



DEPARTMENT OF DEFENSE SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE



Case Management Group Meeting: Prep Checklist for Victim's SVC/VLC/VC

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

Special Victim's Counsel/Victim's Legal Counsel/Victim's Counsel (SVC/VLC/VC) present verbal updates during the monthly CMG meetings for the Unrestricted Report or retaliation report being reviewed without disclosing privileged communications or violating the victim's confidentiality, as follows:

- Confirm the victim was informed of their rights as a crime victim (e.g., rights related to the military justice process, including the right to be accompanied by the SVC/VLC/VC, SARC, and/or SAPR VA during interviews by Military Criminal Investigation Organization (MCIO) agents, trial counsel, and defense counsel). Confirm the victim understands the role of the Office of Special Trial Counsel (OSTC).
- Confirm the victim was informed of policy resources such as the Safe-to-Report policy (including referral to the OSTC), convalescent leave policy (including the need for a diagnosis), Section 504K Declination to Participate in the Investigation letter, and the Expedited Transfer (ET) policy.
- Confirm the victim was explained the jurisdictional limitations of Military Protective Orders (MPO) or Civilian Protective Orders (CPO), if the victim sought an MPO/CPO.
 - If the victim did receive an MPO, confirm the victim has a hard copy of the DD Form 2873, "Military Protective Order."
 - Request confirmation from the issuing commander and installation law enforcement that the DD Form 2873 has also been distributed to:
 1. The subject,
 2. The subject's local personnel file, and
 3. Entered in to the National Crime Information Center.
 - Request confirmation that if a verbal "No Contact Order" was issued, it was documented as soon as possible thereafter by a DD Form 2873.
- Discuss any safety concerns impacting the victim for which the victim provided their consent to be discussed at the CMG meeting.
- Request assistance or support on behalf of the victim when there are unaddressed concerns that impact victim care and safety. For example:
 - Lack of transportation to attend healthcare (medical and mental health) appointments
 - Delay in being interviewed by the MCIO
 - Delay in a decision for an ET request. If the request was approved, delay in a permanent change of assignment (PCA) or permanent change of station (PCS) move.
 - Any safety concerns raised by the victim or a retaliation reporter associated with the victim's Unrestricted Report.
- Discuss any impediments to the legal representation of the victim that the CMG chair may be able to address (e.g., facilitating access to witnesses or other military justice personnel, availability of SVC/VLC/VC personnel, changes in SVC/VLC/VC personnel).
- Raise any other relevant issues related to the victim's care, representation, or exercise of rights.**

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.