



**DEPARTMENT OF THE NAVY**  
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CNICINST 1752.4  
N9  
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CNIC INSTRUCTION 1752.4

From: Commander, Navy Installations Command

Subj: SEXUAL ASSAULT CASE MANAGEMENT GROUP PROCEDURES

Ref: (a) DoD Instruction 6400.06 of 21 August 2007  
(b) Military Rules of Evidence (MRE)  
(c) DoD Instruction 6495.02 of 28 March 2013  
(d) SECNAVINST 1752.4B  
(e) SECNAV Manual 5210.1 of January 2012

Encl: (1) Meeting Assessment Template  
(2) High Risk Response Team (H-RRT) Assessment Tool  
(3) SACMG Checklist

1. Purpose. To provide standardized protocols for conducting a Sexual Assault Case Management Group (SACMG) meeting, outlining the roles and responsibilities of all SACMG members, and documentation procedures.

2. Policy

a. In accordance with references (a) through (d), a SACMG will be established at all Navy installations. A monthly review of all open Unrestricted cases of sexual assault shall be conducted until the final case disposition is reached and the victim no longer desires Sexual Assault Prevention and Response (SAPR) services. Restricted cases will not be addressed at SACMG meetings.

b. This instruction applies to all Commander, Navy Installations Command (CNIC) regions, installations, joint bases where Navy is the lead Service, and to cases involving victims who are:

(1) Active duty members of the Military Services (Army, Navy, Air Force, Marine Corps) and the Coast Guard (when operating with the Navy) including those sexually assaulted prior to enlistment or commissioning and victims of sexual

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assaults perpetrated by someone other than a spouse or intimate partner.

(2) Reserve Component and National Guard members sexually assaulted while performing active service or inactive duty training.

(3) Military family members 18 years of age and older who are eligible for treatment in the military healthcare system (MHS), and/or victims of sexual assault perpetrated by someone other than a spouse or intimate partner. Per reference (a), the Family Advocacy Program (FAP) addresses military family members, 18 years of age and older, assaulted by a spouse or intimate partner, along with child sexual abuse of military dependents, 17 years of age and younger.

(4) Department of Defense (DoD) civilian employees and their eligible family members 18 years of age and older when they are eligible for MHS outside continental United States (OCONUS).

(5) DoD contractor personnel when they are authorized MHS OCONUS.

(6) U.S. citizen (non-dependent) victims or Foreign National victims involving a military subject being investigated by a Military Criminal Investigative Office (MCIO). While SACMG review is not mandated for these cases, the SACMG Chair and Co-Chair will determine the need for review on a case by case basis.

c. SACMG Membership:

(1) Core members (permanent members who will attend all SACMG meetings and review all presented cases). Note that an appointed alternate shall attend when core members are not available unless core member is noted below as non-delegable:

(a) Installation Commanding Officer (ICO)/Deputy Installation Commander or Installation Executive Officer (XO) (Chair, non-delegable below this level);

(b) Installation/Lead SARC (Co-Chair, non-delegable);

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(c) All SARCs assigned to the installation (mandatory attendance regardless of whether they have an assigned victim being discussed);

(d) Judge Advocate (JA);

(e) Mental health representative.

(2) Non-core members (attendance required based upon direct involvement with the individual case being reviewed):

(a) Victim's Commanding Officer (CO) (for each case; non-delegable);

(b) Sponsor's CO if the victim is an eligible family member over 18 years of age;

(c) Commander, Commanding Officer, Officer In Charge (OIC) or if no military commander assigned, civilian equivalent if the victim is a DoD employee OCONUS;

(d) Victim's SAPR Victim Advocate (VA) or Unit SAPR VA (UVA) (for each case);

(e) MCIO Special Agent involved with and working on a specific case (or representative);

(f) Victim Witness Assistance Program (VWAP) representative (or civilian victim witness liaison, if available);

(g) Victim's medical healthcare provider (as applicable);

(h) Victim's mental health provider (as applicable);

(i) Victim's Legal Counsel (VLC);

(j) Victim's Chaplain or Chaplain's representative;

(k) Installation/Base security or law enforcement representatives involved with and working on a specific case (if applicable);

(l) Assigned Safety Assessment personnel (if applicable);

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(m) Other professionals may be permitted by the Chair if directly involved with a specific case being reviewed.

d. SACMG responsibilities:

(1) Review all open unrestricted cases to carefully consider, recommend and/or implement immediate, short-term, and long-term measures to help facilitate and assure the victim's well-being and recovery from the sexual assault.

(2) Closely monitor the victim's progress and recovery. Reinforce victim's privacy, ensuring only those with an official need to know have the victim's name and related details. Each case shall be reviewed independently by core and non-core SACMG members with direct involvement with the case. Non-core members will depart after completion of their case specific review.

(3) Address any tasks identified during the SACMG and follow-up on tasks assigned at previous SACMG.

(4) Monitor system coordination, accountability and entry of data from inception to closure using the Defense Sexual Assault Incident Database (DSAID).

e. Meeting Procedures:

(1) SACMG members are integral to the case management and coordination process to assure the victim's well-being. Meetings must accommodate the presence of all core members.

(2) SACMG members are not covered under privileged communication. All core and non-core members will provide verbal updates without disclosing protected communication and violating victim confidentiality, in accordance with references (c) and (d) to preserve privilege in reference (b).

(3) Co-Chair may schedule multiple SACMG meetings to facilitate attendance and participation, ensuring that each case is reviewed monthly. When there are no active cases, the SACMG will meet to ensure training, processes and required protocols are in place.

(4) SACMG members will be physically present at the designated meeting place. In extenuating circumstances, such as deployments, telephone or VTC are acceptable alternatives.

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f. Quality Assurance (QA). The goal of QA is to evaluate the SACMG process and provide insight and feedback to the Chair, Co-chair, and SACMG members. SACMG Chair, Co-Chair, SARCs, and Regional SARCs (RSARC) will work together to assess the quality of SACMG meetings.

(1) At a minimum of once per year, the RSARC will attend a SACMG at each installation within their area of responsibility for the purpose of evaluating the overall SACMG process and compliance with policy requirements. Their assessment will include a summary of the general proficiency of case review process, preparedness of participants, and will identify strengths and limitations as delineated in enclosure (1).

(2) For the purposes of higher echelon program assessment, reporting requirements, and process improvements, RSARCs will share a copy of completed enclosure (1) with REGCOM, CNIC HQ SAPR, Regional Program Director, Fleet and Family Support Center (FFSC) Site Directors, SACMG Chair, and SACMG Co-chair.

### 3. Action

#### a. Region Commanders will:

(1) Ensure all installations within their purview have an established SACMG.

(2) Communicate SACMG attendance and reporting requirements with area/tenant first flag officers/commanders.

(3) Obtain periodic SACMG progress assessments from SACMG Chairs.

(4) Provide Region staff support to the SACMG Chair and membership as required.

(5) Obtain briefings from RSARC regarding their oversight and evaluation of the overall SACMG process and compliance with requirements at each installation within their AOR and implement corrective action as appropriate.

#### b. SACMG Chair will:

(1) Communicate with SACMG Co-chair no less than seven days prior to the meeting to discuss the number of cases to be reviewed, the number of new cases and closed cases since the

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last SACMG, address SACMG procedures, and direct any specific preparations.

(2) Ensure joint base/tenant organizations and their designated SARC are invited to SACMG meetings. The Commander of the tenant organization shall provide appropriate information to enable the Chair to facilitate necessary supporting services to victims.

(3) Ensure the SACMG is not combined with a FAP Incident Determination Committee (IDC) or Clinical Case Staff Meeting (CCSM) to minimize confusion over the two separate programs.

(4) Integrate joint base and/or installation tenant commands by:

(a) Exploring the feasibility of joint use for existing SAPR resources, to include rotating on call status of SARCs and SAPR VAs and/or UVAs.

(b) Emphasizing and evaluating the effectiveness of communication among SARCs, SAPR VAs, UVAs, and first responders.

(c) Requesting an analysis of aggregate data to determine trends and patterns of sexual assaults and sharing this information with the Commanders on the joint base or tenant. The SACMG membership will be briefed on that trend data.

(5) Verify that the installation SARC trains core SACMG members on the sensitivity of information shared at SACMG, roles, and responsibilities.

(6) Identify the trained and responsible SARC, healthcare provider (HCP), or MCIO personnel able to perform a safety assessment of each sexual assault victim required by references (c) and (d).

(7) Immediately address victim safety in circumstances where high risk exists per references (c) and (d). If a victim is determined to be in a high-risk situation, a multi-disciplinary High-Risk Response Team (H-RRT) should be implemented immediately to continually monitor the victim's safety and develop a plan to manage the circumstances (see enclosure (2)).

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(8) Require all core and non-core members to actively participate in each SACMG meeting by presenting verbal updates (without disclosing protected communications or violating victim confidentiality) and providing recommendations, per reference (b).

(9) Ensure equivalent standards are met for case oversight by SACMGs in situations where SARCs are not installation-based but instead work within operational and/or deployable organizations.

(10) Require the SARC or SAPR VA/UVA to inform the SACMG Chair of the existence of all military protective orders (MPO) and civilian protective orders (CPO) applicable to the victim. Protective order requirements and updates shall be provided during SACMG. If applicable, the SACMG Chair will confirm that both the alleged offender and the victim have a hard copy of the protective order.

(11) Ensure the alleged offender's CO has provided all disposition data in writing to Naval Criminal Investigative Services (NCIS) or other appropriate MCIO. Data should include any administrative or judicial action taken stemming from the sexual assault investigation.

(12) Ensure all updates are submitted for each case disposition within 24 hours for entry into DSAID by the SARC.

(13) Require an update of the status of each expedited transfer request. In cases where a victim is temporarily or permanently reassigned to a new installation, or tenant command located at the new installation, as a result of expedited transfer, or as a result of permanent change of station, and does not desire SAPR services transferred to the new location, the SACMG Chair, victim's CO, and SACMG members will consider the following:

(a) To give the victim as much control when dealing with the sexual assault as possible, the victim's desire for notification of his/her next CO should be discussed by the victim and the current CO prior to transfer.

(b) The gaining command's CO may have a need-to-know to address well-being and logistical requirements for participating in future prosecution of an alleged offender. Communication between COs may be essential to facilitating the victim's involvement in the investigative and adjudicative

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processes to minimize the impact on personnel/operational readiness.

(c) It is important for the victim to understand the limitations of confidentiality during the transfer process and the potential for the gaining command to learn about his/her case from other sources.

(14) Ensure victim information is transferred between SARCs and SAPR VAs/UVAs when a SARC or SAPR VA/UVA changes duty stations to ensure continuity of SAPR services for victims.

(a) When a SARC has a temporary or permanent change of station or is deployed, victim consent is not required to transfer an open case to the relieving SARC. However, every effort must be made to inform the victim of the personnel change. When a case has been closed, no other action is needed.

(b) When a service member victim has a temporary or permanent change of station as a result of expedited transfer or permanent change of station orders, SARCs will immediately request victim consent in writing on DD Form 2910, Victim Reporting Preference Statement, to transfer case management documents. (See the forms section below for where to obtain the form.) Upon victim's consent, SARCs shall transfer case management documents in DSAID to ensure continuity of care and SAPR services. All Federal, DoD, and Service privacy regulations must be strictly adhered to.

(c) Should a victim decline transfer of case management to the gaining command, the case will continue to be managed by the initiating SARC and SACMG. The initial CO will also be required to attend the SACMG and provide updates.

(15) Ensure victim's CO provides case updates to a victim within 72 hours of the last SACMG. This obligation may not be delegated. At the victim's request, this update may be in writing or delivered via the SARC, Deployed Resiliency Counselor (DRC), SAPR VA or UVA.

(16) Provide quarterly reports of SACMG results to the REGCOM.

c. Co-Chair will:



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(1) Schedule meetings, secure and equip meeting venue, and ensure any copies or reference materials needed are prepared for members.

(2) Develop meeting agenda in DSAID. The agenda will be exported from DSAID as a PDF, MS Word, or MS Excel file for use during the SACMG meeting. All copies of the DSAID agenda will be collected at the end of the SACMG and destroyed (shredded/burned). Copies of DSAID agendas will not be maintained external to DSAID. Sample DSAID agenda can be found on the Gateway 2.0 (G2) Family Readiness (N91) teamsite under shared documents at: <http://go.usa.gov/AzrP>.

(3) Complete SACMG Meeting Roster. (A SACMG roster template can be found on the G2 N91 teamsite at: <http://go.usa.gov/AzrP>).

(4) Document that required SACMG members are present to address cases on the SACMG roster.

(5) Provide email notification to all SACMG members and participants 14 days prior to the SACMG meeting detailing the date, time, and attendee responsibilities. Notification Templates for SACMG attendees are available on the G2 N91 teamsite at: <http://go.usa.gov/AzrP>. The SACMG checklist (enclosure (3)) may be included with these notifications.

(6) Provide remotely located, underway, or deployed participants teleconference information within 14 days prior to the meeting.

(7) Provide the Chair with the number of cases to be reviewed, the number of new cases since the previous SACMG, and the number of cases closed since the last SACMG, address SACMG procedures, and direct any specific preparations seven days prior to meeting.

(8) Ensure core SACMG members receive all mandatory SAPR training (e.g., CO's Toolkit, Military Rules of Evidence 514, annual and refresher training). The SARC will also provide training on roles and responsibilities and provide training to new members or as appropriate and necessary to conduct the SACMG.

(9) Present cases to SACMG using enclosure (3).

(10) Confirm all reported sexual assaults are entered

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into DSAID within 48 hours of the report of sexual assault. In deployed locations that have internet connectivity issues, this time frame is extended to 96 hours.

(11) Confirm with the assigned SARC and SAPR VA/UVA that the victim has been informed of available SAPR services to include counseling, medical, and legal resources without disclosing protected communication or violating victim confidentiality.

(12) Confirm that victims were advised that MPOs are not enforceable off base by civilian law enforcement, but that any violation should be immediately reported to the command and NCIS for appropriate investigation and action.

(13) Confirm that victims were advised that CPOs are enforceable on a military installation to the extent of the jurisdiction of the court that issued it.

(14) Confirm SARC has informed DoD law enforcement agents of an existing CPO to ensure it is given full force and effect on the DoD installations within the jurisdiction of the civilian court that issued such order.

d. Members and participants will provide case updates in accordance with enclosure (3). All copies of the SACMG Checklist will be collected at the conclusion of the meeting by the Co-Chair. Copies of SACMG Checklist shall be destroyed (shred/burn) upon completion of the meeting.

4. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (e).

5. Forms and Reports. The DD 2910, Victim Reporting Preference Statement, can be found on the DoD Forms Management Program website at: <http://www.dtic.mil/whs/directives/infomgt/forms/>. Victims should submit the completed form to the SARC.



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Vice Admiral, U.S. Navy

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<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

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<b><u>SACMG Meeting Assessment</u></b>		
<b>Installation:</b>	<b>Date:</b>	
<b>Chair:</b>	<b>Co-Chair:</b>	
<b>ACTION</b>	<b>YES</b>	<b>NO</b>
SACMG members have received mandatory SAPR training IAW references (c) and (d) by installation SARC.		
Defense Sexual Assault Incident Database (DSAID) meeting agenda developed, distributed, and collected at end of SACMG by installation SARC.		
Core and non-core SACMG members are in attendance or participated via teleconference.		
Each case is reviewed independently; SACMG Chair and Co-Chair bring in only those personnel associated with the individual case being discussed.		
SACMG members review all cases to carefully consider, recommend and/or implement immediate, short-term, and long-term measures to help facilitate and assure the victim's well-being and recovery from the sexual assault.		
SACMG members ensure that the victim's needs are being addressed.		
SACMG members immediately addressed victim safety in circumstances where victim safety is high-risk per DoD Instruction 6495.02.		
Verbal updates provided without disclosing protected communication and violating victim confidentiality.		
Victims are receiving monthly update (i.e., status of investigation, medical, legal, or command proceedings) from respective CO, or through SARC or SAPR VA/UVA, within 72 hours of the SACMG meeting.		
Responsible SARC(s) have entered case(s) into DSAID within 48 hours of report or within 96 hours in deployed locations with connectivity issues.		
Case updates are provided IAW SACMG Checklist. All copies of SACMG Checklist are collected at the end of the SACMG meeting by the SACMG Co-Chair for destruction (shredded/burned). Copies of SACMG Checklist are not maintained.		
SARC(s) maintain minutes of the SACMG meetings, to include information on referrals discussed, in DSAID.		
SACMG procedures are per CNICINST 1752.4		
<b>Summary of Patterns/Trends Noted:</b>		

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**HIGH-RISK RESPONSE TEAM ASSESSMENT TOOL**

If a victim is assessed to be in a high-risk situation, the SACMG chair will immediately stand up a multi-disciplinary High-Risk Response Team (H-RRT) to continually monitor the victim's safety. Each H-RRT will be chaired by the victim's commanding officer and, at a minimum, include the suspect's commanding officer; the victim's Sexual Assault Response Coordinator's (SARC) and Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA)/Unit VA; the Military Criminal Investigative Office (MCIO) agent, the judge advocate, and the Victim Witness Assistance Program (VWAP) service provider assigned to the case, victim's healthcare provider or mental health and counseling services provider; and the personnel who conducted the safety assessment.

The H-RRT shall make its first report to the SACMG chair and Co-chair within 24 hours of being activated. A briefing schedule for the Sexual Assault Case Management Group (SACMG) Chair and Co-chair will be determined, but briefings shall occur at least once a week while the victim is on high-risk status. The H-RRT Assessment Tool is a guide for discussion during H-RRT. SARC will document and update safety concerns in Defense Sexual Assault Incident Database (DSAID).

H-RRTs will continually monitor victims who may be at high risk for safety by assessing danger and developing a plan to manage the situation and evaluate:

- o Victim's safety concerns;
- o Whether the victim has sustained serious injury during the sexual assault incident;
- o Alleged offender's access to the victim or whether the suspect is stalking or has stalked the victim;
- o Previous or existing relationship or friendship between the victim and the alleged offender, or the alleged offender and the victim's spouse, or victim's dependents (e.g., existence of children in common, sharing (or prior sharing) of a common domicile);
- o Whether the victim has a civilian protective order (CPO) or military protective order (MPO) against the alleged offender, or if there has been a violation of a CPO or MPO by the alleged offender;

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- o History of drug or alcohol abuse by either the victim or the alleged offender;
- o Whether the alleged offender (or the alleged offender's friends or family members) has destroyed victim's property; threatened or attacked the victim; threatened, attempted, has a plan to harm or kill the victim or the victim's family members; or intimidated the victim to withdraw participation in the investigation or prosecution;
- o Whether the victim or alleged offender has threatened, attempted, or has a plan to commit suicide;
- o Whether the alleged offender has used a weapon, threatened to use a weapon, or has access to a weapon that may be used against the victim;
- o Whether the alleged offender has a history of law enforcement involvement regarding domestic abuse, assault, or other criminal behavior;
- o Whether the alleged offender exhibits erratic or obsessive behavior, rage, agitation, or instability; and
- o Whether the alleged offender is a flight risk.

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**SEXUAL ASSAULT CASE MANAGEMENT GROUP CHECKLIST**

Per DoD Instruction 6495.02 and SECNAVINST 1752.4B, the Installation Commanding Officer or the Deputy Installation Commanding Officer shall chair the Sexual Assault Case Management Group (SACMG) to review individual unrestricted sexual assault cases on a monthly basis, facilitate monthly victim updates, and direct system coordination, accountability, entry of disposition and victim access to quality services. SACMG members will closely monitor the victim's progress and recovery and strive to protect the victim's privacy, ensuring only those with an official need to know have the victim's name and related details. They shall carefully consider and implement immediate, short-term, and long-term measures to help facilitate and assure the victim's well-being and recovery from the sexual assault. If there are no cases in a given month, the SACMG will still meet to ensure training, processes, and procedures are complete for the system coordination.

**SACMG Chair:**

- o Review/update individual unrestricted sexual assault cases on a monthly basis.
- o Ensure each case is reviewed independently, bringing in only those personnel associated with the individual case being discussed.
- o Confirm victim's CO and victim's Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA)/Unit Victim Advocate (UVA), as applicable are present at SACMG.
- o Confirm all Sexual Assault Response Coordinators (SARC) at the installation attend each case review, regardless of their involvement in the case and provide feedback or input as requested by SACMG Chair.
- o Confirm all SACMG members in attendance provide verbal updates without disclosing protected communication and violating victim confidentiality.
- o Confirm all SACMG members have received the mandatory first responder SAPR training, as applicable.
- o Confirm responsible SARC(s) entered case(s) into Defense Sexual Assault Incident Database (DSAID) within 48 hours of report or within 96 hours in deployed locations having connectivity issues.
- o Confirm equivalent standards are met for case oversight by SACMGs in situations where SARCs are not installation-based but instead work within operational and/or deployable organizations.
- o Confirm commanding officer(s) of the alleged military offender provide, in writing, all disposition data, to

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include any administrative or judicial action taken, stemming from the sexual assault investigation to the responsible Military Criminal Investigation Organization (MCIO).

- o Confirm the status of each expedited transfer request and Military Protection Order or Civilian Protection Order (MPO/CPO) is updated.
- o Obtain a safety assessment and recommendation by the installation or lead SARC, Health Care Provider, or Naval Criminal Investigative Service (NCIS) personnel during SACMG and address implementation requirement of H-RRT.
- o If victim is assessed to be in a high-risk situation, immediately form a multi-disciplinary H-RRT to monitor victim's safety, assess danger, and develop a plan to manage situation.
- o Confirm victim receives monthly update from his or her respective CO within 72 hours of the SACMG meeting. Case dispositions are communicated to the sexual assault victim within two business days of the final disposition decision. This is a non-delegable Commander duty. At the victim's request, this update may be in writing or delivered via the SARC, Deployed Resiliency Counselor (DRC), SAPR VA or UVA.
- o Confirm DoD law enforcement agent documents the protective order information presented at the SACMG in the investigative case file.
- o Provide assistance when sought by other SACMG members.

**SACMG Co-Chair - Installation/Lead Sexual Assault Response Coordinator (SARC):**

- o Confirm assigned SARC and SAPR VA/UVA informed victim of available SAPR services.
- o Confirm victim was advised of limitations regarding MPOs and CPOs.
- o Confirm SACMG meeting agenda and minutes maintained within DSAID. All hard copy records are destroyed following each meeting.
- o Obtain assistance and required data from SACMG Chair or other SACMG members when necessary.

**Installation Safety Assessment Personnel (Installation/Lead SARC or NCIS Representative):**

- o Review all safety concerns (e.g., alleged offender's access to victim, any threats toward victim by alleged offender or others, stalking or erratic behavior by alleged offender or others, etc.).
- o Review all safety concerns related to expedited transfer requests by victim.

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**Case Assigned SARC, SAPR VA or UVA:**

- o Present verbal updates for the case being reviewed without disclosing protected communication and violating victim confidentiality, per reference (b), as follows:
  - o Confirm victim informed of available SAPR services.
  - o Discuss any identified challenges or concerns with coordination of victim care.
  - o Confirm victim informed of expedited transfer option.
  - o Confirm victim informed of the opportunity to consult with legal assistance counsel.
  - o Confirm SAPR VA or UVA support offered and/or provided to victim.
  - o Confirm victim referred to a Victim Witness Assistance Program (VWAP) personnel.
  - o Advise if referrals (military and/or civilian) made for the victim, as needed.
  - o Provide any recommendations to ensure continuity of SAPR services for victim.
  - o Confirm that only the SARC entered information into DSAID or a DSAID Service interface system.
  - o Seek assistance from SACMG Chair or other SACMG members as necessary.
- o Obtain required data points as outlined in DD Form 2965, DSAID Data Form, for entry into DSAID. DD Form 2965 will be destroyed (shred/burn) after the information is updated in DSAID by SARC. Information includes, but is not limited to the following:
  - o Victim Demographics
  - o Expedited Transfer Information
  - o Incident Data on non-MCIO investigations
  - o Subject Data on non-MCIO investigations
  - o Initial Subject Disposition Data

**Victim's Commanding Officer:**

- o Present verbal updates regarding the unrestricted sexual assault case without violating victim confidentiality as follows:
  - o Confirm SARC was immediately notified of the sexual assault report.
  - o Confirm NCIS was immediately notified of the sexual assault report.
  - o Provide the status of MPO and/or CPO.
  - o Provide the status of expedited transfer request, if applicable.
  - o Provide any safety concerns involving the victim, witness(es), or alleged offender(s).



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- o Address any challenges or concerns with coordination of victim support.
- o Provide any recommendations to ensure continuity of SAPR services and support for victim.
- o If also the CO of the alleged offender, provide written disposition data to include any administrative or judicial action taken stemming from the sexual assault investigation to include, but not limited to the following:
  - o Was there pre-trial confinement of subject?
    - o Date of pre-trial confinement.
  - o Can action be taken against the subject?
    - o Date command decided they could or could not take action against subject.
  - o Was the report against subject unfounded by command?
  - o Reason subject is outside prosecutive authority, if applicable.
  - o Is the report substantiated?
  - o Reason command action precluded/declined, if applicable.
  - o Type of command action (e.g. non-judicial punishment, courts-martial charge preferred, etc.)
    - o Date command took action.
- o Confirm that he or she provided the victim monthly update on the status of the case within 72 hours of the last SACMG. This responsibility may not be delegated. At the victim's request, this update may be in writing or delivered via the SARC, DRC, SAPR VA or UVA.
- o Obtain assistance from SACMG Chair or other SACMG members, when necessary.

**Victim's Healthcare Provider (HCP), mental health or counseling provider, or medical healthcare provider (as applicable):**

- o Present verbal updates for the case without disclosing protected communication and violating victim confidentiality, per reference (b), as follows:
  - o Confirm that a SARC, SAPR VA or UVA was immediately notified if victim initially reported to medical.
  - o Discuss any relevant local and State laws and restrictions impacting victim care.
  - o Discuss any challenges or concerns with coordination of victim care.
  - o Provide any recommendations to ensure continuity of care for victim.
  - o Discuss any safety concerns.
- o Obtain assistance from SACMG Chair or other SACMG members, when necessary.

**Chaplain:**

- o Present verbal updates for the case without disclosing protected communication and violating victim confidentiality, per reference (b), as follows:
  - o Provide recommendations to ensure continuity of SAPR services for victim.
  - o Confirm sexual assault victim is aware of chaplain resources, to include:
    - o Ongoing confidential communications
    - o Faith-specific counseling
    - o Chaplain Religious Enrichment Development Operation (CREDO) personal resilience training
    - o Chaplain Care 24/7 availability
    - o Essential advocacy for services that promote spiritual resilience

**NCIS (or MCIO) Special Agent:**

- o Present verbal updates regarding the unrestricted sexual assault case without violating victim confidentiality, as follows:
  - o Confirm SARC, SAPR VA/UVA, or Victim's Legal Counsel (VLC) was present at victim's request when victim was interviewed.
  - o Confirm DD Form 2701, Initial Information for Victims and Witnesses of Crime, was distributed to victim.
  - o Confirm documentation of protective order information added to investigative case file.
  - o Confirm notification of VWAP personnel.
  - o Provide the status of investigation (e.g. number of interviews completed and/or pending, victim participation, any potential impact on investigation).
  - o Provide the status of case disposition. Notify the SACMG Chair, SACMG CO-Chair and victim's CO of disposition in civilian sexual assault case disposition.
    - o Provide information regarding violations of MPO/CPO.
    - o Provide any concerns regarding safety of the victim, witness(es), or alleged offender(s).
- o Obtain assistance from SACMG Chair or other SACMG members, when necessary.

**DoD Law Enforcement Personnel or Base Security:**

- o Confirm issuance of DD Form 2701 to victim.
- o Confirm documentation of protective order added to investigative case file.
- o Confirm whether there were any violations of MPOs or CPOs on installation.

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- o Discuss identified safety concerns (e.g., alleged offender's access to victim, any threats toward victim by alleged offender or others, stalking or erratic behavior by alleged offender or others, etc.).
- o Obtain assistance from SACMG Chair, SARC, SAPR VA/UVA, or victim's CO, when necessary (e.g., interview requirements, additional requirement).

**Victim Witness Assistance Program (VWAP) service provider, if applicable:**

- o Confirm victim informed of the availability of legal assistance provided by a military or civilian legal assistance counsel.
- o Confirm victim informed of their rights under VWAP, and received a copy of DD Form 2701, Initial Information for Victims and Witnesses of Crime.
- o If applicable, confirm victim was notified of:
  - o Court-martial proceedings and any scheduling changes that will affect their appearance.
  - o The right to be present at all public court proceedings related to the offense.
  - o The right to confer with trial counsel.
  - o The right to available restitution.
  - o The right to be notified of the apprehension of the accused, the initial appearance of the accused before the military judge, the release of the accused pending court-martial, and the trial proceedings.
  - o The right to receive information about the conviction, sentence, confinement, and release of the accused.
- o Obtain assistance from SACMG Chair, SARC, SAPR VA/UVA, or victim's CO, when necessary (e.g., interview requirements, additional requirement).

**Legal Representative or Staff Judge Advocate (SJA):**

- o Present verbal updates regarding the unrestricted sexual assault case without violating victim confidentiality or disclosing privileged communications, per reference (b), as follows:
  - o Confirm SARC or SAPR VA/UVA was present at victim's request when victim was interviewed by defense counsel.
  - o Confirm that victim has been informed of rights during trial and defense counsel interviews. Confirm victim has been informed of all rights and the VWAP.
  - o Discuss the status of adjudication process (e.g., awaiting Article 32 proceedings, awaiting Court

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- Martial, victim involvement, potential impact on adjudication proceedings).
- o Discuss any safety concerns regarding victim, witness(es), and alleged offender(s).
  - o Obtain assistance from SACMG Chair, SARC, SAPR VA/UVA, or victim's CO, when necessary
  - o Provide initial subject disposition data to include any administrative or judicial action taken stemming from the sexual assault investigation to include, but not limited to the following:
    - o Was there pre-trial confinement of subject?
      - o Date of pre-trial confinement.
    - o Can action be taken against the subject?
      - o Date command decided they could or could not take action against subject.
    - o Was the report against subject unfounded by command?
    - o Reason subject is outside prosecutive authority, if applicable.
    - o Is the report substantiated?
    - o Reason command action precluded/declined, if applicable.
    - o Type of command action (e.g. non-judicial punishment, courts-martial charge preferred, etc.)
      - o Date command took action.

**Victims' Legal Counsel (VLC):**

- o Present verbal updates for the case without disclosing protected communication and violating victim confidentiality, per reference (b), as follows:
  - o Discuss any identified safety concerns regarding the victim, witness(es), and alleged offender(s).
- o Obtain assistance from SACMG Chair, SARC, SAPR VA/UVA, or victim's CO, when necessary (e.g., interview requirements, additional requirements, and concerns by victim).