



DEPARTMENT OF DEFENSE SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE



Case Management Group Meeting: Prep Checklist for SJA / OSTC

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 (SJA)). All CMG Prep Checklists are located on www.sapr.mil/toolkit.

SJA or the Office of Special Trial Counsel (OSTC) personnel 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 right to confidentiality, as follows:

- Discuss any identified safety issues for Unrestricted Reports and associated retaliation reports.
- Confirm SJA/OSTC personnel have explained their role in the military justice process to the victim and have addressed the exercise of victim's rights in the military justice process, including the right to be accompanied by the Special Victim's Counsel/Victim's Legal Counsel/Victim's Counsel, Sexual Assault Response Coordinator (SARC), and/or SAPR Victim Advocate (VA) during interviews by Military Criminal Investigation Organization agents, trial counsel, and defense counsel.
- Discuss the status of the victim's case in the military justice process, including status of decisions about the victim's collateral misconduct being covered by the Safe-to-Report Policy and its implications on potential support services needed for the victim.
 - Confirm the OSTC addressed any alleged collateral misconduct by the victim using the Safe-to-Report Policy in DoDI 6495.02, Volume 1, Enc. 5.
- Confirm members of the Special Victim Investigation and Prosecution Capability are collaborating with SARCs and SAPR VAs during all stages of the investigative and military justice process to ensure an integrated capability, to the greatest extent possible, in accordance with DoDI 1030.02 and DoDI 5505.19.
- Discuss any impediments to the military justice process that the CMG Chair may be able to address (e.g., facilitating access to witnesses, encouraging timely case dispositions and associated command action reporting by command in cases not going to court, etc.).
- Confirm referral of the victim to Victim Witness Assistance Program personnel.
- Discuss and provide information on the status of the case adjudication and/or suspect disposition, noting any potential safety issues for the CMG to consider.
- Discuss and provide information on the status of any discipline for the victim's alleged collateral misconduct.
- Raise any other relevant issues related to the victim or suspect.**

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.