

## D-SAACP Applicant Instruction Sheet

### Welcome to the D-SAACP!

The Department of Defense (DoD) is committed to providing a high quality response to sexual assault survivors. The DoD Sexual Assault Advocate Certification Program (D-SAACP) recognizes the critical support Sexual Assault Response Coordinators (SARC) and Sexual Assault Prevention and Response (SAPR) Victim Advocates (VA) provide to victims of sexual assault from initial report through case conclusion, or until the point the victim no longer requires assistance. SARCs and SAPR VAs certified through D-SAACP will join a growing field of certified civilian victim advocates who are trained and committed to upholding the highest standards of victim care and privacy.

### Certification Requirements

All applicants must complete DD Form 2950 and submit to the National Organization for Victim Assistance (NOVA) via mail, work email, or FAX. (Please see submittal instructions below.) Click [here](#) for DD Form 2950, the Department of Defense Sexual Assault Certification Program Application Packet.

***You can also find useful information at the National Organization for Victim Assistance (NOVA)'s website: (<http://www.trynova.org/>).***

Four D-SAACP Certification levels are offered for SARCs and SAPR VAs—Levels I, II, III, and IV. The minimum eligibility requirements for each level are outlined on the Application Form (page 2) of DD Form 2950. Frequently Asked Questions (FAQs) for determining the appropriate level of certification are included at the end of this document.

All applicable parts of the form must be completed in its entirety. Depending on the position (SARC or SAPR VA) and the Level (I, II, III, or IV) you apply to, the requirements vary. Please refer to the table on the following page to determine your requirements.

### Deadline for Certification

All SARCs and SAPR VAs must be certified through the D-SAACP by the Congressional requirement of October 1, 2013 to provide sexual assault victim advocacy services. Applications are currently being accepted and will be reviewed in a quarterly and rolling basis. **Due to the anticipated high volume of applicants, we are accepting applications only from uniformed military SARCs and SAPR VAs during the first round of processing (through end of November 2012). We will begin accepting applications from civilian SARCs and SAPR VAs (in addition to uniformed military) in December 2012.** The last date you can submit an application and be certified to meet the Congressional requirement is July 31, 2013.

### Submitting the Application

Please **mail** the completed DD Form 2950, along with the attachments, to the following address:

D-SAACP NACP Review Committee  
c/o National Organization for Victim Assistance  
510 King Street, Suite 424  
Alexandria, VA 22314

You may also submit the completed DD Form 2950 and the attachments **via email**. The email must be sent from a .mil address to be accepted. Email the completed DD Form 2950 along with attachments to:

[dsaacp@trynova.org](mailto:dsaacp@trynova.org)

The completed DD Form 2950, along with the attachments, can also be **faxed**. Please call 703-535-6682 (0900-1700, M-F, Eastern Time) to confirm receipt. Fax the completed application to:

703-535-5500  
Attn: D-SAACP NACP Review Committee

Applicants do not need to submit any payment for D-SAACP Certification.

## D-SAACP DD Form 2950 Requirements by Applicant Status & Level

		Application Form (New) <i>pg. 2 of 10</i>	Application Form (Renewal) <i>pg. 3 of 10</i>	SARC/SAPR VA Code of Professional Ethics <i>pgs. 4-5 of 10</i>	Memorandum of Confirmation / Evaluation <sup>1</sup> <i>pgs. 6-8 of 10</i>	Recommendation from SARC <i>pg. 9 of 10</i>	Recommendation from first person in the chain of command <sup>2</sup> <i>pg. 10 of 10</i>	Recommendation from Senior Commanding Officer <i>pg. 10 of 10</i>	Proof of Training
<b>New Applicant</b>									
SARC	Level I								40 hours
	Level II								40 hours
	Level III								40 hours
	Level IV								40 hours
SAPR VA	Level I								40 hours
	Level II								40 hours
	Level III								40 hours
	Level IV								40 hours
<b>Renewal Applicants</b>									
SARC	Level I								32 hours
	Level II				Required only if renewing at higher level				32 hours
	Level III				than current Cert. level				32 hours
	Level IV				than current Cert. level				32 hours
SAPR VA	Level I								32 hours
	Level II				Required only if renewing at higher level				32 hours
	Level III				than current Cert. level				32 hours
	Level IV				than current Cert. level				32 hours

Key:	Required
	Not Required

- The Memorandum of Confirmation form is required to verify the hours required for each applicable Certification Level; the Evaluation is used to document three observed sexual assault case responses. The Memorandum of Confirmation must be signed by a supervisor or someone with the authority to verify the applicant's work as a SARC, SAPR VA or any other sexual assault advocacy role(s) performed by the applicant. Evaluations must be completed and signed by a person with authority and/or in a position to have observed and evaluated the Applicant's knowledge, skills, and work performance as a SARC, SAPR VA, or a civilian victim advocate, as it relates to the provision of services to those victimized by sexual assault. Copy the form as needed for each experience to total requisite hours and/or case responses. "Observation of a case response" is defined as the Applicant's serving in a sexual assault victim advocacy role during any part of a victim's experience—including, but not limited to: providing/explaining reporting options; attendance at medical examination(s); attending investigatory interview; assisting a victim before during, and after a legal interview; and providing support before and after meetings of the victim and his/her supervisor. The experiences may be with the same victim, or with multiple victims.
- First person in the chain of command: First Officer (O-3 or above) or Senior Non-Commissioned Officer (E-7 or above), or a supervisor.

## Frequently Asked Questions (General)

Questions	Answers
Who is NOVA and what is NACP?	NOVA is the National Organization for Victim Assistance, a 501(c)(3) organization. It is the oldest national victim assistance organization of its type in the United States. NOVA established the National Advocate Credentialing Program (NACP) in 2003 as the first voluntary credentialing program available to crime victim advocates nationwide. The DoD contracted with NOVA to process the applications. The applications are reviewed by NACP, which was expanded for D-SAACP to include military subject matter experts.
I currently hold a civilian certification through NACP. Can I use this instead?	No. The Certification requirements are similar for the civilian victim advocate program and D-SAACP, but are not the same. You must apply to D-SAACP and submit an application as a "new" applicant—not a renewal candidate.
I am a contracted SARC. Can I apply to D-SAACP?	No. D-SAACP accepts applications only from DoD personnel. Congress has mandated that all SARCs and SAPR VAs must be DoD military or civilian employees by October 1, 2013.
I am an Assistant or a part-time SARC. Can I apply to D-SAACP?	Anyone providing military sexual assault victim advocacy services must be certified by October 1, 2013. To continue providing services as an Assistant SARC, you must apply to D-SAACP.
When will I be notified whether I become certified?	The D-SAACP NACP Certification Committee reviews applications on a quarterly basis. Within approximately 120 days of submitting your application, you will be notified of your Certification status first via an email from NOVA, and then by mail. If you have questions, NOVA can be contacted at <a href="mailto:dsaacp@trynova.org">dsaacp@trynova.org</a> or at 703-535-5500.



Questions	Answers
What will I receive when I become certified?	In recognition of your experience, skills, and commitment to victim advocacy, you will receive a letter of confirmation, a frame-ready certificate, and a wallet-size certification card.
Can my D-SAACP certification be revoked?	Yes. D-SAACP Certification can be revoked for several reasons, to include violation of the SARC/SAPR VA Code of Professional Ethics.

## Frequently Asked Questions (Completing DD Form 2950)

Questions	Answers
I am a SARC. Who is the Senior Commander responsible for providing my recommendation?	Your Senior Commander is an officer, an O-6 or above, who is usually the commander of a military installation or comparable unit and has been designated by your Military Service to oversee the SAPR Program.
I am a SAPR VA and I have both an Installation (Lead) SARC and Command SARC on my installation. Who is my designated SARC for completing the SARC Recommendation?	The SARC you report to is the preferred choice for completing your recommendation. If you are unable to get the signature of your SARC, you may have another SARC complete the recommendation if he/she has overseen you in the provision of your sexual assault advocacy services.
I am currently deployed as a SAPR VA and am not co-located with my SARC. Who can sign my SARC Recommendation Form?	You should first attempt to email the SARC Recommendation Form to your Installation SARC and have him/her return the completed form to you via email. If this is not logistically possible, you may request an area SARC complete the recommendation if he/she has overseen you in the provision of your sexual assault advocacy services.
Which D-SAACP Levels (I, II, III, or IV) can part-time SARCs and SAPR VAs apply for?	Part-time or collateral duty, SARCs and SAPR VAs are eligible for all of the D-SAACP levels. Part-time hours can be calculated by actual hours worked performing SARC/SAPR VA duties, including on-call hours. For example, if you are on-call 8 hours per week/per year, the number of hours credited would be 416/per year. If you are a collateral duty SARC on-call 24/7, 365 days a year, the maximum number of hours credited is 1,950 hours/per year. The Memorandum of Confirmation must verify your on-call assignment. If you have specific questions about calculating your service hours, contact NOVA at <a href="mailto:dsaacp@trynova.org">dsaacp@trynova.org</a> .
I worked for several years at a local Rape Crisis Center prior to becoming a SARC/SAPR VA. Can I count these hours in determining my D-SAACP level?	Yes. All paid and volunteer work where you provided direct services to sexual assault victims should be aggregated when determining your D-SAACP level. This includes any work you completed prior to your appointment to SARC or SAPR VA, as well as any sexual assault advocacy services you continue to provide outside of your duties as a SARC/SAPR VA. This experience should be documented on your Memorandum of Confirmation.
Does my experience have to be in sexual assault advocacy services?	Yes. D-SAACP certifies SARCs and SAPR VAs in sexual assault victim advocacy. All hours counted to certification must be related to providing direct services to sexual assault victims.
Is there any timeline for when I have to have attended the 40 hour training?	No, there is not a timeline for attending the 40 hour training. However, the 40 hour training course must be approved by NACP.
Where can I find out if my Service's training has been approved?	A list of NACP-approved training courses is posted on NOVA's website at <a href="http://www.trynova.org/">http://www.trynova.org/</a> .
How often do I need to attend the 32 hours of continuing education training to renew my certification?	You need to take 32 hours of continuing education training between the dates you are first certified until the date you apply for certification renewal. D-SAACP Certification expires after two years, so you must complete 32 hours of continuing education within this timeframe.
I have more questions that are not answered by this instruction sheet. Who should I contact?	Please contact your SAPR Program Manager regarding Service-specific, training, and other application requirements. For questions about your Certification status, or if you have questions about the Application Form, please contact NOVA at <a href="mailto:dsaacp@trynova.org">dsaacp@trynova.org</a> .