



## DEPARTMENT OF DEFENSE SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE



### Commander Fact Sheet: Important Focus Areas in SAPR Program Meetings

The Monthly Case Management Group (CMG), Quarterly CMG (QCMG), and High-Risk Response Team (HRRT) are separate meetings that address different aspects of three focus areas:

- 1. Assessing Safety and Response:** The safety of warfighters and military community members making sexual assault and/or retaliation reports is imperative. Safety concerns encompass harm from others and harm to self (e.g., suicidal ideation). Ensuring safety requires decisive action and oversight to verify actions are sufficient to address the risk for potential harm.
- 2. Overseeing and Tracking Reports, Referrals, and Services:** Mission readiness requires warfighters and military community members to have timely and meaningful access to assistance programs and other services that aid in recovery. Continued military justice system participation and appropriate offender accountability rely on effective tracking of Unrestricted Reports, retaliation reports, and expedited transfer requests during CMGs.
- 3. Ensuring Response System Coordination and Accountability:** The DoD has one of the most robust response systems in the world. However, hundreds of laws and program requirements also make it complex. Military leaders must promote effective and continuous coordination and require problem resolution among DoD responders and civilian organizations that approach victim assistance, investigations, and criminal justice with different means and missions.

The following information is intended to summarize military leader actions in support of these important focus areas. The comprehensive requirements for conducting CMGs appear in DoDI 6495.02, vol.1, Enclosure 9.

*Reminder: Confirm the appropriate commander has notified the servicing Military Criminal Investigative Organization (MCIO) and Office of Special Trial Counsel (OSTC) when notified of a sexual assault or retaliation report.*

#### Confirming Safety Assessments for All Reporters

The CMG Chair must confirm the SARC and/or SAPR VA has completed a safety assessment for all persons making Restricted, Unrestricted, and retaliation reports. Restricted Reports are not discussed at the CMG, other than confirming whether the SARC and/or SAPR VA completed a safety assessment for an individual who made a Restricted Report.

An additional safety assessment shall be completed when:

- A new safety concern arises or an existing safety concern escalates,
- A sexual assault victim files a retaliation report associated with an Unrestricted Report, or
- A sexual assault victim requests assistance with obtaining a Military Protective Order (MPO) or Civilian Protective Order (CPO).

**When presented with information that a victim is at risk for harm**, CMG Chairs shall immediately stand up an HRRT. The HRRT Chair (the victim's commander) and HRRT Co-Chair (the Lead SARC, who is also the CMG Co-Chair) work with HRRT members to assess the situation, take action to mitigate the risk, and provide the CMG Chair with required updates. The CMG Co-Chair documents HRRT actions in the CMG minutes, which are stored in the Defense Sexual Assault Incident Database (DSAID).

HRRT actions must also be documented on DD Form 2910-7. While there are no explicit criteria for standing up an HRRT, CMG Chairs should not delay in initiating an HRRT when there is a retaliation allegation or a victim alleges multiple sexual assaults.

**If a safety issue is raised for persons other than the sexual assault victim**, the CMG Chair or Co-Chair will immediately contact the commander or civilian supervisor of that person. That commander or supervisor shall assess the safety issue and take timely, appropriate action to mitigate the safety risk. Actions taken will be reported back to the CMG Chair and Co-Chair for inclusion in the CMG minutes. If immediate action is necessary, the CMG Chair will take appropriate steps to support the commander's/ supervisor's action to mitigate risk.

#### Addressing Delays Quickly in Approved Expedited Transfers (ET)

ETs are intended to promote warfighter and adult military dependent victim recovery. Once approved, the CMG Chair has an affirmative duty to ensure the transfer happens. The CMG Chair must track the number of days between the approval date of a victim's ET request and the date the victim completes a permanent change of station (PCS) or permanent change of assignment (PCA).

All ETs taking longer than 30 calendar days must have documented circumstances for the delay in the CMG minutes and be reported to the CMG Chair, who must review the circumstances. CMG Chairs should question any unreasonable delay and take steps to appropriately facilitate ETs when military systems are lagging. CMG Co-Chairs should notify the CMG Chair whenever there appears to be an inappropriate delay in ETs. The CMG Chair will direct an HRRT to be initiated when circumstances indicate that an ET delay considerably increases risk of harm to the victim.

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

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



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The CMG Chair at the losing installation should ensure that victims are “checking out” with the SARC at the losing location and “checking in” with the SARC at the gaining location. Likewise, the gaining CMG Chair should work with the gaining SARC to ensure victims are “checking in” at the new installation after an ET.

### Reviewing MPOs and CPOs

CMG Chairs require the issuing commanding officer to provide an update on each MPO and confirm that the DD Form 2873 was distributed in hard copy to:

1. The Service member (*the sexual assault suspect*)
2. The protected person (*the adult sexual assault victim*)
3. The Service member’s local personnel file
4. The installation law enforcement (*for entry in the National Crime Information Center*)

The SARC will brief on a need for modification and/or termination based on changing victim needs. Each MPO must be completed through a DD Form 2873. Verbal “No Contact Orders” should not be used, except in exigent circumstances. If used, No Contact Orders should be followed up with a DD Form 2873 as soon as possible and the issuing commander must confirm a DD Form 2873 was completed and distributed.

If the victim has informed the SARC of an existing CPO, the CMG Chair shall direct the SARC to inform the CMG of the existence of the CPO and its requirements. Military law enforcement should also be made fully aware of the CPO, especially on installations where jurisdiction is shared with the state or host nation.

Note: 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. (USC §1561a; P.L. 107-311)

### Addressing Retaliation Reports in the SAPR Program

At every CMG meeting, the CMG Chair will ask members if the victim, victim’s family members, witnesses, bystanders who intervened, SARCs, SAPR VAs, responders, or other parties (e.g. the victim’s roommate) have reported experiencing incidents of retaliation relating to the sexual assault report. The CMG Chair addresses reported retaliation experiences by following the procedures in DoDI 6495.02, vol. 3. The CMG Chair also confirms with the CMG-Co Chair that safety assessments are complete for individuals making Restricted, Unrestricted, and/or retaliation reports in the SAPR Program with a DD Form 2910-2.

The CMG Chair shall:

1. Confirm retaliation reported in the SAPR Program and reviewed at the CMG is documented via DD Form 2910-2.
2. Confirm that the appropriate commander has notified the servicing MCIO and OSTC of a retaliation report.
3. Ensure retaliation allegations are discussed, tracked, and appropriately referred by the CMG.
4. Ensure that reprisal allegations filed with the Inspector General (IG) follow the process established to obtain updates from the IG through the designated email address noted in DoDI 6495.02, vol. 3.
5. Notify the victim's commander or commanding General Officer/Flag Officer 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 sexual assault victim who also reported retaliation

### Documenting the CMG in DD Form 2910-5

CMG Chairs and Co-Chairs complete and sign DD Form 2910-5. The CMG Co-Chair, as the CMG notetaker, fills out only one form per meeting and the CMG Chair will review, confirm all requirements are met, and sign DD Form 2910-5.

- The form is not a substitute for the individual case meeting minutes for each victim in DSAID. Such notes are an additional requirement since the DD Form 2910-5 is only a summary checklist for the meeting.
- Completed forms are shared only with those who have an official need to know.
- At Joint Bases, only the Host commander’s (CMG Chair) Lead SARC completes and uploads the DD Form 2910-5.

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