September 22, 2021

MEMORANDUM FORFIRST O-6 OFFICE SYMBOL IN VICTIM’S CHAIN

FIRST O-6 OFFICE SYMBOL IN SUBJECT’S CHAIN

 INSTALLATION SARC OFFICE SYMBOL

 FIRST GO & STATE ADJUTANT GENERAL

 NGB J1-SAPR

FROM: IMMEDIATE COMMANDER OFFICE SYMBOL

SUBJECT: 8-Day Sexual Assault Incident Response Oversight Report Choose an item.

1. **Commander’s Critical Information Requirement (CCIR).** CCIR applies only if the alleged or confirmed sexually based crime warrants higher level command awareness by meeting one of the following criteria:
	1. The alleged offender is an O-6 or higher rank or equivalent civilian grade, an E-9, SARC, Victim Advocate, or other SAPR Staff at the time of the incident or upon receipt of the information Choose an item.
	2. The report is considered a “Curious Case” such as a report that includes multiple alleged offenders or victims as established by open investigations or reports of allegations Choose an item.
	3. Media attention is expected, to include social media postings Choose an item.
	4. Congressional or elected official involvement? Choose an item.
2. **Victim(s)**

**Note: Information is based on time of incident. Do not include PII and depending on the size of the location or the gender make-up of the unit, the SARC may not be able to include victim gender, rank, or grade and those items will be answered with “Protected.” – DELETE THIS NOTE BEFORE SENDING FORWARD.**

* 1. Gender: Choose an item.
	2. Rank/Grade:Choose an item.
	3. Duty status: Choose an item.
	4. Service affiliation: Choose an item.
	5. State NG membership: Choose an item.
	6. Assigned Unit: Click or tap here to enter text.
1. **Alleged Offender(s)**

**Note: Information is based on time of incident. Do not include PII and depending on the size of the location or the gender make-up of the unit, the SARC may not be able to include subject gender, rank, or grade and those items will be answered with “Protected.” – DELETE THIS NOTE BEFORE SENDING FORWARD.**

* 1. Gender: Choose an item.
	2. Grade:Choose an item.
	3. Duty status: Choose an item.
	4. Service affiliation: Choose an item.
	5. State NG membership: Choose an item.
	6. Assigned Unit: Click or tap here to enter text.
1. **Incident Detail**

**Note: Do not include PII. – DELETE THIS NOTE BEFORE SENDING FORWARD.**

1. Nature/Type of Sexual Assault: Choose an item.
	1. If “other”, explain: Click or tap here to enter text.
2. General Location where the sexual assault occurred: Choose an item.
3. Date Assault Occurred: Click or tap to enter a date.
4. Time. Choose one below: Choose an item.
5. Date referred to SAPR Professional: Click or tap to enter a date.
6. Date DD Form 2910 was signed: Click or tap to enter a date.
7. Was the subject temporarily transferred, removed from assigned billet, ordered to pretrial confinement or other command action? Choose an item.
If yes, list which action(s) was accomplished: Click or tap here to enter text.
8. Any additional information pertaining to the subject: Click or tap here to enter text.
9. **Investigation**
	1. Date the alleged sexual assault was reported to the MCIO or civilian LEO: Click or tap to enter a date.
	2. Investigative organization notified: Click or tap here to enter text.
	3. Investigative Case File Number: Click or tap here to enter text.
		1. If an investigation was not initiated or no case number is available, explain: Click or tap here to enter text.
	4. Victim provided the DD Form 2701: Choose an item.

If the victim did not receive this, explain why: Click or tap here to enter text.

1. **Case Management**
	1. Date the SARC entered information into the Defense Sexual Assault Incident Database (DSAID): Click or tap to enter a date.
	2. Confirm signed DD2910 was uploaded into DSAID within 48 hours, or 96 hours if in a deployed environment with connectivity issues: Choose an item.
	3. DSAID Case Number: Click or tap here to enter text.
	4. Next Case Management Group (CMG) meeting: Click or tap to enter a date.
		1. **Legal Services**
			1. Date the victim was informed of Special Victim’s Counsel (SVC) eligibility: Click or tap to enter a date.
			2. Victim notified that SVC is the victim’s attorney, not the prosecution, and will provide them legal advice and representation: Choose an item.
2. **Victim Advocacy and Support Services Offered**

**Note: This section is only utilized for Unrestricted Reports. REMOVE THIS ENTIRE SECTION IF THIS REPORT IS FOR AN INDEPENDENT INVESTIGATION. DELETE THIS NOTE BEFORE SENDING FORWARD.**

* 1. **Victim Advocacy**
		1. Description of any circumstances in the response that adversely affected the command’s ability to address the victim’s needs: Click or tap here to enter text.
		2. Has collateral misconduct been identified: Choose an item.
		3. Victim input: Click or tap here to enter text.
		4. Date of referral to Equal Opportunity (if applicable): Click or tap to enter a date.
	2. **Health Care**
		1. Victim offered Sexual Assault Forensic Examination (SAFE): Choose an item. Click or tap to enter a date.
			1. If “No”, explain: Click or tap here to enter text.
		2. Date victim offered medical care and date referred: Click or tap to enter a date.
		3. Date victim offered mental health services and date referred: Click or tap to enter a date.
		4. Date victim informed of Line of Duty eligibility: Click or tap to enter a date.
			1. Date Line of Duty initiated (If requested within 8-days): Click or tap to enter a date.
	3. **Expedited Transfer (ET)**
		1. Date victim is informed of ET option: Click or tap to enter a date.
			1. Date requested ET (If requested within 8-days): Click or tap to enter a date.
			2. Type of ET requested: Choose an item.
			3. Status of ET: Click or tap here to enter text.
	4. **Safety**
		1. Date the victim’s safety assessment was conducted: Click or tap to enter a date.
		2. High-Risk Response Team assembled? Choose an item.
			1. If yes Click or tap to enter a date.:
		3. Date victim informed of Military and Civilian Protective Orders: Click or tap to enter a date.
			1. Military Protective Order issued? Choose an item.
				1. If yes: Click or tap to enter a date.
			2. Civilian Protective Order issued? Choose an item.
				1. If yes: Click or tap to enter a date.
			3. No Contact Order issued? Choose an item.
				1. If yes: Click or tap to enter a date.

COMMANDER NAME

Rank, Unit

Commander