



DEPARTMENT OF THE NAVY
NAVAL SUPPORT ACTIVITY MONTEREY
271 STONE ROAD
MONTEREY CA 93943-5189

NSAMINST 1752.3
N9
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NAVAL SUPPORT ACTIVITY MONTEREY INSTRUCTION 1752.3

From: Commanding Officer, Naval Support Activity Monterey

Subj: NAVAL SUPPORT ACTIVITY MONTEREY SEXUAL ASSAULT PREVENTION
AND RESPONSE PROGRAM

Ref: (a) DoDD 6495.01 CH-2
(b) DoDI 6495.02 CH-2
(c) DoDI 6495.03
(d) SECNAVINST 1752.4B
(e) OPNAVINST 1752.1C
(f) OPNAVINST F3100.6J CH-2
(g) CNICINST 1752.4
(h) CNICINST 1752.3
(i) CNICINST 1754.3
(j) CNICNOTE 5420
(k) N-MIL-SAPR SOP

Encl: (1) Sample Watchbill
(2) 24/7 Installation Response Line Procedures and Protocol

1. Purpose. To ensure compliance with the Sexual Assault Prevention and Response (SAPR) program, this instruction supplements references (a) through (k). For the purpose of this instruction, Sexual Assault Response Coordinators (SARC), unit SAPR Victim Advocates (UVA) (military volunteers from within the command), and unit SAPR point of contacts (POC), are referred to as SARCs, SAPR UVAs, AND SAPR POCs, respectively. Additionally, this instruction assigns a specific unit victim advocate watchbill and standardizes the process that ensures victims of sexual assault have timely and appropriate response and support; see enclosures (1) and (2).

2. Cancellation. This is a new instruction and should be reviewed in its entirety.

3. Discussion. Naval Support Activity Monterey's (NSAM) primary concerns under the SAPR program are for the well-being of its service personnel, legal family members, and civilians to promote high quality working and living conditions, and to provide 24/7 response capability in the event a sexual assault was to occur. NSAM is committed to providing gender-responsive, culturally competent, and recovery-oriented victim support and care and is designed to provide immediate 24/7 response capability at the installation level to render appropriate advocacy and referral services for "Restricted" and "Unrestricted" reporting. To aid in effective response to victims of sexual assault, the installation utilizes a three-tier response structure:

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- a. First Tier: NSAM 24/7 response line
- b. Second Tier: NSAM Installation SARC
- c. Third Tier: Naval Air Station (NAS) Lemoore Installation SARC

Note: In the event an initial call goes unanswered by the duty SAPR UVA, the voicemail on the 24/7 response line provides two additional phone numbers for the victim to utilize.

NSAM's SAPR program objective is to ensure mandatory activation of an on-call SAPR UVA at the time of a sexual assault report to provide victims with information, emotional support, and guidance through various medical, mental health, legal, and investigative processes.

4. Applicability. This instruction is applicable throughout the NSAM installation, tenant commands onboard NSAM, and NSAM-associated Navy Operational Support Centers (NOSC), Navy Recruiting Districts (NRD), Naval Reserve Officers Training Corps (NROTC) units, and other units designated under NSAM SAPR's Area of Responsibility to persons stipulated in reference (e).

5. Responsibilities. SAPR Program responsibilities are delineated in references (a) through (e) with specific emphasis placed on the following:

- a. NSAM SARC shall:

- (1) Serve as the subject matter expert (SME) to commanders under his/her cognizance to oversee local implement and execution of all aspects of the SAPR program.

- (2) Operate as the single POC to coordinate sexual assault response when a sexual assault is reported. SARCs shall be authorized to perform victim advocate duties in accordance with Military Service regulations.

- (3) Provide effective case management of unrestricted and restricted sexual assault reports via the Defense Sexual Assault Incident Database (DSAID) in accordance with procedures stipulated in reference (e).

- (4) Complete the required training and certification requirements stipulated in references (e) and (k) prior to performing duties as a SARC and/or victim advocate, as SARCs are additionally authorized to act in this capacity.

- (5) Notify the victim's commander and installation commander within 24 hours of a reported sexual assault incident or 48 hours if there are extenuating circumstances in the deployed environments. SARCs shall provide pertinent information regarding unrestricted reports and non-PII information for a restricted report.

- (6) Co-chair the Sexual Assault Case Management Group (SACMG) meeting with the Installation Commanding Officer (CO).

(7) Ensure 24/7 availability of SAPR VA/UVA services, in addition to coordinating with military and civilian agencies, such as chaplains, military treatment facilities, law enforcement, local rape crisis center, etc. to meet victim needs.

(8) Comply with DoD Sexual Assault Advocate Certification Program requirements.

(9) Have direct and unimpeded contact and access to the installation and tenant COs in the performance of their duties.

(10) Provide oversight and supervision subordinate of SAPR UVAs to include:

(a) Recruiting and training a cadre of SAPR UVAs to respond to incidents of sexual assault; provide support, assistance, information, and referrals to victims; UVAs must also comply with administrative requirements.

(b) Maintaining a watchbill of SAPR UVAs assigned to naval installation and tenant commands.

(c) Assessing suitability on an ongoing basis of personnel filling SAPR UVA and other key command SAPR positions.

(d) Ensuring all service members, legal family members, and civilian personnel are made aware of Navy and civilian resources available to assist victims of sexual assault.

(11) Coordinate with stakeholders to establish memorandum of agreements/memorandum of understandings (MOAs/MOUs) to facilitate timely response for victim support.

(a) MOUs established between the installation and other entities shall be signed by the Regional Commander, not the installation CO.

(b) Assist tenant commands establish MOUs with one another for SAPR UVA assistance when one unit is too small to comply with all SAPR team requirements.

(c) Commands shall consult with the respective Staff Judge Advocate (SJA) prior to enacting MOUs.

(12) Liaise with NSAM SAPR's associated NOSCs, NROTC units, NRDs, and other outlying area commands on all aspects of the SAPR program to ensure units maintain compliance with policy, procedures, and training.

(13) Conduct annual command assessment for all units under his/her cognizance.

(14) Engage in community outreach efforts. Coordinate public awareness campaigns, implement marketing materials and other resources to promote awareness and understanding of the SAPR Program.

- (15) Prepare and disseminate the quarterly UVA watchbill.
- (16) Assign qualified and credentialed SAPR UVAs to the watchbill.
- (17) Sign for the designated duty cell phone and maintain its structural integrity while serving in the SARC position with the following additional phone responsibilities:
 - (a) If at any time the duty cell ceases operation, the UVA will notify the SARC immediately.
 - (b) The defective phone and/or any associated accessories shall be turned into N6 for an expedited replacement to maintain response continuity.
- (18) Conduct watchbill training for all qualified and compliant SAPR UVAs to maintain consistency and effectiveness of watch standing duties.
- (19) Manage and monitor the quarterly SAPR UVA watchbill for procedural compliance and standardization.
- (20) Periodically observe duty turnover and immediately address any procedural discrepancies.
 - b. NSAM SAPR UVAs shall:
 - (1) Serve as primary initial POC for victims of sexual assault and work closely with the SARC to ensure comprehensive care for victims.
 - (2) Complete the required training and certification requirements stipulated in references (e) and (k) prior to performing duties as a unit victim advocate.
 - (3) Provide crisis intervention, referrals for support services, information regarding reporting options, and ensure victims are informed of their rights.
 - (4) Explain the scope and limitations of the SAPR UVA role in providing on-going advocacy services.
 - (5) Provide support and accompaniment throughout the medical, investigative, and legal processes. SAPR UVA accompaniment to additional appointments outside of routine duties shall be approved by the SARC.
 - (6) Participate as a watchstander on the installation quarterly on call Victim Advocate watchbill, unless otherwise directed.
 - (a) Stand on call duty period for one week at a time. Only credentialed SAPR UVAs are eligible to serve on the watchbill.

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(b) The primary duty SAPR UVA will maintain continuous custody of the 24/7 response line duty cell phone and receive calls of sexual assault reports.

Note: In the event that the primary duty SAPR UVA is unable to maintain continuous custody of the 24/7 response line duty cell phone due to work related restrictions, arrangements must be made prior to the duty day to ensure a fully credentialed duty SAPR UVA takes possession of the cell phone. The SARC must approve all modifications to the watch-bill.

(c) If the primary duty SAPR UVA responds to a victim in person, the primary will notify the SARC so that the phone can be passed to an alternate duty SAPR UVA if needed.

(d) Off-going and oncoming duty SAPR UVA will make contact 24 hours prior to turnover. This will be done to avoid issues on the morning of turnover. Once turnover has been completed, contact the Installation SARC at 831-760-0020.

(e) Notify the Installation SARC if there are any issues with the watch reliefs or changes in the duties.

(7) Attend SACMG when the case being reviewed involves a victim with whom the SAPR UVA is supporting, to ensure the victim's needs are articulated.

c. Unit SAPR POC shall:

(1) Provide oversight of command compliance with SAPR program requirements.

(2) Complete all required training regarding performance of duties by a trained Navy SARC within 90 days of being designated.

(3) Have direct and unimpeded contact and access to the installation and tenant COs in the performance of their duties.

(4) Maintain current information on victim resources, both locally and while deployed, if applicable.

(5) Ensure command members are aware of how to contact the DoD Safe Helpline, SARC, SAPR UVA, and Victim's Legal Counsel (VLC).

(6) Establish a POC binder with current instructions, naval administrative and all Navy (NAVADMIN and ALNAV) messages, Commanders checklist, SAPR team members, etc.

(7) Ensure all military and civilian personnel complete SAPR training and completion is properly documented.

(a) In collaboration with the SARC, facilitate quality awareness, prevention, and other required trainings.

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(b) Accompany the SARC and record findings during annual SARC-conducted command assessments.

6. Case Management. The NSAM SACMG meeting shall be held every month. If there are no cases to review for the month, the SACMG meeting will still convene for members to receive follow-on training to enhance the progression of victim support and system coordination.

a. The meeting is chaired by the NSAM Installation CO or Deputy Commander (when designated in writing as the "Acting CO" during the CO's absence from the command), and co-chaired by the NSAM SARC with a panel of required members in attendance:

- (1) Chaplain
 - (2) Mental Health Provider
 - (3) Victim's CO (XO when circumstances prevent CO's attendance)
 - (4) ISIC representative (if CO & XO are deployed and can't VTC or phone in)
 - (5) Victim's SAPR UVA
 - (6) Victim's Healthcare Provider if applicable
 - (7) Victim's Mental Health Provider/Counselor/Therapist
 - (8) NCIS/MCIO (who have detailed knowledge of case)
 - (9) JAG/Legal Representative, as appropriate
 - (10) Victim's Victim and Witness Assistance Program (VWAP) Representative (military or civilian or the VLC)
 - (11) Safety Assessment Personnel (trained to conduct a safety assessment)
 - (12) Other professionals directly involved with the case being reviewed, as appropriate.
- Other professionals must be approved by the Chair prior to attending.

b. If the victim's commander (or ISIC) is unable to participate in the SACMG, the Chair and Co-chair shall coordinate with the command to hold an ad hoc SACMG at a later date during the same month or as soon as feasible.

c. The victim's CO shall provide monthly case updates within 72 hours; this is a non-delegable duty. Updates can be provided orally, written, electronically, or via the SARC, SAPR VA/UVA or VLC. Additionally, victims can opt out of receiving an update regarding their case.

d. Cases shall be reviewed until final disposition of the case and victim's termination of SAPR services.

e. Cases with a military offender and civilian victim who is not eligible for SAPR services will not be reviewed at SACMG but will still be tracked by the SARC in DSAID.

7. Training. Per enclosure (10) of reference (b), training is required for all personnel (i.e., all service members, Department of the Navy (DON) civilian personnel, and others as directed) and training completion shall be documented. NSAM SARCs, SAPR UVAs, and unit SAPR POCs shall utilize training materials developed or approved by Naval Education Training Command and Commander, Navy Installations Command to maintain standardization.

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a. To regiment services throughout the DoD, all DON sexual assault responders shall receive the same baseline training. First responders are comprised of NSAM personnel in the following disciplines or positions: SARCs, Deployment Resiliency Counselor (DRCs), SAPR VAs, SAPR UVAs, healthcare personnel, DON law enforcement, base security, Naval Criminal Investigative Service (NCIS), SJA, VLC, chaplains, firefighters and emergency medical technicians.

b. The NSAM Installation Training Officer (ITO) and respective departmental training officers will ensure all newly reported personnel are trained using the standardized CNIC-developed First Responder Training.

8. SAPR Program Response Capability Assessment. To validate SAPR program procedures and processes, reference (h) directs a semi-annual SAPR drill to be conducted onboard NSAM. The NSAM ITO is responsible for coordinating with the SARC to conduct drills as required or as necessary. The ITO will coordinate with the SARC to identify drill dates and drill scenarios to be used. The ITO can conduct additional SAPR drills as needed to test a new process or corrective actions of an identified weakness.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, NSAM N9 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency and consistency with Federal, DOD, SECNAV and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



R. A. WILEY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway <https://g2.cnic.navy.mil/tscnrsw/NSAMONTEREYCA/N00/default.aspx>

2nd Quarter SAPR WATCH FY 17
Last Updated: 22NOV2016
January, February, March 2017

Victim Advocate	RECALL #	Dates	Command
JAN 2017			
		04JAN-11JAN	NPS
		11JAN-18JAN	NPS
		18JAN-25JAN	NPS
		25JAN-01FEB	IWTC
FEB 2017			
		01FEB-08FEB	NMAU
		08FEB-15FEB	IWTC
		15FEB-22FEB	NPS
		22FEB-01MAR	NPS
MAR 2017			
		01MAR-08MAR	IWTC
		08MAR-15MAR	NPS
		15MAR-22MAR	FNMOG
		22MAR-29MAR	NMAU

NSAM SAPR VA 24/7 HOTLINE: 831-760-2329

(The phone code to retrieve voice mail call back messages is: 1280)

SAFE HELPLINE 1-877-995-5247

SARC Cell Phone: 831-760-0020

24/7 INSTALLATION RESPONSE LINE PROCEDURES AND PROTOCOL

SAPR 24/7 Response Line: (831)760-2329

SARC 24/7 Duty Cell: (831)760-0020

Watch bill

- SAPR duty days are from Wednesday to Wednesday
- Advocates are to complete turnover no later than 1200. If any issues arise, contact the SARC immediately
- Victim Advocates are responsible for being on the watch bill
- If you are unable to be on the watch bill or cannot stand your watch contact the SARC immediately so that an alternate can be found.

Phone Response

Upon receiving the phone inspect the following items:

- Charger (make sure that it is received upon turnover)
- Battery life (charge if needed)
- Ringer (adjust volume or set on vibrate)
- Check for any missed calls or voicemails
- Power on/ off at least once during the week

Greeting Callers: All calls are to be answered with the following greeting:

NSAM SAPR RESPONSE LINE, THIS IS _____ (first name), HOW MAY I HELP YOU?

- Discuss safety first. If the caller is in immediate danger ask for their location and inform them that you are going to call 911. If possible, keep the caller on the line until emergency responders can get to the scene.
- If the caller is not in immediate danger, discuss Victim-Victim Advocate privilege and exceptions.
- Ask the caller, "In the event we get disconnected, can I have a good call back number for you?"
- Listen, assess for immediate needs, and provide information and referrals as appropriate. If the caller is willing to meet in person, set a time and place.
- **VAs cannot respond to private residences unless law enforcement is already there.** Discuss meeting options with the SARC. The FFSC can be used as a location to meet.

Enclosure (2)

- You cannot give information out on cases however you can speak on general information regarding the SAPR program and discuss services provided.
- If you are unsure about anything or need more information, tell the caller that you are going to ask the SARC for more information and return their call promptly. Make sure that they are aware that the SARC is also a confidential resource.
- Call the SARC (available 24/7 on 831-760-0020) after calls to discuss response safety and reporting.

Voicemail

- **Remember to check the phone every 20-30 minutes for any missed calls or voicemails.**
- **Do not change prerecorded voicemail message unless directed to by the SARC.**
- Voicemail access: 1280

DO NOT: Use phone for personal calls, forward phone (unless approved by SARC), or turn off phone/leave it unattended.

Technical Issues

- Contact the SARC as soon as possible to report any phone functioning issues with the phone so that N6 can arrange a replacement for the device.
- In the SARC's absence contact the FFSC Director at 831-656-3060 or 831-656-3488.

Enclosure (2)