



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY, GARRISON, FORT LEE
1100 LEE AVENUE, SUITE 112
FORT LEE, VIRGINIA 23801-2102

FORT LEE POLICY NO. 03-06

IMNE-LEE-ZA

23 May 09

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sexual Assault Prevention and Response Policy Letter

1. I am committed to the Army's goal of ending sexual harassment and sexual assault and becoming a model in prevention for the nation. Army values reinforce respect for the dignity of others and loyalty to our fellow Soldiers. I expect Commanders and leaders to promote a safe climate, take measures to prevent sexual harassment and sexual assault and ensure that victims are protected, treated with dignity and fairness and provided appropriate support.

2. Commanders and leaders must clearly understand their roles and responsibilities and the risks of failing to respond appropriately to sexual harassment and sexual assault. All commanders and senior enlisted leaders must receive training on the Sexual Assault Prevention and Response (SAPR) Program within 45 days of assuming command. The Sexual Assault Response Coordinator (SARC), 804-734-6459 (894-0029 after hours) is point of contact for training, reporting, and victim advocacy. Command responsibilities IAW AR 600-20 are also outlined on the SAPR website, www.preventsexualassault.army.mil and include:

a. Prevention: The Army I.A.M. Strong campaign is the fundamental strategy for sexual assault awareness and prevention. Commanders will ensure that every Soldier receives annual SAPR training. Contact your SARC Unit Victim Advocate (UVA) and/or coordinate with the SARC, (804) 734-6459, to schedule required unit training.

b. Training at all levels is an integral part of the SAPR Program. Unit level SAPR Program training will be conducted annually and documented on unit training schedules. SAPR Program training will also be incorporated into initial-entry training and professional military education courses on Fort Lee.

c. Reporting: Soldiers who are victims of sexual assault have the option of making a Restricted or Un-restricted report as follows:

(1) Restricted Report: Any Soldier is eligible to receive medical treatment, forensic exam counseling and advocacy without triggering a command report and/or criminal investigation. A restricted report may be accepted by only the SARC, 24 hours, (804) 894-0029, Family Advocacy Program (FAP) Manager, Installation Victim Advocate, Unit Victim Advocate (UVA) or Military Medical Treatment Providers including Behavioral Health. Victims may also make confidential reports to the Chaplain.

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(2) Un-Restricted Report: Any Soldier who is a victim of sexual assault may report the incident to the SARC, Military Police or chain of command. Commanders/leaders will promptly report the alleged assault to the SARC, 734-6459, and the Military Police, 734-7400.

d. Investigation: Rights of alleged offenders must be balanced with safety of victims. Every allegation of sexual assault will be investigated by military and/or civilian law enforcement authorities. Commanders will obtain enough information to complete a Serious Incident Report (SIR) without initiating an investigation. The SARC will communicate with senior mission leaders on a range of issues and options available to protect victims. Commanders will be encouraged to delay action on collateral misconduct charges pending completion of the sexual assault investigation.

e. Victim Safety and Care:

(1) The SARC and/or Installation Victim Advocates, 894-0029, are available around the clock to accept reports of sexual assault and to provide personal support, court accompaniment, assistance with emergency needs and referrals to confidential civilian resources.

(2) Commanders will appoint two UVAs on collateral duty at the Battalion or equivalent level and two at the Brigade level. One UVA at the Brigade/Group level will be an officer. The highest ranking UVA will be designated Deployable SARC. The SARC, 734-6459, will provide details regarding UVA selection criteria and responsibilities.

3. Sexual Assault Review Board (SARB): The SARB is a multi-disciplinary board chaired by the Garrison Commander and coordinated by the SARC. Members are appointed on orders and meetings are closed. The SARB meets monthly to review current cases of sexual assault, including installation response and prevention and training initiatives. I invite commanders of the alleged victim and alleged offender to attend the case review concerning their Soldiers.

4. The Primary Point of Contact for the SAPR Program is the SARC. The SARC is also an installation level response agency for reports of sexual assault and can be reached at (804) 734-6459 during duty hours and after hours at (804) 894-0029. Other installation level response agencies for reports of sexual assault include CID, Military Police, Kenner Army Health Clinic, the Installation Chaplain's Office, and the Office of the Staff Judge Advocate.

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5. Point of contact for this Policy Letter is SARC at 734-6459 or 894-0029.
6. This policy supersedes Fort Lee Policy 3-06, Fort Lee Sexual Assault Policy Letter dated 3 Apr 06.

/signed for/ Melissa S. Magowan
MICHAEL G. MORROW
COL, LG
Garrison Commander

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