



National Guard Bureau FY 2025 Joint Annual Sexual Assault Prevention and Response Training Facilitator's Guide

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Acknowledgements.

The National Guard Joint Annual Sexual Assault Prevention and Response (SAPR) Training was developed with the invaluable contributions of the following members of the National Guard Sexual Assault Prevention Task Force:

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Facilitator's Guide

National Guard Joint Annual Sexual Assault Prevention and Response (SAPR) Training: Introduction.

This year's Joint Annual SAPR Training is designed to operationalize the fight against sexual assault by including key Buddy Aid principles into the curriculum. Buddy Aid is training designed to reduce victim blaming attitudes and build supportive response skills. Following the Joint Annual SAPR Training, Service members and leaders will use this information in deliberate risk assessments, rehearsals, mission briefs, pre-combat checks, inspections, field training, and staff training exercises.

Creating safe and respectful environments prioritizes prevention and supports survivors of sexual assault, improves retention, increases Service member well-being and resiliency, and supports mission readiness of the National Guard.

This Facilitator's Guide was created by the National Guard Bureau Manpower and Personnel SAPR Division, in collaboration with SAPR representatives from a variety of States. The intent is to provide a product for use across the States, Territories, and the District of Columbia (hereinafter referred to as "States"), incorporating best practices from National Guard SAPR Programs across the States.

Prior to facilitating this training, it is important to consider the presence of survivors in the audience and to think about how the topics discussed within the presentation could affect those individuals. Encourage and foster any conversations which arise. Model respectful leadership by allowing participants to be stakeholders in these discussions.

Required Training Modules: In the Boots of a Survivor.

There are two (2) training storylines available to discuss.

Supporting Materials:

- *SAPR Pocket Card*: Modify the *SAPR Pocket Card* with contact information for local SAPR professionals in your location and print to distribute during training. See instructions on the following page for using the *SAPR Pocket Card*.
- After Action Review (AAR). See Appendix 5 on page 35 for AAR template.
- Alternate space for follow-up questions or concerns. Provide a safe space for Service members to retreat to if they need a break from the content and/or need to speak with a Sexual Assault Response Coordinator or Victim Advocate.
- Handouts and materials needed per lesson, such as storylines and continuum of harm to print out for a visual, and additional visual aids to support the training.
- A coin to flip at certain decisions points.

SAPR Pocket Card:

Instructions for printing the *SAPR Pocket Card*.

1. Update the card template included in this training support package with local SAPR information for your state or territory.
2. Select “file” upper left-hand corner of the screen.
3. Select “print.”
4. Under settings:
 - a. Select “print on both sides.”
 - b. Select “6 slides horizontal.”
5. Select “Print.”
6. Print on cardstock or laminate. Your choice!

Facilitation Procedures.

Facilitator Selection:

- The Joint Annual SAPR Training is meant to be facilitator guided, scenario-based, interactive, and discussion based. Facilitators will be selected by the military unit's leadership. Facilitators selected may include officers, non-commissioned officers, warrant officers, and Department of Army and Department of Air Force civilian supervisors who serve at the first-line leadership level, such as squad, crew, and section or higher. The servicing SAPR professional will assist leaders by providing subject matter expertise and ensuring the facilitator has planned for the training and prepared thoroughly to deliver the training for their assigned personnel. The selection of the facilitator will be made through a combined effort between the Commander and the servicing SAPR professional to ensure the individual possesses the facilitator skills to guide the discussion and is comfortable with the training material. The facilitator CANNOT be someone who has been previously accused or investigated for sexual harassment or sexual assault. Because of the intensity of the content, it is highly recommended this training be co-facilitated by both a subject matter expert (such as a SAPR professional) and a trained facilitator to guide the discussion in a manner to build trust and provide a safe space for the audience.

Key Content:

- The content included in this training is required for Army National Guard and Air National Guard FY25 Joint Annual SAPR Training. The content has been curated to provide flexibility in delivery while still adhering to the fidelity of the training requirements. Throughout this facilitation guide, note, *italicized text indicates background information for facilitators*. Normal font provides suggested language for the facilitator to use.
- **Key Content areas are marked with an asterisk (*) to identify required material per Department of Defense Instruction 6495.02, Volume 2, 9 April 2021, Sexual Assault Prevention and Response: Education and Training, and must be covered in their entirety.**

Adaptation Guidance:

- The facilitator may be flexible in selecting the most appropriate location to deliver the Joint Annual SAPR Training to ensure the environment is suitable for discussing the sensitive training content.

Class Requirements.

Class Length:

- The class length may vary between 60-90 minutes due to the nature of the material and likelihood of robust discussion. The stop time should be fluid and coordinated with the receiving unit leadership.

Target Population:

- All National Guard Service members.
- Individuals who supervise Service members.
- Introductory sexual assault prevention for all DoD civilian employees.

Requirements:

- Joint Annual SAPR Training is intended to be facilitated by an individual who is selected by the Commander and servicing SAPR professional to meet the requirements listed above.

Class Size:

- It is strongly recommended each class be limited to a maximum of 25 participants per facilitator. Smaller class sizes often encourage more discussion and questions. Smaller class sizes also mitigate the potential for sidebar/off-topic conversations. Guided discussion by the facilitator will allow for the participants to remain focused on the training. If it is not possible to limit the class size to 25, then ensure a subject matter expert (SME) is facilitating the training and when possible (time, space, and available facilitators), split the larger group into smaller groups per facilitator.

Training Accountability:

- The unit training manager will track and maintain records of Service members attending the training. All completed training will be recorded as appropriate in the Digital Training Management System (DTMS) for Army National Guard and MyLearning for Air National Guard.

Preparation:

- Preparation by the facilitator prior to training is expected. Guidance for preparation is broken down into and not limited to the following three steps.

1. Initial Contact: Contact unit command to set up a training date, audience size, and location.

2. Intermediate Step: Follow-up with receiving unit command to ensure the training date, audience size and location are still accurate. Conduct a site visit to ensure the designated training area can appropriately accommodate the size of the expected audience and provides a separate meeting space for Service members who need to step away from the training or make a report to a Defense Sexual Assault Advocate Certification Program (D-SAACP) certified Victim Advocate (VA).

3. Final step: Review the full training support package, including this facilitator's guide in its entirety. Should you, as the facilitator, have any content questions prior to training, seek support from the Lead Sexual Assault Response Coordinator (SARC).

- Presenters need to be confident with the content and skilled in facilitation techniques to be focused on their audience. For example, the facilitator may be asked challenging questions during the training. It is imperative the facilitator does not take the question personally or give a false answer when they do not know the answer. The facilitator must be able to acknowledge the question being asked and let the individual know they will follow up with them later once they've been able to identify the correct answer. Focusing on their audience is the only way to identify individuals who may need or want to talk to a SAPR professional separately.

Learning Objectives.

At the completion of this training, National Guard Service members will be able to complete the following:

- Describe the scope of sexual violence in the military.
- Discuss what it means to be a bystander and identify several methods to intervene in possible situations of sexual assault or sexual harassment by utilizing the 3 D's (Be Direct, Distract, Delegate).
- Define the key components of the SAPR Program including available reporting options, mandatory reporting, privileged communication, victims' rights and resources, and retaliation.
- Demonstrate how to apply techniques to respond and support survivors of sexual violence.
- Explain the role of leadership in supporting survivors of sexual violence.

Format and Facilitation Messages.

This training is designed as a facilitator-guided, scenario-based, interactive discussion. Because of the intensity of the content, it is imperative trained facilitators guide the discussion in a manner to establish their authority, appeal to the audience, and build trust. The messenger matters. It is highly recommended a D-SAACP certified SAPR professional be in attendance for every training, both as backup for the facilitator and as someone who can provide support and reporting options should the event lead to a disclosure of sexual assault by an attendee. If a D-SAACP certified professional is not available for the training, be sure to provide Service members with contact information of someone who is D-SAACP certified and the Department of Defense (DoD) Safe Helpline.

If someone discloses a sexual assault, sexual harassment or domestic violence to a non-certified facilitator, the facilitator will use a Buddy Aid statement, such as “I believe you,” and will complete a warm handoff to a SARC or SAPR Victim Advocate. A warm handoff includes escorting the individual to the provider or point of contact or waiting with the individual until the provider or point of contact arrives to the agreed upon meeting location.

Facilitators should be cautious of sharing personal experiences of sexual assault or other trauma. Self-disclosure of trauma can have the opposite effect of the intended message and create an unnecessary focus upon the facilitator rather than the training content. While self-disclosure can be a useful tool, it should be used sparingly and judiciously. Facilitators should also take note of their use of language. Survivors and perpetrators come in all genders, making it important to be aware of the use of gendered language in these sensitive discussions.

If members ask questions and you're not sure how to answer, please tell them you're not sure but you'll research the answer to their question. Once the training ends, reach out to the SAPR office by phone or email to ask those questions. Follow up with your training group as soon as possible via email or informal discussion. You can always reach out to the SAPR office for questions and clarity.

How to use this Facilitator's Guide.

Review this guide in full. Facilitator instructions are in *italics*.
Direct statements and questions are listed after “**STATE**” or “**ASK.**”

In the Boots of a Survivor

Concept and Design:

This training modality is designed to provide a creative and interactive approach to address SAPR key content and annual training learning objectives. This activity does not include any technology and can be facilitated in any space without the use of a projector.

Key points will be reviewed together as a large group and then the following facilitation options can be utilized.

Storyline Facilitation Options:

- **Option A:** Divide the group into smaller groups of 4-5 and assign each group a scenario.
- **Option B:** Walk the entire group through one scenario.

Training/Activity topics include:

- Definitions (sexual assault, consent, and the differences between sexual assault and sexual harassment).
- Available reporting options.
- Who is eligible to report a sexual assault.
- Catch a Serial Offender (CATCH) Program.
- Victims' rights and resources.
- DoD Safe Helpline (www.safehelpline.org; 877-995-5247).
- Privileged communication.
- Command personnel roles and responsibilities and how they support victims.
- Retaliation.
- Mental Health services.
- Special Victims' Counsel (SVC) services.
- Medical examination and sexual assault forensic examination (SAFE).

Instructions for the Facilitator.

This year's curriculum is designed to provide the audience with an overview of the reporting process, victims' rights, and the resources available. It is unique as no technology is needed. The audience, broken into small groups, will embark on a self-led journey called "In the Boots of a Survivor." Preparation and audience engagement are key to facilitating. Take the time to familiarize yourself with the curriculum ahead of time and to ask questions. Be mindful, discussing sexual assault brings up many different opinions. It's your job as a facilitator to respect those with different opinions and provide the audience with facts to eliminate pre-developed or new misconceptions. Avoid controversial conversations by doing the following:

- When you sense something is happening in the room, ask the audience about it and let the audience define and respond to it.
- When a Service member makes confrontational, offensive, or contrary remarks, you don't have to have the answers. Acknowledge their point and ask the audience to respond to it. Deescalate the situation by requesting the individual follow-up after training due to time constraints and do not take a combative stance.
- Feel free to answer with a question. Questions formulate answers; responses in tense situations do not. Ask a question to find out where the perspective is coming from or ask for clarification. "So, can you clarify what you mean?"
- Be comfortable with silence. Giving everyone a moment to reflect, including yourself, does no harm.
- Offer to postpone the conversation until after the training is complete.
- Feel free to tell the audience the content is meant to generate discussion. To create real change in attitudes, participants need to feel safe to share their opinions and ask questions without fear of being attacked.
- Relax. Confrontations in classroom settings are uncommon, usually uneventful, and can be resolved with simple techniques. After action reviews show the majority of Service members are very receptive to the content and the few individuals who are not save their feedback for the AAR and do not disrupt the training.

The initial block of instruction will review key concepts, terms and definitions participants will apply during the scenario portion. The storylines are very similar to a Choose Your Own Adventure™ book, except they are about an incident of sexual assault and are facilitated to create a greater understanding of the reality of sexual violence, empathy for victims who experience this harm, and skills to develop appropriate responses. The storylines also allow our total force to understand the difficult decisions victims must

make. Each person in the group will decide what services they would choose using the information provided in the storylines and the group must reach a consensus on the final choice. If the group cannot decide or agree, they will flip a coin to determine the final option. If you are using one scenario with a large group, utilize the coin flip to determine options and next steps.

The storylines not only provide information and definitions of sexual assault and sexual harassment, but they also give Service members the knowledge they need regarding Restricted and Unrestricted Reports.

This activity allows members to pay attention to the content and move around the room. Participants are invested in this activity and the choices they get to make based on the storylines.

You are being asked to do a lot as a facilitator. Presenting content on a potentially challenging or controversial topic and remaining neutral and knowledgeable about this additional duty is a tall order. You were selected to present on this topic because you have the necessary knowledge and skills to successfully do so. However, it's okay to not know all the answers. If you are unsure, you can find the answer and follow up with a response later.

Preparation Checklist for Success.

Task	Date	Notes
1. Coordinate with the unit Point of Contact (POC) to confirm training date(s) and location.		
2. Discuss with the unit POC regarding Commander's or Leadership's participation.		
3. Provide unit POC with a list of considerations and requirements for choosing an appropriate location to conduct the training.		
4. Coordinate with the unit POC regarding the anticipated size of the audience.		
5. Provide the unit POC with a proposed diagram of the "classroom" based on the number of attendees expected and discuss set up.		
6. Confirm with the unit POC the layout of the classroom to anticipate final preparation before the training.		
7. Review the Facilitator's Guide and the two storylines and prepare the facilitator's folders based on the number of attendees and room size.		
8. Discuss the intent of the training with the Commander and invite him or her to make remarks during the presentation.		
9. Provide the Commander with the "Leader's Talking Points" located within the Facilitator's Guide.		
10. Provide the AAR to the Commander.		
11. Prepare sufficient copies of the participant AAR (one per small group) located within the Facilitator's Guide.		
12. Coordinate with service providers such as Sexual Assault Response Coordinators, Victim Advocates, Chaplains, Behavioral Health Officers or Directors of Psychological Health, Medical Personnel, and civilian resources to attend the training and introduce each one.		

Storyline Synopses.

All characters may choose to file a Restricted or an Unrestricted Report and utilize a wide variety of resources. Some storylines include a coin flip to get to the conclusion. Past participants have disliked the coin flip because they viewed it as a loss of a choice; we have continued the coin flip to simulate the loss of choice victims often face. The coin flip can also be used if a group cannot reach agreement on a decision point. Be mindful if/when sharing personal experiences; not all individuals in this training space are required to maintain confidentiality. Last, if you would like to talk someone about a sexual assault, please contact your local SAPR office.

Facilitator: *Share contact information for local SAPR office and DoD Safe Helpline.*

1. Storyline #1 – Private (PVT) Acevolt: PVT Acevolt is faced with “locker room” behavior by a fellow service member at the Regional Training Institute. The behavior isn’t addressed and continues to progress to an assault. The story emphasizes the impacts of an assault on a male survivor and how the class climate, such as the mood, attitudes, tone, standards, and interactions between the students, and with the facilitator(s) at the training institute can be affected.

2. Storyline #2 – Airman First Class (A1C) Lionhart: A1C Lionhart is drugged and assaulted by an unknown perpetrator. The story walks through the trauma faced by a victim and the choices they are given. It emphasizes available resources such as a Sexual Assault Forensic Exam. .

Facilitate the Training.

Facilitator: *Introduce yourself to the audience, including your role with SAPR (if applicable).*

STATE: Before we start, I'd like to address the impact of today's content; some of the information we cover today may be difficult. If, for whatever reason, you need to step back or step out, please do so. You are leading by example by taking care of yourself. You may also feel free to contact your State, Wing, or Brigade Sexual Assault Response Coordinator, known as a SARC, using the local numbers provided on the *SAPR Pocket Card* or via the DoD Safe Helpline.

Facilitator: *To provide an opportunity for anyone who may want to connect with a SARC or SAPR Victim Advocate after the training, let them know, you will be occupying an office or space for follow-up questions, concerns, or comments about the training. You can say something like: "I'd like to share my contact information and will be in XX office today if you have any questions, comments, or concerns about this training. Also, we are always looking for more Victim Advocates, known as VAs, and trainers if you would like to discuss more on getting involved with the SAPR Program."*

STATE: Let's get started! I look forward to working with you all through this training.

Facilitator: *If you are not D-SAACP certified, but **will have SAPR personnel** in the room, please read the below statement. Otherwise, please proceed to the next paragraph, beginning with "As I mentioned..."*

STATE (if not D-SAACP certified): Please be advised, I am NOT a certified SARC or a victim advocate through the Defense Sexual Assault Advocate Certification Program, known as D-SAACP, and cannot take a report of sexual assault. [Ask Sexual Assault Prevention and Response personnel in the room to stand and identify themselves.] You are always welcome to talk to [NAME], who can provide support. Individuals can also call the local 24/7 SAPR response line listed on the *SAPR Pocket Card* included in your materials. The DoD Safe Helpline is also available if you need to talk to someone about a sexual assault and maintain your reporting options.

STATE (if D-SAACP certified): As I mentioned, you all should have received a *SAPR Pocket Card* with contact information for local SAPR professionals, who you can reach out to for support, and the DoD Safe Helpline, which is a free and confidential resource. The Safe Helpline is also operated by civilians which means they will not be connected to your unit, squad, command, or service. According to the DoD Annual Report of Sexual Assault in the Military for Fiscal Year 2022, **35,501 individuals** contacted the Safe Helpline for support. I share this with you to let you know you are not alone, and these resources exist to support you.

STATE: I'd like to thank [RANK/NAME] (leader or Commander) for their commitment to this fight and we will now hear a few words from them.

Facilitator: *Invite the leader or Commander to address the unit. If applicable, introduce other resources in the room, such as SARCs, VAs, Chaplain, Behavioral Health Specialists, Medical Personnel, and Civilian Resources.*

Leader's Talking Points.

Leader Directions (review prior to training): *The "In the Boots of a Survivor" training modality allows Service members to engage in an experiential learning activity centered on the journey of a survivor of sexual assault. The facilitator will break the unit up into small groups, with each group experiencing a different scenario. They will make decisions about reporting, learn about the resources available, identify acts of retaliation, and learn how having or not having support impacts victims.*

Although the storylines are fictional, they are a true representation of situations and experiences victims may face. Please share this information with your Service members to bring awareness to the issue of sexual assault in the National Guard.

We are all responsible for creating a climate where sexual harassment or assault are not tolerated. Call upon your leaders, at ALL levels, to help you achieve this climate. Empower your fellow Service members to call out behaviors not consistent with our core values. Encourage everyone to practice the 3D's (direct, distract, and delegate) to intervene during harmful situations and prevent sexual assault.

Your SARC or SAPR VA are resources for you if you would like to go over any talking points you may have. Most importantly, we invite you to speak intentionally and sincerely. You may have victims in the audience gauging what you share to see if their story would be responded to with sensitivity and respect for their privacy.

Below are some talking points to share with your Service members.

- Sexual assault and sexual harassment are counter to the Air Force and Army values and degrades unit readiness.
- Sexual assault and sexual harassment reduce overall mission readiness by destroying trust, teams, and unit cohesion.
- We are a group of highly trained professionals, and my expectation is individuals will conduct themselves in a manner reflective of our core values.
- Please feel encouraged to call out behaviors such as inappropriate jokes or comments, inappropriate work relationships, excessive flirting, and disparaging comments on social media which could be early warning signs of sexual harassment and assault.

Facilitator: *You are welcome to supplement this information with any sentiments you may have to support the program. Research shows building on previous SAPR trainings, service core values, and zero tolerance for inappropriate behavior contribute to culture change and further your unit's mission readiness.*

STATE: Our training today is "In the Boots of a Survivor." In small groups, you will journey down the path of a victim of sexual assault. You will walk through the resources available to a victim and your group will make choices along the way. I challenge you all to commit to thinking about how you would handle a situation like the one you read through today. How would you help your fellow Service member? Your friend? Your leadership? This training will show you the tools and resources available and highlight the differences between the Restricted and Unrestricted Reporting options.

STATE: Before we begin the storyline portion, let's review some key terms and resources. This information will help you navigate the story to apply concepts and identify resources available to a survivor.

Sexual Assault & Consent Defined.*

ASK: In your own words, what is the definition of sexual assault?*

Facilitator: *Elicit responses from the audience and validate their answers. Add the following if not previously mentioned.*

- Sexual assault is defined by the DoD as intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy, or attempts to commit these acts.

ASK: In your own words, what is the definition of consent?*

Facilitator: *Elicit responses from the audience and validate their answers. Add the following if not previously mentioned.*

- Consent is a freely given agreement by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. Current or prior dating, social or sexual relationship with the alleged offender, or the manner of dress does not constitute consent. A sleeping, unconscious, or incompetent person cannot consent.

STATE: We've identified what sexual assault is, how is sexual assault different from sexual harassment?*

Facilitator: *Elicit responses from the audience and validate their answers. Add the following if not previously mentioned.*

- Sexual harassment conduct involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature.

STATE: To summarize, Sexual assault is sexual violence and includes physical contact or attempts to make physical contact with the breasts, groin, buttocks, or inner thigh. Whereas sexual harassment is typically unwelcome words and gestures of a sexual nature but can include unwanted physical contact such as kissing and shoulder rubs.

STATE: It is important to note, Service members who file a sexual harassment complaint are now eligible for limited SAPR services. Approximately 2 in 5 women and 1 in 3 men experience sexual harassment before they report sexual assault by the same alleged offender.¹

There is new National Guard policy that if a Service member goes to Military Equal Opportunity (MEO) to report sexual harassment, MEO must refer them to SAPR personnel to offer limited SAPR services and to confirm whether it is sexual harassment or sexual assault. This helps protect the victim's confidentiality, as MEO is not a confidential resource for sexual assault.

Additionally, State SAPR personnel are not required to report potential or confirmed sexual harassment to EO personnel unless and until requested by the Complainant. Therefore, Complainants have the right to maintain confidentiality while obtaining support services from State SAPR personnel. Complainants are not required to file an MEO complaint to obtain limited SAPR support services.

ASK: What do you think I mean by limited SAPR services? What types of services can be provided to a Service member who reports sexual harassment?

Facilitator: *Elicit responses from audience and validate their answers. Add the following if not previously mentioned.*

- These services include:
 - a. Crisis intervention.

¹ FY 2021 DoD Annual Report on Sexual Assault in the Military

- b. Safety assessments.
- c. Referrals to resources.
- d. Support in obtaining Military Protective Orders and/or Civilian Protective Orders.
- e. Filing retaliation and reprisal complaints with the Inspector General's office.
- f. Special Victims' Counsel, known as an SVC, consultation, and representation.

Reporting Options.*

STATE: A victim of sexual assault has two reporting options, Unrestricted and Restricted, if they choose to come forward.

- Both reporting options may be received and kept confidential by a SARC, SAPR VA, or healthcare personnel. Both initiate support services. Additional support, such as requesting an expedited transfer, are only available for unrestricted reports. An official report with SAPR is documented by signing a DD Form 2910 with a SARC or SAPR VA and electing a reporting preference.
- Unrestricted reports trigger a notification of the assault to command authorities and to the appropriate law enforcement investigative agency, which may initiate an investigation.

STATE: DoD has adopted a “No Wrong Door” approach to connect survivors with appropriate resources, no matter where they seek help. This approach is used by all responders so that anyone seeking services from an organization will be assisted either by direct support or a warm handoff, with the goal of obtaining timely care or advocacy. This means that no matter which service provider you approach, they will be able to connect you to the resources you need.

STATE: Once a victim has made the decision to file either a Restricted or Unrestricted Report, they will need to sign the DD Form 2910, “Victim Reporting Preference Statement”. An official report of sexual assault exists only after a victim signs the DD Form 2910. If a victim decides not to file a report by signing the DD Form 2910, then a report does not exist. However, the victim may still be referred to support services.

STATE: Effective 10 November 2021, there is expanded eligibility to file a restricted report even if the victim discloses to a mandated reporter. Now, a victim can disclose to command and retain their right to make a Restricted report. The only exceptions are if the victim has disclosed DIRECTLY to law enforcement or has previously made an Unrestricted Report for the same incident. The commander is still required to contact law enforcement to report a suspected crime, however the victim may still choose to file a Restricted report. The victim will be eligible to receive services associated with a Restricted report and still maintain confidentiality. As always, the victim has the right to change their report to unrestricted at any time.

ASK: Do we have any DoD or civilian Law Enforcement in the audience, or anyone who supervises Law Enforcement?

Facilitator: *If anyone responds “Yes,” then state the following. If no Law Enforcement or supervisors of Law Enforcement are present in the audience, move on to the next “ASK.”*

STATE: There is a new Law Enforcement Sexual Assault Victim Disclosure Exception. This narrow exception allows law enforcement victims to disclose sexual assault to other law enforcement personnel during *personal* conversations without prompting command notification or initiation of an investigation, while maintaining the Restricted Reporting option. This exception *only* applies if they are not the victim's supervisor or in the victim's chain of command, and the law enforcement personnel receiving the disclosure must ask the victim if they want the information to remain private.

ASK: Do we have any DoD civilian employees in the audience, or anyone who supervises DoD civilian employees?

Facilitator: *If anyone responds "Yes," then state the following. If no, move on to the next topic.*

STATE: DoD civilian employees are now eligible to file both Restricted and Unrestricted Reports of sexual assault with their DoD Component or with another DoD Component's SAPR program with a written support agreement with their Component.

Victims' Rights.*

STATE: Victims have rights throughout the process, including the right to....

- Fairness and respect.
- Maintain a degree of privileged/protected communications.
- Protection from alleged offender.
- Preference between military and civilian prosecution.
- Input to authorities overseeing case.
- Notice of proceeding events.
- Heard at certain proceedings.
- Confer with prosecution.
- Receive restitution as provided by law.
- Proceedings free from unreasonable delay.

Leadership's Role and Responsibilities.*

STATE: Leadership's role and responsibilities are to support sexual harassment and assault victims and ensure their rights are protected. Leadership's roles and responsibilities in supporting victims include:

- Provide support within the workplace.

- Ensure victim's rights are protected.
- Ensure the victim's physical safety, emotional security, and medical treatment needs are met, and potential availability of situational convalescent leave.
- Notify the Commander/Director of any barriers to support.
- Victims can communicate with the General Officer/Flag Officer (GO/FO) regarding issues related to their military career the victim believes are associated with the sexual assault.
- Protect the victim and/or others involved in a report of sexual assault from retaliation.

STATE: Leaders must also follow the Safe-to-Report policy, which directs commanders to determine if collateral misconduct by Service member victims of sexual assault is “minor” (for example, underage drinking or violating curfew) or “non-minor” (for example, misconduct that threatened the health and safety of any person). If determined to be minor, commanders may not impose disciplinary action, to help remove a common barrier to reporting sexual assault.

Bystander Intervention.

STATE: Only a perpetrator is responsible for committing sexual assault. However, we can ALL act to prevent an assault from occurring. Let's take a minute to review intervention techniques.

STATE: Intervening is uncomfortable and/or challenging. Facing a situation where intervention is necessary is a difficult task you may all encounter.

ASK: Do you think people intervene? Why or why not?

Facilitator: *Elicit responses from audience and validate their answers.*

STATE: Bystander intervention is a proven prevention strategy, and most people say they would in fact intervene; however, it has been found, most people do not intervene.

ASK: What is a bystander?

Facilitator: *Elicit responses from audience and validate their answers. Add the following if not previously mentioned.*

- According to the Rape, Abuse, Incest National Network (RAINN), a bystander is a person who is present when an event takes place but isn't directly involved. Bystanders might be present when sexual assault or abuse occurs, or they could witness the circumstances leading up to these crimes.

ASK: Why don't people step in when they see something?

Facilitator: *Elicit responses from audience and validate their answers. Add the following if not previously mentioned.*

- They don't know what to do or say.
- They don't want to cause a scene.
- They are sure someone else will step in.
- Rank of the individuals involved.

STATE: Checking with how you're feeling, assessing what's happening, and deciding what you're comfortable with will change depending on the situation at hand.

ASK: What are some barriers to intervening in a military setting?

Facilitator: *Elicit responses from audience and validate their answers. Possible answers to discuss may include:*

- Rank.
- Worried I am misinterpreting the situation.
- Diffusion of responsibility: someone else will do something.
- Fear of getting hurt.
- Embarrassment.
- None of my business.
- Unsure of what to do.
- Concern about promotion if I get involved.

STATE: Bystander intervention is broken into three categories.

ASK: What are they?

Facilitator: *Elicit responses from audience and validate their answers.) Add the following if not previously mentioned.*

- Direct, distract, delegate.

STATE: Yes! Let's walk through each step:

STATE: Be direct:

- Address the perpetrator.
- Remove either party from the situation/hostile environment (potential victim or potential perpetrator).

STATE: Distract:

- Execute any action to distract the perpetrator.
- Change the subject.
- Ask either person to go do something.
- Provide a distraction for the target. One example may be telling the targeted person or victim, someone is looking for them. This will allow them to get away from the situation.
- Or say: “I think someone is coming.”

STATE: Delegate:

- Delegate the intervention to others.
- Have friends, squad or section members, or co-workers take either person out of the situation.
- Send someone for help to intervene (such as Chain of Command or Military Police).

STATE: It is human nature to seek homeostasis – meaning we often want to think everything is ok, thereby not intervening even when our brain says something is off. Listen to your warning voice and instincts. However, we always want you to prioritize safety for yourself and others when choosing to intervene in a potentially harmful situation. This is part of the reason there are multiple ways a person can intervene and still prevent violence from happening.

Sexual Assault Forensic Examination (SAFE).*

STATE: A Sexual Assault Forensic Examination (SAFE) is available to all victims. SAFE exams are conducted by specially trained personnel, including Sexual Assault Nurse Examiners (SANEs). SAFE exams focus on the collection and preservation of possible DNA evidence remaining from a crime like sexual assault. Be aware that mandatory reporting laws differ from state to state, meaning some states require hospitals to report sexual assault crimes to local law enforcement.

ASK: What are reasons why a person would want to request a SAFE?

Facilitator: *Elicit responses from audience and validate their answers. Possible answers to discuss may include:*

SAFE exams focus on the collection and preservation of possible medical forensic evidence of the sexual assault. Service members may also be tested for any sexually transmitted infections, receive preventative medications for sexually transmitted infections and pregnancy, and receive treatment for any injuries related to the sexual assault.

ASK: What are reasons why a person may be hesitant to request a SAFE?

Facilitator: *Elicit responses from audience and validate their answers. Possible answers to discuss may include:*

- Fear of mandatory reporting to local law enforcement.
- Fear of the exam itself.
- Fear of not knowing what happens to the SAFE kit once the victim has left the hospital.
- Fear of people knowing what happened to them.

STATE: To summarize, it is important to know that SAFE exams are conducted by personnel who are specially trained to work with victims of sexual assault and in the collection of evidence. It is recommended that a victim of sexual assault seek a SAFE exam as soon as possible after the sexual assault. However, evidence can still be collected after a victim has showered, gone to the bathroom, or it has been a few days since the assault.

CATCH Program.*

STATE: The Department of Defense is working hard to support victims and their rights. CATCH is open to Service members, former Service members, and DoD civilians if the alleged subject is a current Service member who have filed a restricted and certain unrestricted reports where the identity of the alleged suspect was not disclosed by the victim or uncovered by law enforcement. They can anonymously and confidentially provide information about the alleged subject and/or the assault to the CATCH database. This system looks for matches in the Military Criminal Investigative Organization database. The CATCH Headquarters Military Criminal Investigatory Office (MCIO) Team will run persistent inquiries against the CATCH system to compare with other CATCH entries, as well as running inquiries against the Law Enforcement Defense Data Exchange and its partner databases, to determine if the information can be attributed to any suspects in open or closed law enforcement investigations.

Remember, with a Restricted Report the victim's information and details reported are not shared with anyone. Victims may receive medical treatment, advocacy, legal assistance, and counseling. An investigation will not be initiated based solely on the Restricted Report.

A victim who made an Unrestricted Report but did not disclose or did not know the name of the offender can also complete an entry in the CATCH system.

The CATCH Program is 100% voluntary. One extremely important note to stress about the CATCH Program is it maintains privacy. No one from the SAPR Program, not even the SARC, can access the confidential information entered into the CATCH Program.

If Someone Tells You They Were Sexually Assaulted.

STATE: Before we get into our breakout groups, what can you say when someone tells you they've been sexually assaulted?

Facilitator: *Elicit responses from audience and validate their answers. Add the following Buddy Aid statements if not previously mentioned.*

- It's not your fault.
- You didn't deserve this.
- I believe you.
- I will try to get you the help you need/want.
- I am sorry this happened to you.

ASK: What can you do when someone tells you they've been sexually assaulted?

Facilitator: *Elicit responses from audience and validate their answers. Add the following if not previously mentioned.*

- **Maintain control for the victim.** Use one Buddy Aid statement like "It's not your fault," and then listen to the survivor. It is important the victim is and feels in control of how you support them.
- **Enlist a Victim Advocate or SARC.** Offer to connect the victim with a Victim Advocate or SARC. If the victim declines, be sure to reach out to the VA or SARC yourself to ensure you have all the information needed to provide the victim with.
- **Manage the environment.** If a victim shares this information with you in a public area, ask them if they would like to step into a private area to keep others from overhearing.
- **Remember, a typical response does not exist.** Victims can appear agitated, sad, happy, and may even be observed laughing. All these responses are normal responses to trauma.

Small Group Break Outs.

Facilitator: *If you are not breaking into small groups, explain to the group they will be utilizing one story with multiple decision points. The group will discuss the options*

available at each decision point and vote for the victim's choice or you can have one individual flip the coin to make the decision.

STATE: As we prepare to break out into our small groups, let's review some important instructions. There are two (2) storylines available. Each storyline will have decision points, similar to a Choose Your Own Adventure™ story. Group members should take turns reading, participate in making choices, and contribute at discussion points. At the end of each page, you will be directed to make a choice to select your next step as a victim. You will then follow the page numbers as directed by your choice. If, at any time, you have a question, I'll be here to help. Please remember, all the resources we review today are OPTIONS - your storylines will touch on a couple of resources with the intent of learning, but a victim has many choices to make. If your group cannot decide on one choice, you will flip a coin and move on from there.

STATE: The storylines will take about 25 minutes to get through. Once you have a small group established, please find an area of the room away from others so you can hear your reader. Send one group member up front to pick a story. If your group finishes first, please wait quietly until all groups have finished. We will then come back together for discussion. I'll ask each group to have a volunteer ready to brief us about your storyline and which choices you made. Following this discussion, you will complete the After-Action Review (AAR) in your small group.

STATE: Stories are located here: _____ (*at this table, on the left of the stage, etc.*). Some groups will also need a coin to flip; coins are also located at the front. Please use your *SAPR Pocket Card* as a resource. DoD Safe Helpline is available via phone call or the Safe Helpline app for additional resources.

Facilitator: *Join in with the groups and help facilitate conversation, intervene as needed or be available for questions. Try to encourage participation throughout each group. Wait for all groups to finish before beginning the next section. If you are using one storyline for a large group, you will ask for a volunteer to flip the coin at decision points.*

Storyline Debrief after Small Group Discussions Wrap Up.

STATE: We will come back together for discussion now. Each group, please have a volunteer stand up and give us a brief summary of your storyline; identify the victim, the unit climate and which reporting option you initially chose. Tell us the resources you used and how your story concluded.

Facilitator: *After each group has briefed, continue with discussion points, and encourage an answer from a couple groups. You may want to preface the questions with, "In your storyline..." After a question is answered, it may be beneficial to clarify which storyline the group had or ask follow-on questions. There are summaries of each storyline located on **page 12** of this guide.*

Discussion Points/Back Brief.*

Facilitator: Use the below questions to guide the group discussion and to reiterate key content.

1. How did we see leadership react to a sexual assault within their unit?

1a. In what ways can leaders at all levels support sexual assault survivors and the SAPR Program?*

Facilitator: Elicit responses from audience and validate their answers. Add the following if not previously mentioned.

- Leaders can support survivors and the SAPR Program by maintaining victim confidentiality if victim is known.
- Leaders can participate in the monthly Case Management Group (CMG) meetings to stay up to date on case details and ensure the victim has the resources they want/need.
- Leaders can maintain positive unit cohesion by addressing concerns of sexual harassment and sexual assault within their units.
- Leaders can protect the victim from the alleged perpetrator (Military Protective Order, Expedited Transfer, opposite drill cycles).

2. Let's recap: What are the differences between a Restricted and Unrestricted Report?*

Facilitator: Elicit responses from audience and validate their answers. Add the following if not previously mentioned.

- Unrestricted Reporting allows an eligible person who is sexually assaulted to access healthcare and counseling and request an official investigation of the allegation using existing reporting channels. For example, chain of command, law enforcement, healthcare personnel, and or the SARC.
- Restricted Reporting allows eligible victims of sexual assault to confidentially disclose the assault to specified individuals such as the SARC, SAPR VA, or healthcare personnel, to access healthcare, counseling, and victim advocacy services without triggering an official investigation.

3. What services are available to victims who...

3a. File a Restricted Report?*

Facilitator: Elicit responses from audience and validate their answers.

- Victim advocacy.

- Medical care.
- Sexual Assault Forensic Examination (SAFE).
- Mental health treatment and counseling.
- Special Victims' Counsel (SVC).
- Participation in CATCH Program.
- Community resources.
- Convalescent (non-chargeable) Leave,
- Employee Assistance Program (civilians).
- VA for Military Sexual Trauma (veterans).

3b. File an Unrestricted Report?*

Facilitator: *Elicit responses from audience and validate their answers.*

- All services listed above for Restricted Reports.
- Command support.
- Military Protective Order (MPO).
- Expedited Transfer.
- Non-rated periods (only for unrestricted).

4. In these situations, how was the unit climate affected by an assault?

Facilitator: *Elicit responses from audience and validate their answers.*

5. What actions were taken to support the survivor?

Facilitator: *Elicit responses from audience and validate their answers. Add the following if not previously mentioned.*

- Victim received the following support services:
 - Met with Chaplain
 - Met with Mental Health Provider
 - Spoke with local law enforcement.
 - Worked with victim advocate.

6. Were there any new resources you heard about today?

Facilitator: *Elicit responses from audience and validate their answers.*

7. What can you say when someone tells you they've been sexually assaulted?

Facilitator: *Elicit responses from audience and validate their answers. Add the following Buddy Aid statements if not previously mentioned.*

- It's not your fault.

- You didn't deserve this.
- I believe you.
- I will try to get you the help you need/want.
- I am sorry this happened to you.

8. What can you do when someone tells you they've been sexually assaulted?

Facilitator: *Elicit responses from audience and validate their answers. Add the following if not previously mentioned.*

- **Maintain control for the victim.** Use one Buddy Aid statement like "It's not your fault," and then listen to the survivor. It is important the victim is and feels in control of how you support them.
- **Enlist a Victim Advocate or SARC.** Offer to connect the victim with a Victim Advocate or SARC. If the victim declines, be sure to reach out to the VA or SARC yourself to ensure you have all the information needed to provide the victim with.
- **Manage the environment.** If a victim shares this information with you in a public area, ask them if they would like to step into a private area to keep others from overhearing the conversation.
- **Remember, a typical response does not exist.** Victims can appear agitated, sad, happy, and may even be observed laughing. All these responses are normal responses to trauma.

ASK: Does anyone have any questions or comments they would like to share?

Facilitator: *Allow for responses and discussion.*

Retaliation.*

STATE: Some cases include acts of retaliation.

An act that: Involves personnel actions: Wrongfully takes (or threatens to take) an adverse personnel action against any person; or wrongfully withholds (or threatens to withhold) a favorable personnel action with respect to any person for making or preparing to make a protected communication (i.e., reporting a sexual assault). Section 1034 of Title 10, U.S.C.; Article 132 of the UCMJ. Protected communication means the following:

A) A lawful communication to a Member of Congress or an Inspector General

B) A communication to a covered individual or organization in which a member of the armed forces complains of, or discloses information that the member reasonably believes constitutes evidence of, any of the following:

(i) A violation of law or regulation, including a law or regulation prohibiting sexual harassment or unlawful discrimination.

(ii) Gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

ASK: What else can retaliation include? What can retaliation look like?

Facilitator: *Elicit responses from audience and validate correct answers. Add the following if not previously mentioned.*

- *Certain social interactions (i.e., ostracism): With a connection to Military Service, wrongfully excluding a Service member from social acceptance or membership with the intent to inflict emotional distress, discourage reporting, and discourage the administration of justice. Article 92 of the UCMJ - "Failure to obey order or regulation."*
- *Cruelty: Occurs when a person subject to the UCMJ is cruel toward, oppresses, or maltreats any person subject to their orders, but not necessarily in their chain of command. Not necessarily physical. Article 93 of the UCMJ - "Cruelty and Maltreatment."*
- *Retaliation for UCMJ purposes is done with the intent to retaliate against any person for:*
 - *Reporting or planning to report a criminal offense, or with the intent to discourage any person from reporting a criminal offense;*
 - *Intervening (or attempting to intervene) to prevent the sexual assault; or*
 - *Cooperating as a witness (or believed to have cooperated) to the sexual assault.*

ASK: Can I see a show of hands which of your groups had stories which included retaliation?

Facilitator: *Invite a couple groups to share examples of retaliation and the behaviors seen in their stories.*

ASK: Who can report retaliation?

Facilitator: *Elicit responses from audience and validate correct answers. Add the following if not previously mentioned.*

- Adult sexual assault victims.
- Family members of adult sexual assault victims.
- Bystanders who intervene.
- Witnesses.
- SARCs and SAPR VAs involved in the case.
- Responders on the sexual assault case, such as the sexual assault medical forensic examiner, commander, or Special Victims' Counsel.
- Other individuals associated with the incident, such as the victim's roommate, friends, or co-workers.

Final Thoughts.

STATE: As we wrap up, remember that confidential and anonymous support and information is available through the DoD Safe Helpline or through the local 24/7 response line. This contact information is on all SAPR posters and the SAPR pocket cards available today.

STATE: Thank you all for your participation throughout the stories and to the briefers who provided the summaries. As you can see, the storylines were quite varied. Each of them walked through some very realistic situations. Sexual assault is complex, but you have options and resources through the SAPR Program. I hope you all gained some tools to provide support if someone comes to you for help and increased confidence to intervene if you see a situation, you know is not right. Together we can support a climate of respect, professionalism, and safety. Please complete the AAR you were given and place it on (table, box, etc.) as you exit.



APPENDICES

In the Boots of a Survivor

Appendix 1: Abbreviations & Acronyms

Facilitator Guide

AAR	After Action Review
CATCH	Catch a Serial Offender
CNGBI	Chief of the National Guard Bureau Instructions
CNGBM	Chief of the National Guard Bureau Manuals
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
D-SAACP	Department of Defense Sexual Assault Advocate Certification Program
LE	Law Enforcement
MCIO	Military Criminal Investigatory Office
MEO	Military Equal Opportunity
NGB-DTM	National Guard Bureau Directive-Type Memorandum
RAINN	Rape, Abuse, and Incest National Network
SAPR	Sexual Assault Prevention and Response
SARC	Sexual Assault Response Coordinator
SVC	Special Victims' Counsel
VA	Victim Advocate

Storyline #1

CPT	Captain
DA	Department of Army
LOD	Line of Duty
LTC	Lieutenant Colonel
MRE	Military Rule of Evidence
NCO	Non-Commissioned Officer
RTI	Regional Training Institute
SARC	Sexual Assault Response Coordinator
SFC	Sergeant First Class
SPC	Specialist
SVC	Special Victims' Counsel
VA	Victim Advocate

Storyline #2

Capt	Captain
GHB	Gamma-Hydroxybutyrate
LOD	Line of Duty
RAINN	Rape, Abuse, and Incest National Network
SAFE	Sexual Assault Forensic Examination
SANE	Sexual Assault Nurse Examiner
SARC	Sexual Assault Response Coordinator
SrA	Senior Airman
SSgt	Staff Sergeant
SVC	Special Victims' Counsel
VA	Victim Advocate

Appendix 2: Resources

Department of Defense (DoD) Directives & Instructions

DoD Directive 6495.01, 23 January 2012, “Sexual Assault Prevention and Response (SAPR) Program, Incorporating Change 5, 10 November 2021.

- Implements DoD policy and assign responsibilities for the SAPR Program on prevention, response, and oversight to sexual assault.

DoD Directive 1020.02E, 8 June 2015, “Diversity Management and Equal Opportunity in the DoD.”

DoD Instruction 6495.02, Volume 1, 28 March 2013, “Sexual Assault Prevention and Response: Program Procedures,” Incorporating Change 8, 26 July 2024.

DoD Instruction 6495.02, Volume 3, 24 June 2022, “Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases,” Incorporating Change 1, 26 July 2024.

DoD Instruction 6400.09, 11 September 2020, “DoD Policy on Integrated Primary Prevention of Self-Directed Harm and Prohibited Abuse or Harm.”

DoD Instruction 1350.02, September 4, 2020, “DoD Military Equal Opportunity Program.”

DoD Instruction 1438.06, 16 January 2014, “DoD Workplace Violence Prevention and Response Policy.”

DoD Instruction 1020.03, 8 February 2018, “Harassment Prevention and Response in the Armed Forces.”

DoD Instruction 1020.04, 30 June 2020, “Harassment Prevention and Responses for DoD Civilian Employees.”

National Guard Bureau (NGB) Policies

Chief of the National Guard Bureau Instruction (CNGBI) 1300.01, 26 June 2022, “National Guard Sexual Assault Prevention and Response Program”

National Guard Bureau Directive Type Memorandum 1300.00, 29 November 2022, “Limited Sexual Assault Prevention and Response Services for Sexual Harassment Complaints.”

National Guard Bureau Directive Type Memorandum 9601.01, 31 May 2024, “Interim Guidance for Processing Title 32 Military Equal Opportunity Sexual Harassment Complaints Under the National Guard Discrimination Complaint Program.”

Additional Resources

Allen, S. J., Rosch, D. M., & Riggio, R. E. (2022). Advancing leadership education and development: Integrating adult learning theory. *Journal of Management Education*, 46(2), 252-283. <<https://doi.org/10.1177/10525629211008645>>

Basile, K.C., Smith, S. G., Breiding, M. J., Black, M. C., Mahendra, R. (2014). Sexual violence surveillance: uniform definitions and recommended data elements, Version 2.0. Atlanta (GA): *National Center for Injury Prevention and Control, Centers for Disease Control and Prevention*.

Catch a Serial Offender (CATCH) Program. <<https://sapr.mil/catch>>

Chief of the National Guard Bureau Instruction 1300.01A, “National Guard Sexual Assault Prevention and Response Program,” 26 June 2020.

Cox, E. (2015). Coaching and adult learning: Theory and practice. *New Directions for Adult and Continuing Education*, 2015(148), 27-38. <<https://doi.org/10.1002/ace.20149>>

Department of Defense (DoD). (2022). *Fiscal Year 2021 Annual Report on Sexual Assault in the Military*. <<https://www.sapr.mil/reports#tabs-0-23097100-1689777328-3>>

Department of Defense (DoD). (2023). *Fiscal Year 2022 Annual Report on Sexual Assault in the Military*. <<https://www.sapr.mil/reports>>

Department of Defense (DoD), Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy (ODASD (MC&FP)), under contract with ICF. (2021) *2021 Demographics of the military community*.

Gedney, C. R., Wood, D. S., Lundahl, B., & Butters, R. P. (2018). Sexual assault prevention efforts in the U.S. air force: A systematic review and content analysis. *Journal of Interpersonal Violence*, 33(3), 421-441. <<https://doi.org/10.1177/0886260515608801>>

Eckhoff, R., Boyce, M., Watkins, R. L., Kan, M., Scaglione, N., Pound, L., & Root, M. (2022). Examining the use of mobile technology to deliver tailored sexual assault prevention in a classroom environment in the military: Development and usability study. *JMIR mHealth and uHealth*, 10(11), e41455-e41455. <<https://doi.org/10.2196/41455>>


Rape, Abuse, and Incest National Network. <<https://www.rainn.org/about-rainn>>

Schell, T. L., Cefalu, M. Farris, C., Morral, A. R. (2021). The relationship between sexual assault and sexual harassment in the U.S military. *RAND Corporation*. <<https://apps.dtic.mil/sti/pdfs/AD1124371.pdf>>


Skopp, N. A., Roggenkamp, H., Hoyt, T. V., Major, H. M., & Williams, T. J. (2020). Army sexual Harassment/Sexual Assault Response & Prevention Program (SHARP) tiger team: A model to inform prevention. *Military Behavioral Health*, 8(1), 64-73. <<https://doi.org/10.1080/21635781.2019.1670763>>


Zelin, A. I., Burns, V. L., & Rogers, K. H. (2021). Fighting back against college campus sexual violence: Teaching and supervising courses to empower students. *Women & Therapy*, 44(3-4), 391-414. <<https://doi.org/10.1080/02703149.2021.1961450>>

Appendix 3: SAPR Pocket Card Example




Sexual Assault Prevention & Response Program





CATCH Program – Catch a Serial Offender
Allows sexual assault victims to anonymously and confidentially provide details of their assault. If multiple victims report the same offender, all victims have the opportunity to elect an investigation.




safehelpline.org
877-995-5247

CONSENT: a freely given agreement by a competent person. An expression of lack of consent through words or actions, including lack of verbal or physical resistance or submission resulting from force, threat of force, or placing another person in fear does not constitute consent. A current dating or social or sexual relationship by itself or the manner of dress of the person involved will not be used in the conduct at issue shall not constitute consent. A sleeping, unconscious, or incompetent person cannot consent.

UTNG SAPR Officer
24/7 Cell – 801-716-9254

Victim Advocate Coordinator
24/7 Cell – 801-716-9214





Sexual Assault Prevention & Response Program



UTNG 24/7 SAPR Hotline
801-716-9254

Visit sapr.mil for more info.

RESTRICTED REPORT

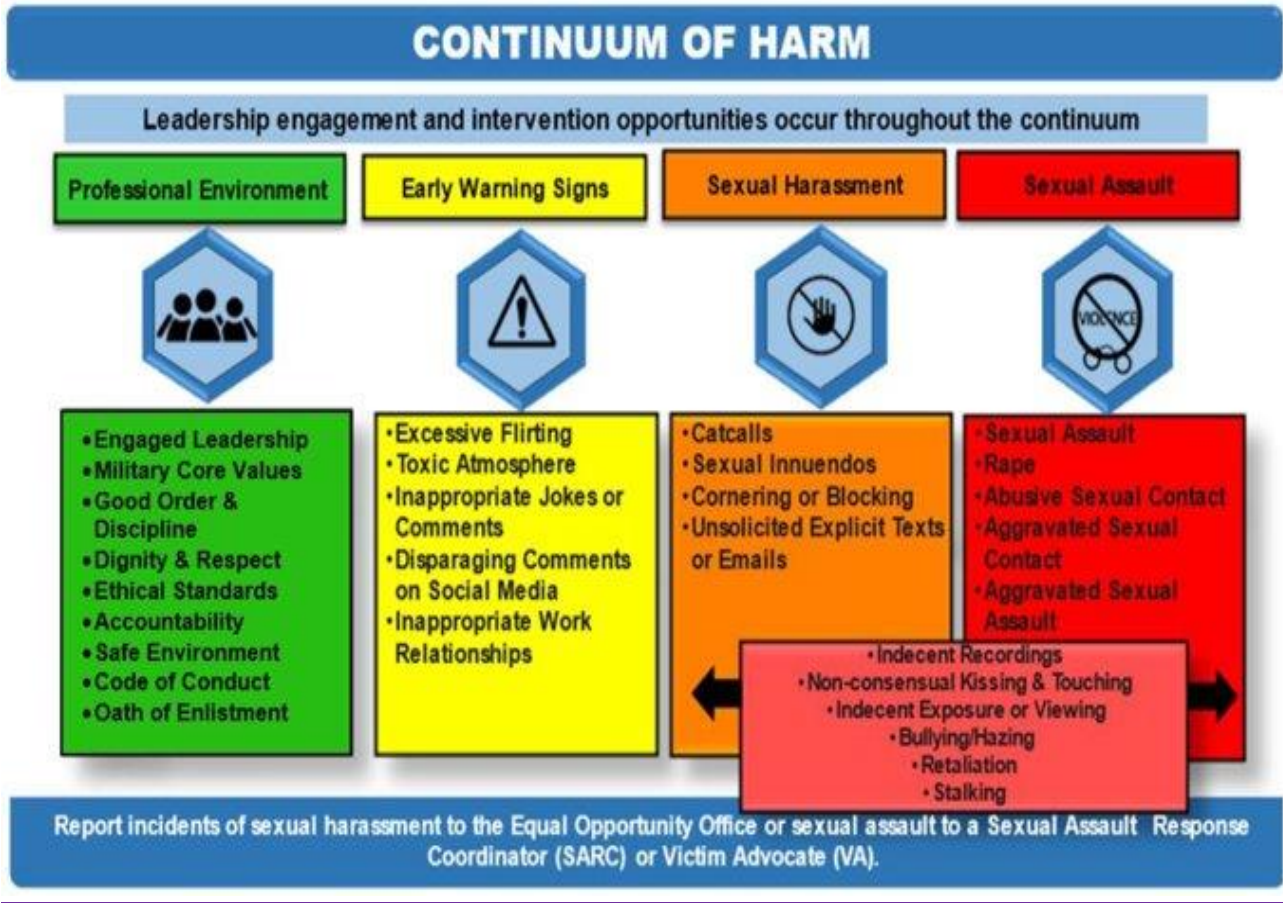
UNRESTRICTED REPORT

- Confidentially report the crime and identified individuals without triggering an official investigation process or communication with law enforcement and notification.
- Victim receives healthcare, advocacy services, and legal advice without notification.
- Can change to Unrestricted Report any time**
- No time limit to report**

- Victim receives healthcare, advocacy services, and legal advice.
- Cannot revert to Restricted Report once it is an Unrestricted Report**
- Not confidential**

Reporting Eligibility: Soldiers, Airmen (AGR, FTNG, MDAY, DSG), Adult Military Dependents (18+); Title 32 and Title 5 Military Civilians/Technicians.

Appendix 4: Continuum of Harm



Appendix 5: After Action Review

Name: _____(Optional)

What I learned about SAPR and/or myself.

What I am still unsure of.

One point to retain.

One thing to improve about this training.

Other comments or recommendations.

Appendix 6: Training Evaluation

Pre & Post Test (Answers annotated)

1. SAPR Victim Advocates are (*choose one*):
 - a. Allowed to engage in clinical counseling as long as they have the proper certifications.
 - b. **The only responders whose sole interest is ensuring victims' needs are met.**
 - c. Responsible as the single point of contact for the command SAPR Program.
 - d. Not permitted to accompany victims during medical procedures.

2. If a victim of sexual assault contacts the SAPR program but decides not to file an official report by signing the DD Form 2910, the Sexual Assault Response Coordinator (SARC) is NOT required to report the incident to command and law enforcement.
 - a. **True.**
 - b. False.

3. This program offers survivors the opportunity to submit information confidentially and anonymously about the alleged offender and the incident to Military Criminal Investigators with the goal of identifying serial offenders.
 - a. DSAID.
 - b. **CATCH.**
 - c. SPARX.
 - d. Safe Helpline.

4. This reporting option allows victims of sexual assault to receive SVC legal advice and medical and advocacy services. It also **DOES NOT** reveal the identity of the victim or the alleged perpetrator.
 - a. **Restricted.**
 - b. Unrestricted.

5. This reporting option allows for victims to receive medical treatment, advocacy services, and legal advice. As part of this option, DoD law enforcement initiates an investigation and the victim's Chain of Command is notified. As part of this reporting option victims may seek both Military and Civilian Protective Orders, as well as requests an Expedited Transfer.

A. Restricted.

b. **Unrestricted.**

6. Choose one of the following responses to indicate your level of satisfaction with Sexual Assault Response and Prevention (SAPR) trainings you've experienced thus far.

a. Not Applicable. I never attended a SAPR training.

b. Very dissatisfied.

c. Somewhat dissatisfied.

d. Neither dissatisfied nor satisfied.

e. Somewhat satisfied.

f. Very satisfied.

Pre & Post Test (Clean)

1. SAPR Victim Advocates are (*choose one*):
 - a. Allowed to engage in clinical counseling as long as they have the proper certifications.
 - b. The only responders whose sole interest is ensuring victims' needs are met.
 - c. Responsible as the single point of contact for the command SAPR Program.
 - d. Not permitted to accompany victims during medical procedures.

2. If a victim of sexual assault contacts the SAPR program but decides not to file an official report by signing the DD Form 2910, the Sexual Assault Response Coordinator (SARC) is NOT required to report the incident to command and law enforcement.
 - a. True.
 - b. False.

3. This program offers survivors the opportunity to submit information confidentially and anonymously about the alleged offender and the incident to Military Criminal Investigators with the goal of identifying serial offenders.
 - a. DSAID.
 - b. CATCH.
 - c. SPARX.
 - d. Safe Helpline.

4. This reporting option allows victims of sexual assault to receive SVC legal advice and medical and advocacy services. It also **DOES NOT** reveal the identity of the victim or the alleged perpetrator.
 - a. Restricted.
 - b. Unrestricted.

5. This reporting option allows for victims to receive medical treatment, advocacy services, and legal advice. As part of this option, DoD law enforcement initiates and investigation and the victim's Chain of Command is notified. As part of this reporting option victims may seek both Military and Civilian Protective Orders, as well as request and expedited transfer.
 - A. Restricted.
 - b. Unrestricted.

6. Choose one of the following responses to indicate your level of satisfaction with Sexual Assault Response and Prevention (SAPR) trainings you've experienced thus far.
- a. Not Applicable. I never attended a SAPR training.
 - b. Very dissatisfied.
 - c. Somewhat dissatisfied.
 - d. Neither dissatisfied nor satisfied.
 - e. Somewhat satisfied.
 - f. Very satisfied.

Appendix 7: Data Collection Method

1. Facilitator Fidelity Log.

Data Collection Method Facilitator Fidelity Log			
Data Completed by	Timing of data collection	Questions	Response
Facilitator (if there was more than one, each facilitator will have to complete the fidelity log.)	After each training session	Was the training fully completed, partially completed, or not done?	
	After each training session	Did you add anything to the training? (i.e.- real life story examples, added visuals, etc.)	
	After each training session	Any challenges or issues affecting implementation?	
	After each training session	How well prepared were you as the facilitator?	

2. Observations of Program Implementation.

Data Collection Method Observations of Program Implementation			
Data Completed by	Timing of data collection	Questions	Response
Trained program or evaluation staff; possible program developers.	After each observed training session	Was the training fully completed, partially completed, or not done?	
		Did the facilitator manage time efficiently?	
		Was the facilitator able to manage the classroom?	
		Was the facilitator able to answer student questions?	
		Was the facilitator enthusiastic about the program?	
		What was the level of student engagement?	

3. Observations of staff training on curriculum or other program components.

Data Collection Method Observations of staff training on curriculum or other program components			
Data Completed by	Timing of data collection	Questions	Response
Trained program or evaluation staff; possibly program developers.	After training session(s) completed	What was the length of training?	
		What content was covered?	
		Did the facilitator use any visuals? (posters, PowerPoints, and or handouts).	
		Did the facilitator utilize any of the following training methods? (Lecture, teach-backs, and or small group discussions).	

Appendix 8: Frequently Asked Questions (FAQs)

Facilitator Note: Below are Frequently Asked Questions (FAQs) for reference.

Does “unsubstantiated” mean it was a false report? No. When a case is unsubstantiated it means there was a lack of evidence to prove the required elements associated with the crime. According to the FY22 DoD Annual Report on Sexual Assault in the Military, “about 1% of subject cases were unfounded, meaning they were false or baseless. False cases are allegations wherein evidence existed to find that the crime did not occur, or the accused did not commit the crime. Baseless cases are those allegations that were inappropriately reported as a sexual assault”.

Can a Service member be punished or discharged even if civilian authorities do not prosecute? Yes, the military has a lower burden of proof for administrative actions than civilian courts do for criminal convictions. (Example: preponderance of evidence versus beyond a reasonable doubt.)

Why does it take so long to close a case? Every report must be investigated thoroughly by the responsible law enforcement agency. Command may elect to wait until the criminal justice process is complete before any military action may be taken, if appropriate.

Appendix 9: Training Definitions

Consent:

A freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent. A sleeping, unconscious, or incompetent person cannot consent. (DoDD 6495.02)

LE Victim:

LE victim. A Service member or civilian LE person who reports or discloses that they are a victim of a sexual assault. (DoDI 5505.18)

Retaliation:

An act that: Involves personnel actions: Wrongfully takes (or threatens to take) an adverse personnel action against any person; or wrongfully withholds (or threatens to withhold) a favorable personnel action with respect to any person for making or preparing to make a protected communication (i.e., reporting a sexual assault). Section 1034 of Title 10, U.S.C.; Article 132 of the UCMJ. Protected communication means the following:

- A) A lawful communication to a Member of Congress or an Inspector General.
- B) A communication to a covered individual or organization in which a member of the armed forces complains of, or discloses information that the member reasonably believes constitutes evidence of, any of the following:
 - (i) A violation of law or regulation, including a law or regulation prohibiting sexual harassment or unlawful discrimination.
 - (ii) Gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

Retaliation may also include:

Certain social interactions (i.e., ostracism): With a connection to Military Service, wrongfully excluding a Service member from social acceptance or membership with the intent to inflict emotional distress, discourage reporting, and discourage the administration of justice. Article 92 of the UCMJ - "Failure to obey order or regulation."

Cruelty: Occurs when a person subject to the UCMJ is cruel toward, oppresses, or maltreats any person subject to their orders, but not necessarily in their chain of

command. Not necessarily physical. Article 93 of the UCMJ - "Cruelty and Maltreatment."

Retaliation for UCMJ purposes is done with the intent to retaliate against any person for:

Reporting or planning to report a criminal offense, or with the intent to discourage any person from reporting a criminal offense;

- Intervening (or attempting to intervene) to prevent the sexual assault; or
- Cooperating as a witness (or believed to have cooperated) to the sexual assault.

The individuals who experience retaliation who can file a formal report of retaliation through a DD Form 2910-2 are:

- Adult sexual assault victims.
- Family members of adult sexual assault victims.
- Bystanders who intervene.
- Witnesses.
- SARCs and SAPR VAs, on this case.
- Responder on this sexual assault case (e.g., MCIO, sexual assault medical forensic examiner, commander, SVC (Air Force, Army, National Guard, and Coast Guard) VLC (Navy and Marine Corps) VC (Air Force)).
- Other individuals associated with the incident (e.g., the victim's roommate, friend, or co-worker who could be perceived as supporting the victim). (DoDI 6495.02, Vol 3, Change 1).

Sexual assault:

Intentional sexual contact characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. As used in this instruction, the term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses. (DoDI 6495.02, Vol 1, Change 8)

Sexual harassment:

Conduct that: Involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when: Submission to such conduct is, either explicitly or implicitly, made a term or condition of a person's job, pay, or career; Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Is so

severe or pervasive that a reasonable person would perceive, and the victim does perceive, the environment as hostile or offensive. Any use or condonation, by any person in a supervisory or command position, of any form of sexual behavior to control, influence, or affect the career, pay, or job of a member of the Armed Forces or a civilian employee of the Department of Defense. Any deliberate or repeated unwelcome verbal comments or gesture of a sexual nature by any member of the Armed Forces or a civilian employee of the Department of Defense. There is no requirement for concrete psychological harm to the complainant for behavior to constitute sexual harassment. Behavior is sufficient to constitute sexual harassment if it is so severe or pervasive that a reasonable person would perceive, and the complainant does perceive, the environment as hostile or offensive. Sexual harassment can occur through electronic communications, including social media, other forms of communication, and in person. (DoDI 1020.03)