service members who are on active duty but were victims of sexual assault PRIOR to enlistment or commissioning 	<ul style="list-style-type: none"> To file an official Unrestricted or Restricted Report of sexual assault, a Form 2910 must be filled out with SARC or Victim Advocate Carlisle Regional Medical Center or local hospital (Medical services) Dunham U.S. Army Clinic (Follow-up care for medical services) Criminal Investigation Command (CID) Special Victims Counsel (SVC)/Legal Assistance Sexual Assault Care Coordinator (SACC) (Behavioral Health)
FAMILY ADVOCACY PROGRAM	Adults - over the age of 18	By the spouse or intimate partner	<ul style="list-style-type: none"> Active Duty Military Dependents National Guard (T10) & USAR while on active duty 30 days or more 	<ul style="list-style-type: none"> An official report of sexual assault by spouse or intimate partner is made through CID or the Installation Police Department Carlisle Regional Medical Center or local hospital (Medical services) Dunham U.S. Army Clinic (Follow-up care for medical services) FAP Intervention & Counseling (Dunham U.S. Army Clinic) Family Advocacy Program (FAP) Victim Advocate
EXTERNAL AGENCIES	Dependents - under the age of 18	By family member or other adult in care giving role	<ul style="list-style-type: none"> Active Duty Military Dependents National Guard (T10) & USAR while on active duty 30 days or more 	<ul style="list-style-type: none"> An official report of sexual assault by family member/other adult in care giving role is made through CID or the Installation Police Department Carlisle Regional Medical Center Dunham U.S. Army Clinic (Follow-up care for medical services) FAP Intervention & Counseling (Dunham U.S. Army Clinic) Harrisburg Children's Resource Center Children & Youth Services Family Advocacy Program (FAP) Victim Advocate
EXTERNAL AGENCIES	Dependents - under the age of 18	NOT by family member or other adult in care giving role	<ul style="list-style-type: none"> Active Duty Military Dependents National Guard (T10) & USAR while on active duty 30 days or more 	<ul style="list-style-type: none"> An official report of sexual assault for dependents under 18 is made through CID, the Installation Police Dept or Local Law Enforcement (depending on location) Carlisle Regional Medical Center or local hospital Children & Youth Services YWCA and PCAR Rape Crisis Centers
EXTERNAL AGENCIES	Civilians	CONUS	<ul style="list-style-type: none"> DoD Civilians, NAF, all other civilians CONUS 	<ul style="list-style-type: none"> An official report for civilians is made through CID, the Installation Police Department or Local Law Enforcement (depending on location) Carlisle Regional Medical Center or local hospital Children & Youth Services (ages 18 and under) YWCA and PCAR Rape Crisis Centers
<p>*An Intimate Partner is defined as: A current or former spouse, a person with whom the abuser shares a child in common, or a current or former intimate partner with whom the abuser shares or has shared a common domicile by signing a lease together or living in the same residence for at least 30 days</p>				
<p>SEXUAL ASSAULT HOTLINES/ RESOURCES AVAILABLE TO ALL PERSONNEL</p>				
Carlisle Barracks: 717-961-2045		RAINN: 24/7 hotline @ 800-856-HOPE/ www.rainn.org		Carlisle YWCA Rape Crisis Center: 24/7 hotline @ 888-727-2677/ www.ywccarlisle.org
DoD Safe Helpline: 877-995-5247		PCAR: 24/7 hotline @ 888-772-7227/ www.pcar.org		1 in 6: 24/7 online support for men @ www.1in6.org

COMMANDER'S 30 DAY CHECKLIST INTRODUCTION

FOR UNRESTRICTED REPORTS OF SEXUAL ASSAULT

The sexual assault response checklist is intended to serve as a baseline for the first 30 days for the commander's response to adult sexual assault victim(s), alleged offender(s), and unit in the event of an Unrestricted Report of sexual assault. The checklist may be expanded to meet Military Service-specific requirements and procedures. These checklist items do not represent all of the responsibilities assigned to commanders for the entire Sexual Assault Prevention and Response (SAPR) program.

It is important for commanders to take time prior to an incident to become familiar with SAPR policies and installation SAPR personnel. There are other important SAPR requirements to consider past the 30-day timeframe covered in this list. For full details regarding all SAPR program responsibilities for commanders, see Enclosure 5 of Department of Defense (DoD) Instruction 6495.02 and applicable Military Service-specific policies.

Active duty Service members, National Guard (NG) members, and Reserve Component (RC) members will be eligible to receive SAPR advocacy services from a Sexual Assault Response Coordinator (SARC) or SAPR Victim Advocate (SAPR VA) regardless of whether the assault took place while on active duty, prior to enlistment or commissioning, or while performing inactive duty training. Service members of the active duty component, NG, and RC are eligible to file either a Restricted or Unrestricted Report. Commanders can assist the NG or RC member in requesting contractual active duty status (or be brought onto active duty status) to complete a Line of Duty (LOD) in order to assure continuity of healthcare.

Military dependents 18 years of age and older who are eligible for treatment in the military healthcare system (MHS), at installations in the continental United States (CONUS) and outside of the continental United States (OCONUS), and who were victims of sexual assault perpetrated by someone other than a spouse or intimate partner. Adult military dependents may file unrestricted or restricted reports of sexual assault. Additionally, non-military individuals who are victims of sexual assault are only eligible for limited emergency care medical services at a military treatment facility, unless that individual is otherwise eligible as a Service member or TRICARE (<http://www.tricare.mil>) beneficiary of the military health system to receive treatment in a military treatment facility (MTF) at no cost to them. At this time, they are only eligible to file an Unrestricted Report. Additionally, non-military individuals will also be offered the LIMITED SAPR services to be defined as the assistance of a Sexual Assault Response Coordinator (SARC) and a SAPR Victim Advocate (VA) while undergoing emergency care OCONUS. These limited medical and SAPR services shall be provided to:

(1) DoD civilian employees and their family dependents 18 years of age and older when they are stationed or performing duties OCONUS and eligible for treatment in the MHS at military installations or facilities OCONUS. These DoD civilian employees and their family dependents 18 years of age and older only have the Unrestricted Reporting option.

(2) U.S. citizen DoD contractor personnel when they are authorized to accompany the Armed Forces in a contingency operation OCONUS and their U.S. citizen employees. DoD contractor personnel only have the Unrestricted Reporting option. Additional medical services may be provided to contractors covered under this instruction in accordance with DoDI 3020.41 (Reference (q)) as applicable.

VICTIM'S COMMANDER CHECKLIST

1. _____ **SAPR Advocacy:** Require that the SARC is notified immediately and that the SARC or a SAPR VA makes contact with the victim as soon as possible.

2. _____ **Support System:** Ask if the victim needs a support person (for example, a personal friend, Victim Advocate, Chaplain) to immediately join him or her.

3. _____ **Timely Access to Medical/ Health Care:** Victim must be given the opportunity to receive timely access to comprehensive medical and psychological treatment, including emergency care treatment and services (regardless of visible injuries). If applicable and when reported within 5 days of the event, ask the victim if he/she would be willing to have a Sexual Assault Forensic Examination (SAFE). If the victim elects to have a SAFE, advise him/her of the need to preserve as much evidence as possible (for example, by not showering, washing garments, eating, drinking, or emptying bladder). Involve the minimum number of personnel possible and only on a need-to-know basis. If necessary, assist with obtaining immediate transportation for the victim to the hospital or other appropriate medical treatment facilities using a government owned/operated vehicle (do not use personally operated vehicle).

* Not all hospitals have sexual assault forensic nurses on staff so it is imperative that this information is verified before taking the victim to the hospital.

4. _____ **Military Criminal Investigation Organization Contact:** Immediately refer the matter to the Military Criminal Investigation Organization (MCIO) concerned (CID, DES) and/or Local Law Enforcement as soon as the victim's immediate safety is assured and medical treatment procedures elected by the victim are initiated. **COMMANDERS WILL NOT CONDUCT ANY INTERNAL COMMAND DIRECTED INVESTIGATION OF THE SEXUAL ASSAULT OR DELAY IMMEDIATE CONTACT WITH THE MCIO OR LOCAL LAW ENFORCEMENT WHILE ATTEMPTING TO ASSESS THE CREDIBILITY OF THE REPORT.**

* _____ **Prepare SAIRO report within 8 calendar days of an unrestricted sexual assault report:** SAIRO reports will be written in coordination with the SARC, U.S. Army Criminal Investigation Command or other military criminal investigative organization, legal, medical and/or other appropriate agencies.

* _____ **Victim's Alleged Collateral Misconduct:** If there is alleged victim collateral misconduct, commanders shall have discretion to defer action on alleged collateral misconduct by the sexual assault victims (and shall not be penalized for such a deferral decision), until final disposition of the sexual assault case, taking into account the trauma to the victim and responding appropriately so as to encourage reporting of sexual assault and continued victim cooperation, while also bearing in mind any potential speedy trial statute of limitations concerns.

* _____ **Legal Office Assistance:** Consult with the servicing legal office, as needed, to determine when and how best to adjudicate the victim's alleged collateral misconduct. Take

into account the trauma to the victim and respond appropriately to foster a unit climate that encourages reporting of sexual assault and continued victim cooperation.

* _____ When practicable, consult with the servicing legal office and investigative organization, and notify the assigned SARC or SAPR VA prior to taking any administrative or disciplinary action affecting the victim.

* _____ **Special Victim's Counsel:** Inform the victim of the opportunity to consult with Special Victim's Counsel (SVC).

* _____ **Defense Counsel:** In cases where the victim may have been involved in collateral misconduct, inform the victim of the opportunity to consult with defense counsel.

5. _____ **Victim Safety:** Ensure the physical safety of the victim. If the victim and the alleged offender are assigned to the same command, unit, duty location, or living quarters, ensure Military Protective Order (DD Form 2873) is issued to or Civilian Protective Order (CPO) is requested for the victim and he/she is provided a copy of the completed form. MPO's/ CPO's may also be issued to victim, but will never be given only to victim. They may be given only to alleged offender or to both victim and alleged offender when necessary to ensure victim's safety and establish mutual boundaries. Coordination with other commanders may be necessary if the alleged offender is assigned to a different commander.

* _____ **Military and Civilian Notification:** If an MPO is issued, notify the appropriate civilian and military authorities of the individuals involved in the order, in the event that an 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. The MPO should also be entered by the installation law enforcement agency in the National Crime Information Center (NCIC) for the duration of the order. Appropriate civilian and military authorities must be notified of any change in or termination of the MPO so that the agency can update the NCIC entry.

* _____ Require the alleged offender to sign the DD Form 2873.

* _____ Advise the person seeking the MPO that it is not enforceable by civilian authorities off base and that victims desiring 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 issued the order and inform the SARC of an existing CPO or MPO.

* _____ **Safety Assessment:** The Sexual Assault Care Coordinator will conduct a Safety Assessment to determine:

- If the alleged offender is still nearby and if the victim desires or needs protection or if the victim is at risk of doing harm to himself/herself.

- If the victim is concerned about retaliation from peers or supervisors.

- If the victim poses a suicide risk.

- If the victim's safety is in jeopardy, immediately notify the victim's commander of the need to establish, without delay, through the installation commander a multi-disciplinary High-Risk Response Team (HRRT). The HRRT will continually monitor the victim's safety, by assessing danger and developing a plan to manage the situation (IAW DoDI 6495.02, Enclosure 9). The HRRT shall be chaired by the victim's commander and, at a minimum, include the suspect's commander; the victim's SARC and SAPR VA; the MCIO, the judge advocate, if applicable and the Victim/Witness Assistance Provider (VWAP) assigned to the

case, the victim's healthcare provider or mental health and counseling services provider; and the personnel who conducted the safety assessment.

6. **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.

- Only available for Unrestricted Reports
- 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 or to a different unit within his/her current installation. If the victim requests an Expedited Transfer, consider the desires of the victim when making any reassignment determinations.

- Commanders are authorized to move the alleged offender instead of the victim and should be considered when individual circumstances warrant.

7. **DD Form 2910:** Require the SARC or the SAPR VA to explain to adult sexual assault victims their reporting options and rights while assisting them in completing the DD Form 2910 (Victim Reporting Preference Statement).

8. **DoD Sexual Assault Incident Database:** Confirm that the SARC entered all reported sexual assaults into DSAID within 48 hours of the report (in deployed locations that have internet connectivity issues, the time frame is extended to 96 hours). The SARC responsibilities include uploading DD Form 2910 into the database.

9. **Sexual Assault Incident Response Oversight:** A Sexual Assault Incident Response Oversight (SAIRO) report must be submitted within eight calendar days of an Unrestricted Report by the immediate commander.

- The eight day timeframe begins when an Unrestricted Report is made to a SARC or SAPR VA and the SARC or SAPR VA has a signed DD Form 2910. However, if the victim is a civilian who is not eligible for SAPR Services in accordance with DoDD 6495.01, and the subject is a Service member, then the trigger for the eight day timeframe begins when the MCIO notifies the immediate commander of the subject.

- Further guidance on the SAIRO requirements can be found in Directive Type Memorandum (DTM) 14-007, "Sexual Assault Incident Response Oversight (SAIRO) Report".

- If the victim accepts advocacy services, the SARC must provide a description of any circumstances in the response that adversely affected the command's ability to address the victim's needs (e.g., timeliness; sensitivity; obstacles to care; coercion, retaliation, or reprisal). The SARC will include any victim input provided with documented victim consent for disclosure of privileged communications. The SARC will confirm that the victim was informed of the ability to speak to a SVC/MLC before providing consent for release of privileged information.

10. _____ **Victim Privacy:** Strictly limit knowledge and release of the facts or details regarding the incident to only those personnel who have an **official need-to-know or as authorized by law** as designated in the SAIRO DTM 14-007.

11. _____ **Sexual Assault Review Board (SARB) Meeting:** Participate in the monthly SARB Meeting. Contact the SARC to identify when the next SARB is scheduled. The victim's commander is a mandatory member of the SARB and he/she may not delegate the responsibility to attend the SARB. Note: The intent is to have command involvement in the SARB. Thus, the victim's immediate commander is the intended participant in the SARB.

* _____ Provide the victim with monthly status updates to include:

- Status of investigation
- Medical
- Legal
- Status of Expedited Transfer Request
- Any other requests made by 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 SARB Meeting. If the victim is transferring from the installation, make future communication arrangements with the victim so you can contact her/him after future SARBs to provide updates.

12. _____ **Protection from Retaliation:** Protect the victim from coercion, ostracism, discrimination, or reprisals in person, through electronic communications, or through social media. Also protect SARCs and SAPR Vas from coercion, ostracism, discrimination, or reprisals related to the execution of their SAPR duties and responsibilities. In the event of coercion, ostracism, discrimination, or reprisal, notify the Inspector General or Equal Opportunity as appropriate.

* _____ **Incident Reports:** At every SARB meeting, the SARB Chair will ask the SARB members if the victim, witnesses, bystanders (who intervened), SARCs and SAPR Vas, responders, or other parties to the incident have experienced any incidents of coercion, retaliation, ostracism, maltreatment, or reprisals. If any incidents are reported, the installation commander will develop a plan to immediately address the issue. The coercion, retaliation, ostracism, maltreatment, or reprisal incident will remain on the SARB agenda for status updates, until the victim's case is closed.

13. _____ **Victim Rights:**

* _____ Direct MCIO and VWAP personnel to provide the victim with Victim Rights information outlined on the DD Form 2701 through the investigative and legal process.

* _____ Ensure the victim has access to a Special Victim's Counsel (SVC) and/or Victim's Legal Counsel (VLC).

14. _____ **Victim Support from Commander:**

* _____ Throughout the investigation, with assistance from the SARC or SAPR VA consult with the victim, listen to his/her 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.

* _____ With assistance from the SARC or SAPR VA, continue to monitor the victim's well-being, particularly if there are any indications of suicide ideation, homicidal, or other unhealthy attempts to cope with stress, and ensure appropriate assistance is rendered. Consult with medical and mental health providers for appropriate courses of action, as needed.

15. _____ **Personnel Reliability Program:** Avoid automatic suspension or revocation of a security clearance and/or Personnel Reliability Program (PRP) access, understanding that the victim may be satisfactorily treated for his/her related trauma without compromising his/her 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 5210.42-R for specific requirements.)

ALLEGED OFFENDER'S COMMANDER CHECKLIST

1. _____ **MCIO:** Ensure notification of the appropriate MCIO (Military Police/CID) or local law enforcement immediately after receiving a report of a sexual assault incident.

2. _____ **No Command-Directed Investigations.** Do **NOT:** (1) conduct any internal command-directed investigation of the sexual assault, (2) delay immediate contact with the MCIO or local law enforcement, or (3) attempt to assess the credibility of the report. Avoid questioning the alleged offender about the sexual assault allegation, to the extent possible, since doing so may jeopardize the criminal investigation.

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

4. _____ **Defense Legal Services:** Ensure procedures are in place to inform the alleged offender, as appropriate, about the investigative, legal, and command processes that may be involved.

5. _____ **Alleged Offender Healthcare:** As appropriate, refer the alleged offender to available counseling groups and other services or make sure that procedures are in place to inform the alleged offender about available counseling support. However, precautions need to be taken to verify that the victim and the alleged offender are not in the same counseling sessions, groups or classes, or any other gatherings or installation events.

6. _____ **Safety of Alleged Offender and Victim:**

* _____ Monitor the well-being of the alleged offender, particularly for any indications of suicide ideations or other unhealthy attempts to cope with stress, and ensure appropriate assistance is rendered. Consult with medical and mental health providers for appropriate courses of action, as needed.

* _____ Monitor the alleged offender 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 insight on alleged offender'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 or a CPO.

7. _____ **Victim Retaliation or Ostracism:** Monitor for incidents of coercion, ostracism, discrimination, or reprisals against the victim in person, in the unit or workplace through electronic communications, or through social media.

8. _____ **Alleged Offender Retaliation or Ostracism:** Monitor for incidents of coercion, ostracism, discrimination, or reprisals against the alleged offender in person, in the unit or workplace through electronic communications, or through social media.

9. _____ **Sexual Assault Incident Response Oversight (SAIRO) Report:** The immediate commanding officer of the alleged offender will be responsible for preparing and submitting the abbreviated SAIRO report containing available information within eight calendar days involving a civilian victim who is NOT eligible for SAPR Services in accordance with Reference (c) of the SAIRO DTM and the alleged offender/Service member, with the understanding that some victim or subject information may not be accessible.

IMPORTANT POINTS TO REMEMBER FOR BOTH COMMANDERS

- * _____ It is important to make sure that everyone in a unit and on base knows that the alleged offender is presumed innocent until proven guilty and each report is considered credible until proven otherwise.
- * _____ 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.
- * _____ 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 coercion, ostracism, discrimination, or reprisals against the victim, offender, and/or witnesses, bystanders will not be tolerated and the person(s) who commits any of these acts will be subject to disciplinary action according to the UCMJ.
 - Consult with your Service-specific retaliation policy.
- * _____ Emphasize that acts of coercion, ostracism, discrimination, or reprisals against SARC and SAPR VAs related to the execution of their SAPR duties and responsibilities will not be tolerated and the person(s) who commit any of these acts will be subject to disciplinary action according to 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 outside experts (e.g. SARC, SAPR Program Manager, Rape Crisis Center) to help identify additional preventative 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 course of the investigation.
- * _____ Continuously monitor the unit's overall climate to ensure neither the victim or the alleged offender are being ostracized and prevent organizational divisiveness.
- * _____ After the resolution of the case (courts-martial verdict, NJP, administrative separation, etc.) actively monitor the unit for acts of coercion, ostracism, discrimination, or reprisals against the victim, witnesses, and/or offender and deal with those acts swiftly.