



DEPARTMENT OF DEFENSE
SEXUAL ASSAULT PREVENTION
AND RESPONSE OFFICE



Case Management Group Meeting: Prep Checklist for SARCs

Please use this checklist to prepare for monthly SAPR Case Management Group (CMG) meetings.

- This checklist is not meant to be all-inclusive, but rather as a reminder of general CMG policy requirements in DoDI 6495.02, Volume 1, Enclosure 9.
- There is a detailed checklist for each CMG member (e.g. healthcare, Staff Judge Advocate).
- The Lead SARC can send the individual checklists for each member when sending the CMG meeting agenda to facilitate each team member's preparation. All CMG Prep Checklists are located on www.sapr.mil/toolkit.

SARCs present verbal updates during the monthly CMG meetings for the Unrestricted Report or retaliation report being reviewed without disclosing protected communications or violating the victim's or retaliation reporter's right to confidentiality, as follows:

- Discuss any identified challenges or concerns with coordination of victim care to ensure recovery and the return the warfighter to a readiness status.
- Discuss any identified challenges or concerns with coordination of victim care to ensure recovery for other members of the military community (e.g., military spouses).
- Confirm the victim was informed of available resources, including eligibility for convalescent leave and the Catch a Serial Offender (CATCH) Program.
- Confirm a safety assessment was conducted on all those who filed a Restricted Report, Unrestricted Report, or retaliation report.
 - Confirm an additional safety assessment was completed when a new safety concern arose or an existing safety concern escalated
 - Confirm an additional safety assessment was considered when:
 - The victim experiences a second sexual assault while in the Service;
 - The victim filed a retaliation report associated with an Unrestricted Report; or
 - The victim requested assistance with obtaining a military protective order (MPO) or civilian protective order (CPO).
- Notify the CMG Chair of:
 - Any safety issues, including the status of a High-Risk Response Team (HRRT) and Military Protective Orders (MPO) or Civilian Protective Orders (CPO).
 - Confirm the victim was explained the jurisdictional limitations of the MPO and CPO.
 - Indicate whether there were any violations of the MPO/CPO, including any off-base violations.
 - Briefly review the HRRT's start date, status, and expected stop date.
 - Any retaliation reported in the SAPR Program.
 - Status of retaliation reported directly to the DoD Inspector General (IG) – see information below.
 - If the victim requested an Expedited Transfer (ET), status of the ET request and, if the request was approved, status of the permanent change of assignment (PCA) or permanent change of station (PCS) move, including if it will occur within the targeted 30-day timeframe.
 - Any issues with accessing needed services (e.g., difficulty in booking mental health appointments).
 - Any challenges implementing recommendations in the "Victim's Commander's Package."

For more information, please visit sapr.mil/toolkit.

For confidential victim assistance, call or visit the DoD Safe Helpline at 877-995-5247 or safehelpline.org.



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- Any coordination issues with DoD personnel. Please specifically discuss if the victim PCS'ed or moved due to an ET:
 - If case management is moving to the gaining location, confirm the SARC accepted the case in DSAID and the Unrestricted Report appears in the gaining installation's CMG agenda.
 - If there are no continuing SAPR services, confirm the Unrestricted Report will continue to appear in the losing installation's CMG agenda if there is an open investigation or military justice case.
- Special notifications:** See DoDI 6495.02, Volume 3 for required notifications by the SARC when:
 - The retaliation is reported against someone in the reporter's chain of command or supervisory chain.
 - The suspect of the sexual assault allegation is the rater, reporting senior, or reviewing officer of the individual filing the DD Form 2910 (Unrestricted Report).

DOD IG Updates

All IG retaliation complaints are centralized and handled by a specialized unit within the DoD IG's Whistleblower section, not at the Service IG level. The DoD IG has agreed to provide the status only every three months.

However, if the reprisal reporter did not specifically consent to have their IG report discussed at the CMG meeting, the SARC will not be requesting any DoD IG updates.

- SARCs will request status updates regarding reprisal cases being investigated by the DoD IG every three months until the DoD IG reprisal investigation is closed.
- SARCs will make this request 10 business days prior to the designated monthly CMG meeting.
- To request status updates, SARCs will email SAPR-Reprisal@dodig.mil.
- If the SARC does not receive an update, the SARC will contact their Service SAPR Headquarters, which will contact DoD SAPRO. DoD SAPRO will facilitate contact with the DoD IG Whistleblower Reprisal Investigations Directorate.

- Confirm entry of all needed documentation into DSAID.
 - Request any missing information (e.g., missing investigation case number from the Military Criminal Investigation Organization (MCIO) agent).
 - Confirm the SARC was provided with the MCIO case number required for SARCs to enter information into DSAID within 48 hours of the initiation of the investigation. In deployed locations that have internet connectivity issues, the timeframe is extended to 96 hours per DoDI 5505.18.
 - If there is a delay in an approved ET move (PCA or PCS), confirm documentation of the circumstances for the delay in the CMG meeting minutes in DSAID. Indicate if the delay in the move appreciably increased risk of harm to the victim (self-harm or harm from others) and if an HRRT was stood up.
- In a case where there is an open investigation initiated by an MCIO but there is no corresponding Unrestricted Report DD Form 2910, request an update from the MCIO (i.e., the investigation was initiated by a direct report to law enforcement from the victim or a third-party). In these cases:
 - The Lead SARC has no information and does not brief CMG members. However, ensure that such cases have been opened in DSAID as "Open With Limited Information."
 - The MCIO briefs the investigation status to CMG members.
- Raise any other relevant issues related to victim care or the SAPR Program.**

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