



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



## Case Management Group Meeting: Prep Checklist for Victim's Commander

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](http://www.sapr.mil/toolkit).

The victim's commander presents verbal updates during the monthly CMG meetings for Unrestricted Reports and Retaliation Reports, as follows:

- After being notified of a sexual assault or a retaliation report:
  - Confirm the servicing Military Criminal Investigation Organization (MCIO) (i.e., CID/NCIS/OSI) and the Office of Special Trial Counsel (OSTC) were immediately notified.
  - Confirm the Sexual Assault Response Coordinator (SARC) was immediately notified, if the SARC did not provide the initial notification.
  
- If notified of the victim's alleged collateral misconduct, confirm the allegation was referred to the OSTC for a Safe-to-Report Policy assessment.
  - If the OSTC defers and sends the matter back to command for disposition, confirm the victim's alleged collateral misconduct was assessed using the Safe-to-Report Policy in DoDI 6495.02, Volume 1, Enc. 5.
  
- Confirm the victim was provided an initial safety assessment. The safety assessment may be repeated as often as needed should safety concerns arise, but the initial one must be immediately conducted.
  
- Confirm the victim was offered, and if requested, provided with timely access to services, including but not limited to victim advocacy services, healthcare (medical and mental health), a sexual assault forensic exam (SAFE), and the Special Victim's Counsel/Victim's Legal Counsel/Victim's Counsel.
  
- Address victim safety, including assessing the need for a High-Risk Response Team (HRRT) and/or a Military Protective Order (MPO). Inquire if any Civilian Protective Orders (CPO) have been issued in the case.
  
- Provide the status of any existing MPO/CPO:
  - Confirm that if a verbal "No Contact Order" was issued, it was documented as soon as possible thereafter by a DD Form 2873, "Military Protective Order."
  - Confirm that if an MPO is in place, in accordance with the DD Form 2873, it has been distributed to:
    1. Service member (provide the subject the hard copy)
    2. Protected person(s) (provide the hard copy)
    3. Subject's local personnel file
    4. Installation law enforcement for entry in to the National Crime Information Center
  - Confirm the victim was advised the MPO is not enforceable by civilian authorities off base and that victims desiring protection off base should seek a CPO.
  - Indicate whether you received a report of an off-base violation of the MPO and what action was taken.
  - Indicate whether you received a report of a violation of a CPO and what action was taken -- see more information in the box on page 2.
  - Indicate whether an MPO was rescinded, documented appropriately, and required parties notified accordingly with a DD Form 2873-1.

For more information, please visit [sapr.mil/toolkit](http://sapr.mil/toolkit).

For confidential victim assistance, call or visit the DoD Safe Helpline at 877-995-5247 or [safehelpline.org](http://safehelpline.org).



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*Pursuant to 10 USC section 1561a, a CPO shall have the same force and effect on a military installation as such order has within the jurisdiction of the court that issued such order. Commanders, MCIOs, and installation DoD law enforcement personnel shall take all reasonable measures necessary to ensure that a CPO is given full force and effect on all DoD installations within the jurisdiction of the court that issued such order.*

- Confirm completion of the "Victim's Commander's Package."
  - Address any challenges implementing its recommendations.
- Provide the status of all outstanding Expedited Transfer (ET) requests.
  - Provide the status of approved ETs.
    - Provide dates for permanent change of station (PCS), or
    - Provide dates for permanent change of assignment (PCA) moves.
  - Note any ET moves that have not occurred within 30 days (PCS) or 1 week (PCA) of the approved request.
    - Indicate if the delay in the move appreciably increased the risk of harm to the victim (self-harm or harm from others) and if an HRRT was stood up.
- Provide the status of any received convalescent leave requests.
- Discuss details of how the command has responded to allegations of retaliation, ostracism, maltreatment, or reprisal.
- Confirm the victim received CMG updates from you within 72 hours of the previous month's CMG, or that the victim specifically requested to receive the updates from the SARC instead.
- Discuss challenges or concerns with coordination and/or cooperation among response personnel and/or warm handoffs of assistance being provided to the victim between organizations.
- Raise any other relevant issues related to the victim or the suspect.**

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