



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 5354.5B
4/SAVI
28 SEP 2007

USNA INSTRUCTION 5354.5B

From: Superintendent, United States Naval Academy

Subj: PREVENTION AND DETERRENCE OF SEXUAL HARASSMENT, MISCONDUCT AND ASSAULT

Ref: (a) DOD Directive 6495.01
(b) DOD Instruction 6495.02
(c) SECNAVINST 5300.26D
(d) OPNAVINST 5354.1E
(e) SECNAVINST 1752.4A
(f) OPNAVINST 1752.1B
(g) OPNAVINST 5370.2C
(h) OPNAVINST 5800.7

Encl: (1) USNA Sexual Harassment, Misconduct, and Assault Prevention and Response Organization
(2) USNA Sexual Harassment Response Team
(3) USNA Sexual Assault Response Team

1. Purpose. To issue policy and provide guidance on the prevention and deterrence of sexual harassment, misconduct and assault within the Brigade of Midshipmen and the Naval Academy Preparatory School (NAPS) Battalion, and for all military and civilian personnel within the purview of the Superintendent of the U.S. Naval Academy (USNA).

2. Cancellation. USNAINST 5354.5A

3. Mission

a. The mission of the Naval Academy is, "To develop midshipmen morally, mentally and physically and to imbue them with the highest ideals of duty, honor and loyalty in order to provide graduates who are dedicated to a career of naval service and have potential for future development in mind and character to assume the highest responsibilities of command, citizenship and government."

b. An important aspect in fulfilling our mission is to develop combat leaders who can instill unit cohesion and teamwork. The initial step in building teamwork is to develop a professional command climate that fosters dignity and respect while encouraging personal responsibility and accountability. The principle of Ship-Shipmate-Self will guide us in this effort since it emphasizes that the mission of the Academy comes first and that the welfare of shipmates takes precedence over one's personal desires.

4. Objective

a. To create a culture of prevention and an environment that protects the health, safety, and well-being of all U.S. Naval Academy personnel.

b. To prevent sexual harassment, misconduct, and assault through comprehensive awareness training and education and the consistent enforcement of standards. This includes prevention and discouragement of fraternization, which can lead to sexual harassment, sexual misconduct, and/or sexual assault.

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c. All forms of sexual harassment, misconduct and assault adversely affect good order and discipline and are contrary to the Navy's core values of honor, courage, and commitment. Department of Defense and Navy guidance is clearly outlined in references (a) through (h). U.S. Naval Academy leadership must provide the safest possible learning and working environment for midshipmen, cadets, midshipmen/cadet candidates and all military and civilian faculty and staff by maintaining a professional command climate that promotes dignity and respect.

5. Background. Sexual harassment, misconduct, and assault tear at the fabric of unit cohesion and teamwork. As a result, command climate can quickly erode into a sexually hostile environment. Our approach must be to promote a professional command climate that emphasizes dignity and respect by establishing clear standards, rules and norms for living and working that closely parallel the Fleet and Marine Corps, and to implement comprehensive proactive training and education in prevention and response programs to address sexual harassment, misconduct and assault.

6. Definitions. The following definitions for sexual harassment and sexual assault are consistent with references (a), (c), (d), and (e). The definition for sexual misconduct is unique to the Naval Academy as it applies to the Brigade of Midshipmen and the Midshipman/Cadet Candidate Battalion. Fraternalization, which may lead to sexual harassment, misconduct and/or assault, is further defined in reference (g). These definitions should be used in all regulations, implementing instructions and training.

a. Sexual Harassment: A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career;

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or,

(3) 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. This definition emphasizes that workplace conduct, to be actionable as "abusive work environment" harassment, need not result in concrete psychological harm to the victim, but rather only be so severe or persuasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive. (Working environment is an expansive term for military members and may include conduct on or off-duty, at sea or ashore, twenty-four hours a day.)

b. Fraternalization: Personal relationships between officer and enlisted, between designated midshipmen (i.e., between upper class and fourth class or between midshipmen in the same company); between midshipmen or midshipman/cadet candidates and enlisted personnel or between midshipmen or midshipman/cadet candidates and any staff or faculty that contravene the customary bounds of acceptable senior-subordinate relationships, i.e., that are unduly familiar because they do not respect differences in rank or grade and are prejudicial to good order and discipline.

c. Sexual Misconduct: Sexual acts at USNA, NAPS or other designated places, as well as acts committed under circumstances that are Service discrediting or prejudicial to good order and discipline. Sexual misconduct includes, but is not limited to, any actions of a sexual nature that would reasonably excite or satisfy sexual desires to include kissing, touching, sexual intercourse, sexually motivated nudity, and indecent sexual acts including indecent exposure and homosexual acts.

d. Sexual Assault: Sexual assault is a crime and is defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender, spousal relationship, or age of victim. Consent shall not be deemed

or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, coercion or when the victim is asleep, incapacitated, or unconscious.

7. Applicability. The provisions of this policy directive apply without regard to race, ethnic or national origin, sex, or religion within constraints of the law to the Brigade of Midshipmen, the Midshipman/Cadet Candidate Battalion, all military and civilian faculty and staff at USNA or NAPS, and all other military and civilian personnel otherwise within the purview of the Superintendent.

8. Policy

a. Similar to the Fleet and Marine Corps, at USNA, NAPS, or other places under USNA control, there is ZERO TOLERANCE for sexual harassment, fraternization, sexual misconduct and sexual assault.

b. Standards: Critical to the acceptance of any behavioral norm is the establishment of standards. This is especially true with regard to sexual harassment, misconduct, and assault. Our leaders (officers, enlisted, civilians, midshipmen, and midshipman/cadet candidates) will:

(1) Set clear standards pertaining to the prevention and deterrence of sexual harassment, misconduct and assault.

(a) Ensure zero tolerance for inappropriate/unacceptable behavior.

(b) Maintain a command climate that promotes dignity and respect.

(c) Maintain a climate which encourages reporting of inappropriate/unacceptable behavior.

(d) Provide support to victims.

(2) Educate/train/motivate all hands (seniors/juniors/peers) to the standards expected.

(3) Implement the standards through easily understood procedures, rules, and regulations.

(4) Enforce the standards and hold individuals accountable to the standards through counseling, remedial measures, and/or punishment.

(5) Live the standards by setting the example at all times and by demonstrating professionalism both on and off duty.

c. Leadership Environments: Creating a professional command climate that parallels the leadership environments of the Fleet is essential to maintaining a positive command climate.

(1) At USNA, rooms in Bancroft Hall, or at NAPS, rooms in Ripley Hall, shall be treated as staterooms on a ship. They are both professional working and living environments.

(2) King Hall at USNA, or Ney Hall at NAPS, shall be considered a Wardroom Mess. Officers, senior enlisted, and midshipmen are required to observe appropriate manners in the treatment of each other at all times when in the mess.

(3) At USNA and NAPS, classrooms, offices and public areas are considered comparable to training, working, and public military environments in the Fleet. Military courtesies shall be rendered and appropriate demeanor maintained.

(4) The Brigade or Battalion Chain of Command is similar to a ship's command structure. This hierarchical structure relies heavily upon the distinction of both privilege and responsibility from one level to the next.

(5) Liberty outside the confines of USNA and NAPS shall be treated as liberty ashore. All personnel must realize that their actions and behavior while on liberty reflect in a positive or negative manner on their unit, the Navy or Marine Corps, and the country.

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d. Program Management: In compliance with Navy directives, USNA and NAPS will maintain prevention and response programs which provide awareness training and education, properly address incidents, and provide support to victims. Enclosure (1) identifies the overall Sexual Harassment, Misconduct, and Assault Prevention and Response Organization. USNA and NAPS maintain the following programs, specifically tailored to meet the needs of the faculty and staff, Brigade of Midshipmen, and Midshipman/Cadet Candidate Battalion:

(1) Command Managed Equal Opportunity (CMEO) Program: To emphasize treatment of all personnel with dignity and respect, to prevent unprofessional behavior such as sexual harassment, discriminatory misconduct, and fraternization, and to ensure that every member is afforded equal opportunity in all endeavors.

(2) Sexual Assault Victim Intervention (SAVI) Program: To provide comprehensive sexual assault awareness and prevention training, as well as ensure a sensitive, coordinated, and effective approach to providing support and treatment to victims of sexual assault.

9. Program Elements. USNA maintains a comprehensive and proactive prevention and response program which is consistent with Navy policy and closely parallels the Fleet CMEO and SAVI Programs. The essential program elements are:

a. Comprehensive Prevention and Response Awareness Training and Education: An extensive training curriculum has been implemented to promote awareness in the prevention of and response to sexual harassment, misconduct, and assault. The execution of this program includes measures to ensure qualification of instructors and responsible points of contact, effective training for all hands, and availability of appropriate resources. Also included are steps to record progress made and measure the effectiveness of the training conducted.

b. 24 Hour/7 Day a Week Response and Support: Any person who experiences an incident of sexual harassment or sexual assault shall be able to contact command and support personnel at any time for immediate assistance. Enclosures (2) and (3) identify the composition of the Sexual Harassment and Sexual Assault Response Teams. Command support resources include:

Sexual Harassment

Brigade Character Representatives
 Brigade, Battalion, and Faculty/Staff CMEO
 Officers
 Equal Employment Opportunity Officer
 Sexual Assault Response Coordinator (SARC)
 Chaplains
 Chain of Command
 Faculty Liaison Representatives

Sexual Assault

Brigade/Battalion SAVI GUIDEs
 SAVI Victim Advocates
 Sexual Assault Prevention and Intervention
 Specialist
 Brigade, Battalion, and Faculty/Staff SAVI Liaisons
 Sexual Assault Response Coordinator (SARC)
 Health Care Providers
 Chaplains
 Faculty Liaison Representatives
 Chain of Command
 USNA/NAPS Duty Officer
 Brigade/Battalion Officer of the Watch
 DoD Police
 Naval Criminal Investigative Service (NCIS)

The healthcare providers of the Naval Health Clinic Annapolis (NHCLA), Naval Health Clinic Newport (NHCLN), Midshipmen Development Center (MDC), and Fleet and Family Support Center (FFSC) as well as civilian community resources, e.g., Rape Crisis Centers, Anne Arundel Medical Center, Newport Hospital, are also available for support.

c. Multiple Paths for Reporting: Multiple paths shall be accessible for victims to seek guidance and receive emotional support. All hands must be made aware of the various resources, reporting paths and avenues of resolution and redress available. At a minimum, these paths will include the following

personnel, who shall be trained in their respective areas of responsibility to provide sexual harassment and assault intervention options to victims.

(1) Sexual Assault Reporting Paths

(a) Sexual Assault Response Coordinator (SARC) – USNA’s designated primary point of contact to coordinate sexual assault victim care (from initial report through disposition and resolution). The SARC has oversight responsibility for USNA’s Sexual Assault Prevention and Response Program including coordination of victim care, case management and ensuring that training requirements are met.

(b) SAVI Liaisons (previously known as SAVI Coordinators) – USNA designated points of contact for coordinating sexual assault victim care and prevention and response training.

(c) SAVI Victim Advocates - Volunteer officers, enlisted and civilians who complete formal SAVI Advocate Training in accordance with Fleet standards. Victim advocates provide emotional support, assistance and information to victims from initial report through resolution.

(d) SAVI GUIDEs (Guidance Understanding Information Direction and Education) - Volunteer midshipman or midshipman/cadet candidate peer resources who complete SAVI Advocate Training. GUIDEs provide information, initial support, and referral assistance.

(e) Health Care Providers – USNA/NAPS military and civilian healthcare practitioners [physicians and psychotherapists (psychiatrists, psychologists, licensed clinical social workers), nurses, physician assistants, hospital corpsmen, and any other persons providing direct patient care]. At USNA, a Sexual Assault Prevention and Intervention Specialist is available within the MDC specifically to support midshipmen.

(f) Pastoral Care Providers - USNA/NAPS assigned and supporting Chaplains.

(g) Faculty Liaison Representatives – Volunteer Faculty Liaison Program (FLP) military and civilian faculty members who are trained in basic SAVI Program elements, processes and victim support. Faculty Liaison Representatives provide information and referral assistance.

(h) Law Enforcement and Criminal Investigators – USNA/NAPS assigned and supporting law enforcement and Naval Criminal Investigative Service (NCIS) Special Agents.

(i) Chain of Command - Company Officers, Senior Enlisted Leaders (for midshipmen and midshipman/cadet candidates), and faculty and staff supervisors familiar with USNA procedures and available resources for appropriate referral.

(2) Sexual Harassment Reporting Paths

(a) Sexual Harassment, Misconduct and Assault Prevention and Response (SHMAPR) Program Manager (dual responsibility as SARC) – USNA’s senior point of contact for management and resolution of sexual harassment complaints. The Program Manager has oversight responsibility for the sexual harassment prevention and response program including Equal Opportunity Advisors (EOA) and Command Managed Equal Opportunity (CMEO) Managers, training, and appropriate resolution of complaints.

(b) Equal Opportunity Advisor (EOA) – Designated officer or senior enlisted advisor and subject matter expert to the SARC on Sexual Harassment (SH) issues, ensure required reports are submitted, provide Equal Opportunity (EO) counseling, advise command members, and screen prospective EOAs for NEC 9515.

(c) CMEO Managers – Designated officers and senior enlisted who serve as the single-point of contact for EO, to include SH and discrimination issues, submit SITREPs, coordinate climate surveys,

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monitor training, maintain record files of ongoing and closed out complaints, and other related EO duties as required by the SARC.

(d) Equal Employment Opportunity (EEO) Officers/Counselors – Designated (within Human Resource Department) civilians who are trained in addressing civilian personnel sexual harassment grievance procedures.

(e) Health Care Providers – USNA/NAPS mental health professionals (psychiatrists, psychologists, licensed clinical social workers).

(f) Pastoral Care Providers – USNA/NAPS assigned and supporting Chaplains.

(g) Chain of Command - Company Officers, Senior Enlisted Leaders (for midshipmen and midshipman/cadet candidates), faculty and staff supervisors familiar with USNA procedures and available resources for appropriate referral.

d. An Environment that Encourages Incident Reporting: Programs developed to prevent sexual harassment, misconduct and assault must be focused on encouraging the reporting of such incidents and eliminating any possibility or fear of retribution. Supervisors shall ensure that a command climate exists such that if notification of an incident occurs, acts of reprisal, intimidation, or further harassment are not tolerated. The process should be designed to encourage victims or witnesses to come forward. Any military victim of sexual assault may disclose the assault under "Unrestricted" Reporting or "Restricted" Reporting. Civilian victims may only disclose under "Unrestricted Reporting".

(1) Restricted Reporting – In accordance with references (a), (b) and (f) and to encourage victims to come forward for help and to provide USNA leadership situational awareness and a better sense of command climate, an option for confidential disclosure, or "Restricted Reporting" is available. Military victims may confidentially disclose sexual assault to specified personnel without triggering an official investigation and without identifying personal information being included in command notification. Restricted reports shall be reported to the SARC, who notifies the chain of command, but no identifying information is reported. Victims will be offered appropriate care, treatment, advocacy, support, and clarification of the reporting process. To make a Restricted Report, victims must report to one of the following:

- (a) Sexual Assault Response Coordinator (SARC)
- (b) SAVI Liaison
- (c) SAVI Victim Advocate
- (d) SAVI GUIDE (Midshipmen, Midshipman/Cadet Candidates)
- (e) Healthcare Provider (NHCLA, MDC, FFSC)

(2) Unrestricted Reporting – Victims may disclose a sexual assault as an Unrestricted Report that includes identifying personal information (only to those with an official need to know). Unrestricted Reports may be made to any of the personnel identified for Restricted Reports above, as well as law enforcement, duty officers, and the victim's chain of command. Such reports will result in command notification and may trigger an investigation or other follow-up. Victims will be afforded appropriate care, treatment, advocacy, support and clarification through the reporting, medical, investigative and legal processes.

e. Prompt, Thorough Investigative Procedures: Reported incidents of sexual harassment, misconduct, and assault shall be investigated in a fair, impartial, and prompt manner and resolved at the appropriate level. The nature of the investigation will depend upon the particular facts and circumstances of the incident. For example, a restricted sexual assault report will not be investigated, and in an unrestricted sexual assault report the victim will not be compelled to participate in an investigation if it is his/her desire not to do so. Sexual assault allegations, because of their criminal nature, must be investigated by the Naval Criminal Investigative Service to provide thorough, objective, and independent fact-finding. Throughout the investigation, sensitivity to the privacy of the accused, victim, and witnesses

must be maintained at all times. Specific information shall be disclosed only to those personnel with an official need to know.

f. Immediate and Continuous Support: When appropriate at the onset of a sexual harassment allegation (e.g., filing a formal complaint), and always with an incident of sexual assault, the victim will be assigned a CMEO point of contact or SAVI Advocate to provide support and assistance throughout the medical, administrative, investigative, legal and counseling processes as applicable. Through close coordination with additional support organizations, including the MDC, FFSC, Chaplain's Office, NHCLA, and civilian community support agencies, victims should be encouraged to seek professional counseling.

g. Case Resolution and Follow-On Counseling: Provided an alleged victim is willing to participate in an investigation, USNA and NAPS will initiate an investigation of all reports of sexual assault and sexual harassment. The Victim Witness Assistance Coordinator (VWAC) will advise victims of his or her rights, notify victims upon completion of an investigation and solicit his or her willingness to participate in possible judicial or other disciplinary proceedings. Based upon the evidence presented in a report of investigation and the input of a victim, the Superintendent, the Commandant of the Midshipmen, the Commanding Officer of NAPS, or the appropriate member of the chain of command will determine the judicial or disciplinary course of action. Victim support, including advocacy and counseling, may continue beyond case resolution. In all harassment and assault allegations, counseling support and other assistance resources are made available to complainants, victims and the accused. Psychotherapists are readily available for short and long term counseling, as appropriate, within the NHCL, MDC, and FFSC. The MDC has the added resource of a Sexual Assault Victim Intervention Specialist. Counseling support is provided as long as needed by the complainant, victim or accused and referrals to external community resources are made as desired.

10. Resources. At USNA, teams of personnel exist to coordinate awareness training, reinforce prevention efforts and ensure a consistent, coordinated response to incidents of sexual harassment and assault. In addition to prevention and response teams, first response organizations (MDC, NHCL, FFSC, Chaplains, NCIS and DoD Police) shall ensure that a representative is assigned to participate on the teams as circumstances dictate. Enclosures (2) and (3) show the organization of the Prevention and Response Coordination Teams. The teams' composition shall include the following:

a. Sexual Assault Prevention and Response Team:

(1) SARC/SHMAPR Program Manager - Responsible for supervising overall sexual harassment, misconduct and assault program, including coordination of victim care, case management, and prevention and response training for USNA and NAPS. This position reports to the Superintendent through the Executive Assistant.

(2) USNA Brigade SAVI Liaison - Responsible for SAVI Program implementation and sexual assault prevention and response efforts for the Brigade of Midshipmen. This position reports directly to the Commandant with additional duty reporting to the SARC.

(3) NAPS SAVI Liaison - Responsible for oversight of sexual assault prevention and response for the Midshipman/Cadet Candidate Battalion, faculty and staff. This collateral duty position reports directly to the Commanding Officer with additional duty reporting to the SARC.

(4) USNA Faculty/Staff SAVI Liaison - Responsible for SAVI program and sexual assault prevention and response efforts involving USNA faculty and staff. This collateral duty position reports to the SARC.

(5) Training Coordinator and Deputy SARC - Responsible for coordination, tracking and assisting in development of sexual harassment, misconduct, and assault awareness prevention and response training for USNA and NAPS. This position is centrally established at USNA reporting to the SARC.

(6) Legal Advisor - Responsible for providing advice to the SARC, Superintendent's Staff Judge Advocate (SJA), and the chain of command, developing legal responses, and coordinating legal actions associated with sexual harassment, misconduct and assault allegations. The Legal Advisor also serves as the Data Collection Coordinator (DCC), maintaining accurate records and data tables of all allegations and their disposition. The Legal Advisor serves as Victim Witness Assistance Coordinator (VWAC) for USNA and NAPS. This position reports directly to the USNA Staff Judge Advocate with additional duty reporting to the SARC.

(7) Sexual Assault Prevention and Intervention Specialist (SAPIS) – Responsible for assisting in sexual assault prevention, intervention, and response efforts including prevention training, counseling services, and midshipmen and leadership consultation. This position reports directly to the Director of the MDC with additional duty reporting to the SARC.

b. Sexual Harassment Prevention and Response Team:

(1) SARC/SHMAPR Program Manager - Responsible for supervising overall sexual harassment and SAVI Program implementation, including coordination of victim care, case management, and prevention and response training for USNA and NAPS. This position reports to the Superintendent through the Executive Assistant.

(2) USNA EOA – Responsible for providing oversight, evaluation and advice with respect to the CMEO program for USNA, the Brigade of Midshipmen and NAPS. Specific details of the EOA are specified in reference (d), enclosure (8). This position reports to the Superintendent via the SARC.

(3) Brigade CMEO Managers – Responsible for CMEO program execution within the Brigade of Midshipmen including awareness training and management of sexual harassment complaints throughout the resolution process. This position reports directly to the Officer Development Deputy for Character Programs with additional duty reporting to the EOA and SARC.

(4) Faculty/Staff CMEO Manager – Collateral duty position responsible for CMEO Program execution for USNA faculty/staff including awareness training and management of sexual harassment complaints throughout the resolution process. This position reports additional duty to the EOA and SARC.

(5) NAPS CMEO Manager – Collateral duty position responsible for CMEO Program execution for the Midshipman/Cadet Candidate Battalion, faculty and staff including awareness training and management of sexual harassment complaints throughout the resolution process. This position reports directly to the NAPS Commanding Officer with additional duty reporting to the EOA and SARC.

(6) Human Resources Equal Opportunity Officer – Responsible for providing information and assistance to civilian personnel in grievance procedures and conflict resolution. This position reports directly to the Human Resources Officer with additional duty reporting to the SARC.

(7) Legal Advisor (dual sexual assault responsibility) - Responsible for providing advice to the SARC, Superintendent's Staff Judge Advocate (SJA), and the chain of command, developing legal responses, coordinating legal actions associated with sexual harassment allegations, and maintaining accurate records of all reports and cases. The Legal Advisor also serves a VWAC. This position reports directly to the USNA Staff Judge Advocate with additional duty reporting to the SARC.

(8) Deputy SARC (dual EOA) - Responsible for sexual assault prevention and response training and SAVI program execution for USNA and NAPS. Also responsible for developing, coordinating, and evaluating sexual harassment prevention and response efforts. Trained to serve as EOA (NEC 9515) in accordance with reference (d). This position is centrally established at USNA reporting to the SARC.

11. Regulations, Accountability, and Reporting

a. Regulations: Superintendent, USNA; Commandant, Brigade of Midshipmen; and Commanding Officer, NAPS regulations shall support the above-stated policy and be reviewed at least every other year.

b. Accountability:

(1) All hands are accountable for their personal actions which might constitute sexual harassment, misconduct or assault.

(2) The chain of command/supervisory leadership of the faculty, staff, Brigade of Midshipmen, and Midshipman/Cadet Candidate Battalion must ensure a professional command climate exists that promotes dignity and respect for all individuals.

(3) The Uniform Code of Military Justice (UCMJ), Navy Regulations, federal and state law provide added deterrence for behavior that is incompatible with the Navy's core values. Sexual harassment, misconduct, and assault, depending upon the underlying circumstances of the allegations, may be addressed through an administrative disciplinary system, such as the Administrative Conduct System (for the Brigade of Midshipmen or Midshipman/Cadet Candidate Battalion), civilian federal employment regulations, non-judicial disciplinary processing, the UCMJ, or state and federal laws.

c. Reporting:

(1) USNA, Commandant and NAPS regulations shall ensure that reporting requirements and procedures are clearly promulgated such that incidents of sexual harassment, misconduct and sexual assault are appropriately addressed, resolved and properly documented. At a minimum this includes:

(a) Sexual harassment complaints or observations of such behavior that are reported to the CMEO Officer or Chain of Command.

(b) Instances of serious sexual misconduct that are reported or observed by a third party.

(c) Alleged criminal sexual activity.

(2) The USNA SARC is the primary contact for reporting sexual harassment complaints and sexual assault allegations involving USNA or NAPS personnel. Incidents of sexual harassment or assault, as defined in paragraph 6 of this instruction, shall be reported to USNA in the most expedient manner exercising appropriate privacy for all concerned. Dependent upon the circumstances of the report (i.e., harassment or assault, restricted or unrestricted) and desires of the complainant/victim, appropriate response and support resources (e.g., NCIS, Advocates, Healthcare Providers) will be contacted. The SARC is responsible for notifying the Superintendent and preparing USNA external incident reports within 24 hours of incident notification. Per DoD and DON guidance, as an echelon II command, USNA reports directly to the Chief of Naval Operations.

12. Action

a. All hands shall make every effort to prevent and deter all forms of sexual harassment, misconduct and assault to ensure the dignified and respectful treatment, health, safety, and well-being of all personnel.

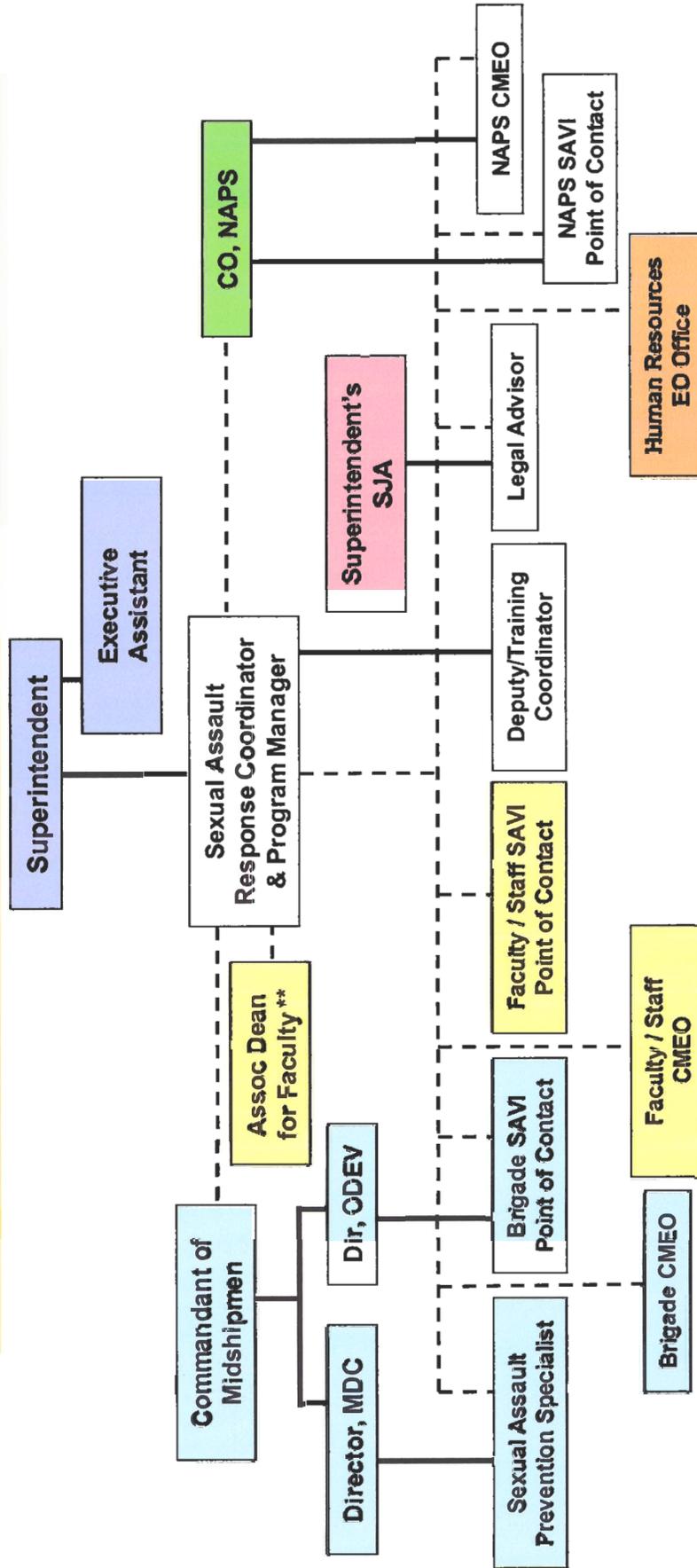
b. The Commandant of Midshipmen, Commanding Officer of NAPS, and SARC shall maintain appropriate guidance in support of this instruction and the specific needs of each reporting organization. Policies shall be reviewed every other year before the anniversary date.

/S/
J. L. FOWLER

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USNA Sexual Harassment, Misconduct & Assault Prevention and Response Organization

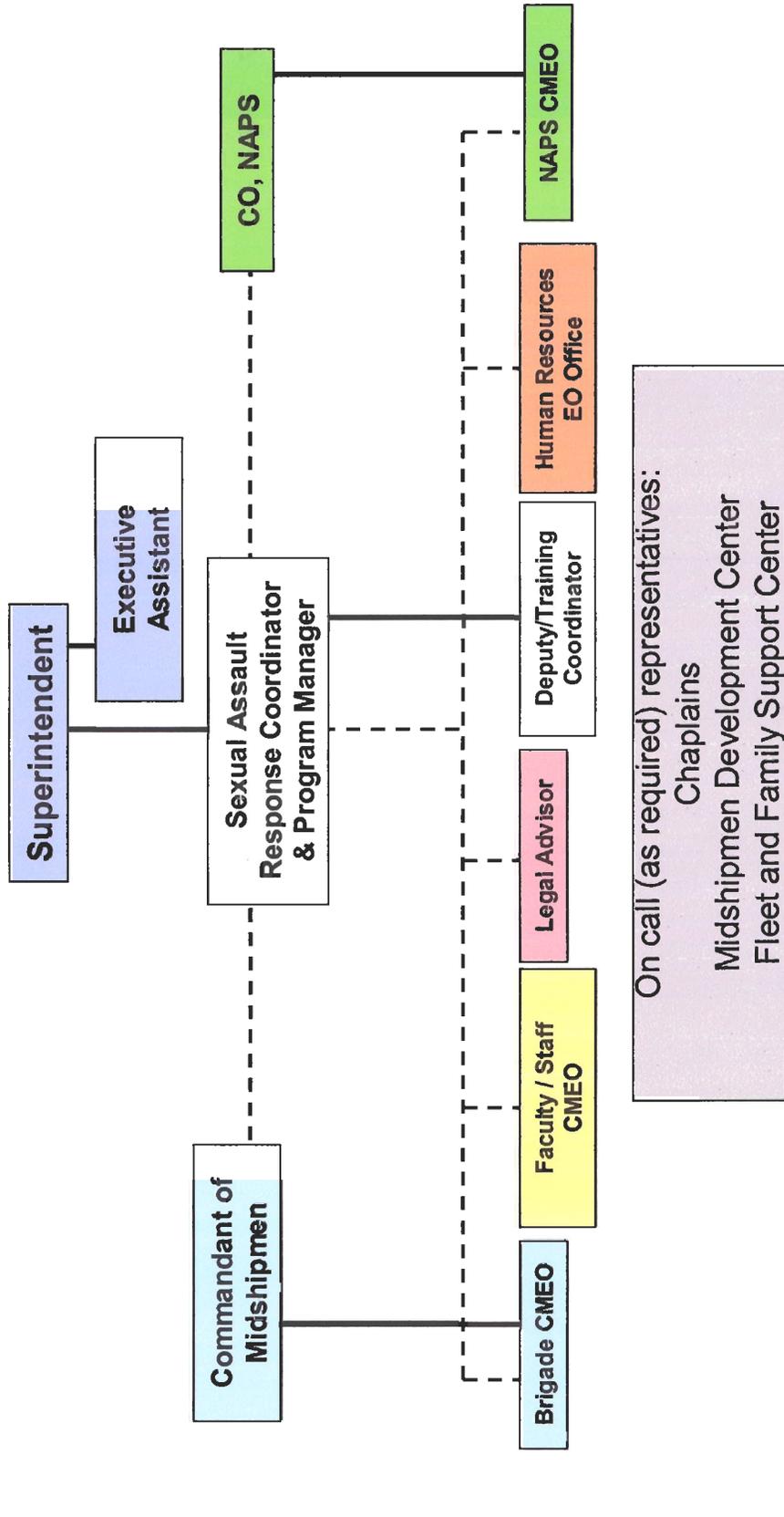


On call (as required) representatives:
 NCIS DoD Police, Chaplains, Midshipmen Development Center (MDC),
 Fleet and Family Support Center (FFSC), Brigade/NHCLA Medical

** or victim's organizational Head
 — Direct Report
 - - - Additional Duty or Coordination Relationship



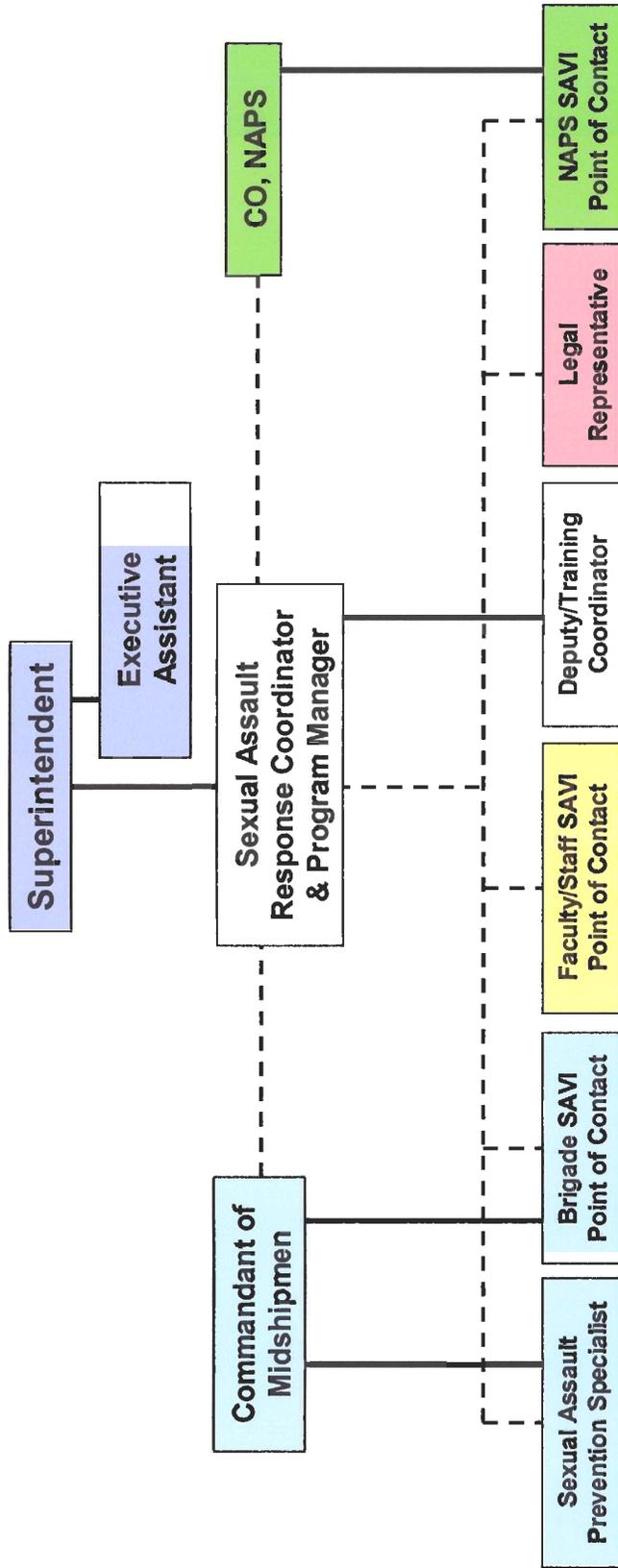
USNA Sexual Harassment Response Team



— Direct Report
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USNA Sexual Assault Response Team



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