UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

APR 26 2005

PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
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DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Essential Training Tasks for a Sexual Assault Response Capability (JTF-SAPR-013)

This directive-type memorandum establishes Department of Defense (DoD) guidelines for providing essential training tasks for responders in sexual assault cases, as required by Section 577(b) (2), (3), (4) and (6) of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005, Public Law 108-375, October 28, 2004, and are part of the Department's comprehensive policy on the prevention and response to sexual assaults involving members of the Armed Forces.

Service representatives from the sexual assault response groups developed the following training tasks as a baseline for responder training. This baseline for responder training will ensure that any service member who is assaulted will receive the same level of response regardless of his or her particular Military Service.

Response groups are comprised of personnel in the following disciplines or positions:

- Victim Advocates (VA) and Sexual Assault Response Coordinators (SARC)
- Healthcare
- Law Enforcement and Criminal Investigators
- Judge Advocates
- Chaplains

Effective immediately, the following essential training tasks are mandatory for each respective response group. Consistent with the provisions of this memorandum, each Military Service is responsible for establishing the curricula that incorporates these essential training tasks, including the frequency and content of periodic refresher training. Compliance with and achievement of the mandated essential training tasks shall be made the subject of command inspections.

**Victim Advocates (VA)**

All Victim Advocates shall receive initial and periodic refresher training on the following essential tasks:

1. Sexual Assault Response Policies
   - DoD
   - Service Specific
   - DoD Confidentiality Policy Rules and Limitations
2. Critical Advocacy Skills
   - Basic Interpersonal and Assessment Skills
     - Appropriate Relationship/Rapport Building, Supporting the Victim, Listening, Communication
     - Sensitivity training to prevent revictimization
   - Crisis Intervention
   - Roles and Limitations
     - Command Relationship
     - Victim Advocate's Rights and Responsibilities
     - Reporting to the Sexual Assault Response Coordinator (SARC)
     - Recognizing Personal Biases/Issues
   - Local Protocols and Procedures
     - Resources
     - Referrals
     - Military and Civilian
   - Documentation
     - Requirements
     - Tracking and monitoring
   - Record Keeping Rules for Protected Disclosures
   - Ethics
   - Individual vs. System Advocacy
     - Collaboration/Knowledge of Resources/Referrals
3. Knowledge of the Military (i.e., Command, Mission, Programs, All Installations VA Programs, and Military Justice and Adverse Administrative Actions)
4. Overview of criminal investigative process and military judicial and evidentiary requirements.
5. Victimology

- Types of Assault
- Health Consequences
  - Mental/Behavioral Health
  - Physical Health
- Myths and Facts
- Secondary Victimization
- Cultural/Religious Differences
- Types of Sexual Offenders

6. Victim Rights and the Role of the Victim in Accountability Actions
   - Limitations on Accountability Actions created by restricted reports

7. Health Care Management of Sexual Assault
   - Medical Resources/Treatment Options
     - Medical Exam
     - Forensic Exam
     - Mental Health and Counseling
     - Pregnancy
     - STDs, HIV
8. Safety Planning
   - Retaliation toward Victim (by Command, Peers, or Offender)
     - Avenues for redress if victim has been subjected to retaliation or intimidation for making an unrestricted report
   - Intimidation
   - Separation of Victim and Offender
   - Military Protective Orders

**Sexual Assault Response Coordinators (SARC)**

All Sexual Assault Response Coordinators shall receive initial and periodic refresher training on the following essential tasks:

1. * Victim Advocate Training shall be a Prerequisite
2. Roles and Responsibilities
   - Command Relationship
3. Victim Advocate Screening
   - Recent Victims
   - Offenders
   - Personal Biases
4. Case Management Skills
5. Management Skills
   - Required Reports
   - Proper Documentation
     - Restricted Reporting

- Unrestricted Reporting
- Training
  - Victim Advocates
  - Installation Personnel (civilian and military)

The Sexual Assault Response Coordinator (SARC) is expected to be the center of gravity for the sexual assault response capability for a given command. The SARC reports to a senior Commander designated by the Services, as appropriate; has direct supervision and management of sexual assault victim advocates when in the performance of their duties as a victim advocate; and, chairs a monthly sexual assault case management review.

**Healthcare**

There are two distinct training categories for Healthcare Providers.

**Healthcare Personnel**

All healthcare personnel shall, at a minimum, receive initial and refresher training on the following essential tasks:

1. Sexual Assault Response Policies
   - DoD
   - Service Specific
   - DoD Confidentiality Policy Rules and Limitations
2. Victim Advocacy Resources
3. Medical Treatment Resources
4. Overview of the Sexual Assault Examination Process

**Healthcare Providers Performing Sexual Assault Forensic Examinations**

The use of healthcare providers as sexual assault examiners will adhere to the U.S. Department of Justice's National Protocol for Medical Sexual Assault Examination.

In addition to the training outlined above for all healthcare personnel, healthcare providers performing sexual assault forensic examinations will, at a minimum, receive initial and periodic refresher training on the following essential tasks:

1. Sexual Assault Victim Interview
2. Sexual Assault Examination Process
   - Sexual Assault Evidence Collection Kit
   - Chain of Custody
   - Documentation

3. Emergency Contraception/HIV/STD Treatment
4. Trauma
    - Types of Injury(s)
    - Photography of Injuries
    - Behavioral Health and Counseling Needs
    - Consulting/Referral Process
    - Appropriate Healthcare Follow-up
5. Medical Record Management
6. Guidelines for Reporting Sexual Assaults
7. Legal Processes and Expert Witness Testimony

**Law Enforcement (LE)**

All Military Service officer and enlisted law enforcement professionals shall receive initial and periodic refresher training on the following essential tasks:

1. Sexual Assault Response Policies
    - DoD
    - Service Specific
    - DoD Confidentiality Policy Rules and Limitations
2. Responding to Sexual Assault
    - Notification to Command and SARC
    - Working with Victim Advocates (VA's) / Sexual Assault Response Coordinators (SARC's)
3. Crime Scene Management
    - Securing Crime Scene
    - Identification and Preservation of Fragile Evidence
    - Chain of Custody
4. Preliminary Interviews
    - Victim Sensitivity
    - Transition to Military Criminal Investigation Organization (MCIO) Services
5. Victimology
    - Victimization Process
    - Potential Traumatic Responses
        - Trauma
        - Behavioral Health Concerns
            - Post Traumatic Stress Disorder
            - Depression
            - Alcoholism
6. Understanding Sex Offenders

**Criminal Investigators**

All military and civilian criminal investigators assigned to a Military Criminal Investigation Organization shall receive initial and periodic refresher training on the following essential tasks:

1. Sexual Assault Response Policies
   - DoD
   - Service Specific
   - DoD Confidentiality Policy Rules and Limitations
2. Victimology
   - Victimization Process
   - Victim Responses
     - Trauma
     - Post Traumatic Stress Disorder
3. Understanding Sex Offenders
4. Crime Scene Management
   - Securing Crime Scene
   - Identification and Collection of Fragile Evidence
   - Chain of Custody
5. Interview Techniques
   - Suspect
   - Victim
6. Investigating Difficult Cases
   - Impaired Victims
     - Alcohol Impairment
     - Drug Facilitated Sexual Assaults
   - Multiple Suspects
   - Domestic Violence Sexual Assaults
7. Recantations and False Information
   - Recantations: Proper Investigation of Recantations
   - Factors Influencing False Reports
8. Working with Victim Advocates(VAs)/Sexual Assault Response Coordinators(SARCs)
   - VA/SARC Roles, Responsibilities, and Limitations
   - Victim Services and Support Programs

**Judge Advocates (JA)**

There are two distinct training categories for judge advocates.

**Judge Advocates**

All judge advocates shall receive initial training at their service specific initial military legal training and periodic refresher training on the following essential tasks.

1. Sexual Assault Response Policies
   - DoD
   - Service Specific
   - DoD Confidentiality Policy Rules and Limitations
     - Use of "restricted" reports by command, investigative agencies and trial and defense counsel
     - Relationship of "restricted" reports to MRE's
2. Victim Rights
   - Familiarity with Victim/Witness Assistance Program (VWAP)
     - VWAP challenges in the deployed environment
3. Victimology
   - Victimization Process
   - Victim Responses
     - Trauma
     - Post Traumatic Stress Disorder
   - Understanding Sex Offenders
4. Recantations and False Information
5. Deployment Issues
   - Remote location assistance and VWAP

**Judge Advocate Trial Counsel and Military Defense Counsel**

All Trial and Military Defense Counsel (i.e., military JA prosecutors at courts-martial) shall receive initial and periodic refresher training, when required based on their billet, on the following essential tasks:

1. Sexual Assault Response Policies
   - DoD
   - Service Specific
   - DoD Confidentiality Policy Rules and Limitations
2. Evidence
   - Forensic and Scientific
     - Working knowledge of: Sexual Assault Examination Kit; Basic Forensic Photography; and, Lab Results
   - Rules of Evidence
     - Military Rules of Evidence (MRE) 412, 413, 615
     - Case law concerning the admission of expert testimony (scientific and non-scientific)

3. Interviewing, trial preparation and cross-examination skills
    - Victim
    - Lay Witnesses
    - Expert Witness
4. Sexual Assault Victim Preparation for Interviews, Depositions and Testimony

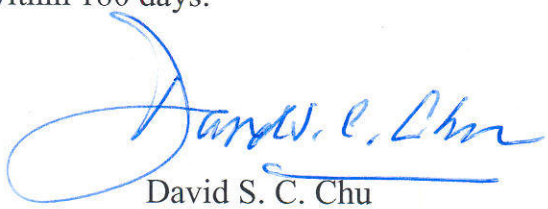
**Chaplains**

All chaplains shall receive initial and periodic refresher training on the following essential tasks:

1. Sexual Assault Response Policies
    - DoD
    - Service Specific
    - Privileged Communications and the DoD Confidentiality Policy Rules and Limitations
2. Victimology
    - Types of Assault
    - Health Consequences
        - Mental/Spiritual Health
        - Physical Health
    - Myths and Facts
    - Secondary Victimization
    - Cultural/Religious Differences
3. Victim Rights
4. Trauma Training with Pastoral Applications
    - Types of Injury
    - Consulting/Referral Process
5. Documentation
6. Permissible reporting of information to command and others

My POC for this action is Brigadier General K. C. McClain, Commander, Joint Task Force for Sexual Assault Prevention and Response.

This guidance establishes DoD policy on training for sexual assault matters. This memorandum is effective immediately. This and other sexual assault policies will be consolidated in a DoD issuance within 180 days.



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