

Department of the Air Force
Integrated Resilience
Commander's Guide For Unrestricted Reports

PURPOSE: This guide is intended to serve as a baseline for a commander's response to adult sexual assault victim(s) in the event of an unrestricted report of sexual assault. It is important for commanders to take time prior to an incident to become familiar with this guide, the DAF SAPR policies, and installation SAPR personnel. The information is divided into initial actions (within 24 hours of notification) and follow-up actions (72 hours and beyond). For full details regarding all SAPR program responsibilities for commanders, see Department of Defense Instruction (DoDI) 6495.02, Volume 1, Enclosure 5, and Air Force Instruction (AFI) 90-6001. This guide is meant to supplement your partnership with the installation Sexual Assault Prevention & Response Office and is not an all-inclusive set of procedures or requirements.

Initial Actions (Within 24 Hours of Notification of the Sexual Assault Incident)

Immediate Victim Safety	Confirm the physical safety of the victim.
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.
SAPR Advocacy	<p>Ensure the victim is aware of the opportunity to speak with a SARC, SAPR Victim Advocate, or Domestic Abuse Victim Advocate (DAVA) as soon as possible. If the victim chooses to speak with SAPR personnel, the SARC or the SAPR VA will explain reporting options while assisting them in completing DD Form 2910, "Victim Reporting Preference Statement."</p> <p>Additionally, the SARC will conduct a safety assessment to identify potential threats while addressing immediate safety needs and outlining strategies to help reduce future incidents of harm. The Safety Assessment will determine:</p> <ul style="list-style-type: none"> • If the alleged offender is nearby and if the victim desires or needs protection or if the victim is at risk of doing harm to himself/herself or others • If the victim is concerned about retaliation from supervisor(s) or peers • If the victim is at risk of suicide <p>If the victim's safety is in jeopardy, the SARC will immediately notify the victim's commander of the need to establish, through the installation commander, a multi-disciplinary High-Risk Response Team (HRRT).</p>
Timely access to healthcare	If the victim has chosen to speak with the SARC, the SARC will ensure timely access to emergency care treatment and services (regardless of visible injuries), unless the victim declines healthcare.



	<p>The SARC will work with medical personnel to ensure the victim is given priority and treated as an emergency case.</p> <p>If needed, the SARC will assist with obtaining immediate transportation to the hospital or other appropriate medical treatment facility using a government owned/operated vehicle (SAPR personnel are not authorized to transport victims in a personally owned vehicle).</p>
Forensic Exam	<p>The SARC will ask the victim whether they would be willing to have a Sexual Assault Forensic Examination (SAFE). If the victim elects to have a SAFE, the SARC will advise the victim of the need to preserve evidence (by not bathing, showering, eating, drinking, emptying bladder, washing garments, sheets, etc.).</p>
Air Force Office of Special Investigations (AFOSI) / Military Criminal Investigative Organization (MCIO)	<p>Ensure the victim is safe and immediately refer the matter to the AFOSI/MCIO.</p> <p>DO NOT conduct any internal command directed investigation of the sexual assault or delay immediate contact with AFOSI. Investigative responsibility solely rests with AFOSI.</p>
Legal Services	<p>The SARC will inform the victim of the opportunity to consult with a Victim’s Counsel (VC). If the victim has elected not to speak with the SARC, ensure they are informed of VC. For information or questions about victim collateral misconduct, please contact the Area Defense Counsel.</p>
Access to Support Person	<p>Ask if the victim would like to speak to a chaplain, family member, emergency contact, or other support person.</p>

Follow-Up Actions (72 hours and beyond)

Military Protective Orders (MPO)\Civilian Protective Orders (CPO)	<p>A MPO ensures the safety of a victim by prohibiting the alleged military offender from contacting or communicating with the victim and/or their dependents. MPOs are issued, modified, and terminated by commanders who provide copies to each of the parties in the order. Because MPOs are not enforceable by civilian authorities, Commanders should advise victims about a CPO as an option.</p> <p>Determine if the victim desires or needs a MPO to be issued (via completion of DD Form 2873), particularly if the victim and the alleged offender are assigned to the same command, unit, duty location, or living quarters. Coordination with other Commanders may be necessary if the alleged offender is assigned to a different commander.</p> <p>All new, modified, and rescinded MPOs must be forwarded by the issuing Commander to Security Forces or the primary military law enforcement (LE) agency on that installation within 24 hours of each issuance, extension, modification, or termination. Security Forces or the installation LE agency enters new, modified, and terminated MPOs in the National Crime Information Center (NCIC). The Installation Commander is also required to notify the civilian authorities of the issuance of any MPO, the identities of individuals involved in the order, any modifications to the order, and the termination of the protective order; civilian notification is satisfied when the issuing commander</p>
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	<p>provides the required information to Security Forces and Security Forces submits the order to NCIC.</p> <p>Upon considering/issuing a MPO, commanders should:</p> <ul style="list-style-type: none"> • Seek assistance from the legal office and AFOSI • Ensure copies of completed DD Forms 2873 and 2873-1 are served on each of the parties involved in the order and forwarded to AFOSI to document the MPO in their investigative case file • Within 24 hours, notify and forward to Security Forces all new, modified, and rescinded MPOs (i.e., DD Forms 2873 and 2873-1) for entry into NCIC • Advise the person seeking the MPO that it is not enforceable by civilian authorities and that individuals desiring protection off base should, with the assistance of the SARC, SAPR VA, or DAVA seek a CPO • Inform the SARC of an existing CPO or MPO. The SARC will then ensure the CMG is aware of the existence of the order(s)
<p>Case Management Group (CMG)</p>	<p>The monthly CMG is a multi-disciplinary group that meets to address cohesive emotional, physical, and spiritual care of victims in a collaborative environment with the collective goal of facilitating the victim’s well-being and recovery. The CMG, chaired by the Installation or host Wing commander and co-chaired by the SARC, reviews individual cases of sexual assault monthly. The CMG facilitates victim updates, directs accountability, and ensures victim access to quality services.</p> <p>The quarterly CMG is a multi-disciplinary group that meets to review system coordination for victims of sexual assault without using PII. All immediate Commanders of victims with open Unrestricted Reports are required to attend. They may not delegate the responsibility to attend the CMG. With the approval of the CMG Chair, a Squadron Section Commander or higher-ranking officer can attend if, and only if, the Squadron Commander or equivalent is off installation on approved leave, temporary duty, or deployment.</p> <p>The SARC will notify you when the next monthly and quarterly CMG meetings are scheduled.</p> <p>Following the monthly CMG, the Commander will provide the victim with updates to include:</p> <ul style="list-style-type: none"> • AFOSI investigation status • Medical concerns • Legal status • Safety concerns • Expedited Transfer request status • Cases of retaliation (if authorized by a DD Form 2910-2) • Any other request made by the victim <p>This update must occur within 72 hours of the last CMG meeting. At the victim’s preference, the update can be provided in person, by encrypted email, video teleconference, or telephone.</p> <p>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 coercion, retaliation, ostracism, maltreatment, or reprisals. The coercion, retaliation, ostracism, maltreatment, or reprisal incident will remain on the CMG agenda for status updates, until the victim’s case is closed. The CMG will only review allegations in which</p>

	<p>an individual signed the DD Form 2910-2, "Retaliation Reporting Statement for Unrestricted Sexual Assault Cases."</p>
<p>8-Day Incident Report</p>	<p>An 8-Day Incident Report must be submitted within eight calendar days of an Unrestricted Report by the immediate Commander. This includes incidents that occurred prior to military service.</p> <ul style="list-style-type: none"> • The eight-day timeframe begins when an Unrestricted Report is made to a SARC or SAPR VA, and the victim signs the Reporting Preference form (DD Form 2910) • Only one 8-Day Incident Report is prepared per incident and the immediate commander, in coordination with the SARCs and/or AFOSI and/or equivalent MCIO will prepare and submit the 8-Day Incident Report • For 8-Day Incident reports triggered by an Unrestricted Report, the SARC is responsible for providing all victim information to the commander and for reports triggered by an independent investigation (no SAPR report), AFOSI will provide the available information to the commander • Some information may not be available from the SARC or AFOSI within this timeframe; however, this should not delay reporting and the 8-Day Incident Report is initial and final; follow-on reporting is not required • The SARC will provide guidance on routing the 8-Day Incident Report
<p>Expedited Transfer (ET)</p>	<p>An ET provides victims with an Unrestricted Report of sexual assault the option of a permanent change of station (PCS) or a temporary or permanent change of assignment (PCA) to a location that will support healing and recovery. The intent behind the Expedited Transfer policy is to address situations where a victim feels safe, but uncomfortable.</p> <p>Victims may request a temporary or permanent unit transfer, a temporary or PCA, or a PCS. The victim's commander (or equivalent) shall expeditiously process a transfer request from a unit or installation. The installation SARC will provide additional information on the ET process and the responsibilities of the commander.</p> <p>Commanders are authorized to move the alleged offender instead of the victim and should be considered when individual circumstances warrant. Alleged offender moves should be coordinated with the legal office.</p> <p>Safety issues are NOT handled through an Expedited Transfer. Commanders and personnel with information of a serious threat of harm to a person (to include threat to life) will immediately report to command and AFOSI. A request to transfer the victim under these circumstances, as opposed to an ET, is handled in accordance with AFI 36-2110 under the Threatened Persons Assignment.</p> <p>Note: Reserve personnel should work with their supporting personnel organizational component to process ET requests. Air National Guard will follow ET processes for Title 32 situations in accordance with National Guard policy.</p>

Throughout the process, 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. For additional information and guidance, contact your installation SARC or legal office.