



PERSONNEL & READINESS  
FORCE RESILIENCY

## OFFICE OF THE UNDER SECRETARY OF DEFENSE

4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Sexual Assault Prevention Innovation Award – October 2016

This October the Department of Defense (DoD) will announce winners of the annual Sexual Assault Prevention Innovation Award. This award recognizes an individual, group, or unit (military or civilian) from each Military Service/component that contributed or developed an innovative idea, concept, methodology, or approach to prevent sexual assaults at an installation, a university detachment, or in a deployed environment.

Preventing sexual assault requires sustained progress, innovative methodologies, a strategic approach, and commitment. The Sexual Assault Prevention Innovation Award is an excellent opportunity for leaders across DoD to underscore the importance of using innovation to prevent this crime.

Please use the attached guidelines for selecting your final Service award nominations. Submissions are due to the DoD Sexual Assault Prevention and Response Office (SAPRO) by June 30, 2016. The SAPRO Prevention Innovation Award point of contact is Josephine Montoya ([josephine.c.montoya.civ@mail.mil](mailto:josephine.c.montoya.civ@mail.mil)).

A handwritten signature in blue ink, appearing to read "MCHarrell".

Margaret C. Harrell, Ph.D.  
Executive Director

Attachment:  
As stated

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**DEPARTMENT OF DEFENSE  
SEXUAL ASSAULT PREVENTION  
AND RESPONSE OFFICE**



**Nomination Guidelines**

**Sexual Assault Prevention Innovation Award**

*Service Nominations due each year by June 30*

**ABOUT THE AWARD**

The Sexual Assault Prevention Innovation Award is presented each October to an individual (military or civilian), group, or unit from each Military Service, component, or organization, to include Reserve Officer Training Corp detachments, that contributed or developed an innovative idea, concept, methodology, or approach on an installation, deployed environment, reserve component, or the recognizing state for National Guard Bureau for personnel on Title 32 status. This award recognizes those whose work has been particularly noteworthy and demonstrates an innovative approach for primary prevention of sexual assault.

An award will be presented to each of the following entities for a total of six awards:

1. Army
2. Navy
3. Marine Corps
4. Air Force
5. National Guard Bureau
6. Coast Guard

**AWARDEE EXPECTATIONS**

By allowing the submission of the award application, the awardee(s) agrees to provide photographs, videos, media material and/or sound recording to SAPRO for general use with the press and to post on websites.

**ELGIBILITY REQUIREMENTS**

All awardees must meet the following eligibility requirements:

1. Only the military components listed above may submit the Sexual Assault Prevention Innovation individual or group award nominee.
2. Each entity may only nominate one individual or group.
3. No anonymous nominations will be accepted.
4. Awardees may be military or federal government civilians who have contributed to sexual assault prevention (may include investigators, chaplains, first responders, SARCs, VAs).
5. The award nominee must have been assigned to the organization any time during the award period of 1 July of the prior year – June 30 of current award year.
6. If a nominee executes a permanent change of station (PCS) or is transferred, the overall service component or organization headquarters may still consider that nomination based on the award period.

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7. Command review of his/her/group personnel records for notations of convictions, non-judicial punishment, or other punitive administrative actions for sex-related offenses is required.
8. In order to ensure the services are fairly distributing recognition for sexual assault prevention innovative efforts, the Service's nominee cannot have been awarded a previous Exceptional Sexual Assault Response Coordinator or Sexual Assault Prevention Innovation award within the previous award period.

### **SUBMISSION GUIDELINES**

1. The final Service nominations are due from respective Service SAPR offices electronically to OSD SAPRO (Josephine.c.montoya.civ@mail.mil) no later than June 30 for the current award year and must meet the following parameters:
  - a. Relevant to preventing, decreasing or eliminating sexual assault in the military.
  - b. Identify alignment with DoD's SAPR strategic prevention guidance.
  - c. Must be able to demonstrate idea, concept, or practice, and if available, also outcome or effectiveness.
  - d. Idea, concept or practice must NOT:
    1. Violate UCMJ or DoD policy;
    2. Contradict DoD's or SAPRO's strategic messaging;
    3. Violate victim or service member rights, to include rights of accused;
    4. Harm victims or service members; or
    5. Undermine the Chain of Command.
2. The emailed submission should include the following:
  - a. NAME: Nominee's full name, office, phone number and email address.
  - b. PHOTO: Digital (.jpg format) head and shoulder color photograph of nominee for public release.
  - c. NARRATIVE: Description of nominee's accomplishments warranting this recognition. The narrative should include details about the nominee's accomplishments and services in supporting prevention efforts relative to the submission.

The following should be addressed as appropriate:

1. What has the nominee accomplished on behalf of service members such as training or education of service members on sexual assault primary prevention? How or why those accomplishments were considered innovative?
2. How has the nominee's service or program affected that nominee's organization prevention efforts?
3. How has the nominee's work brought about innovation in the areas of primary prevention within the military environment?
4. Where did the innovative idea come from? (Used by civilian organization, adapted from another type of program, etc.)

The narrative should be no longer than one single-spaced, 8.5" x 11" pages, 1" margin,

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and 12-point font. All acronyms must be spelled out and include the submitter's title, affiliation, email address and mailing addresses.

- d. BIOGRAPHY: Single-spaced biography (not to exceed one page).
- e. CITATION: Citation, not to exceed 12 lines, highlighting the nominee's accomplishments. Sample narrative is below:

*The Naval Construction Battalion Center San Diego staff is being recognized for making an exceptional, innovative contribution to the Sexual Assault Prevention and Response Program for all Sailors stationed at Naval Construction Battalion Center San Diego, from August 2014 through February 2015. The Gulfport team collaborated with local businesses and exhibited unparalleled leadership and initiative in developing the "Responsible Advertising" campaign to provide Bystander Intervention Training to local recreation establishments. The team's infectious energy and genuine concern for the health and welfare of Sailors contributed significantly to the establishment of a unique and creative program that engaged the civilian community as partners in efforts to prevent sexual assault. Their actions reflect great credit upon themselves, their shipmates, the United States Navy and the Department of Defense.*

### **AWARD SUBMITTAL AND SELECTION PROCESS**

1. Each Component sets its own schedule to receive and review submissions in order to select one award nominee.
2. The name(s) of the recommended award nominee(s) is (are) submitted to his/her respective Service SAPR office.
3. Service SAPR offices review the packages and ensure compliance with Section 1745 of Public Law 113-66, the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2014.
4. Award nomination packages must be submitted to OSD SAPRO by June 30.
5. SAPRO will review the nominations to ensure compliance with issued guidance and forward to Office of the Under Secretary of Defense for Personnel and Readiness to review, approve, and sign citations.
6. Once the OSD review process is complete, SAPRO will notify the Service/Component and the Service/Component will notify the awardee of his/her selection.

### **POINT OF CONTACT**

For Service specific guidance on submitting a nominee, contact your Service SAPR Office. For questions concerning these guidelines, contact Ms. Josephine C. Montoya (Phone: 571-372-2632 or email: Josephine.c.montoya.civ@mail.mil).