USNA INSTRUCTION 1752.2J

From: Superintendent, U.S. Naval Academy

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

Ref: (a) DoD Instruction 6495.01 of 23 January 2012
(b) DoD Instruction 6495.02 Vol 1 of 28 March 2013
(c) DoD Instruction 6495.02 Vol 2 of 9 April 2021
(d) DoD Instruction 6495.02 Vol 3 of 24 June 2022
(e) MILPERSMAN 1300-1205
(f) NAVADMIN 151/22
(g) COMDTMIDNINST 6520
(h) SECNAV Memo of 29 June 2022
(i) OPNAVINST 5800.7A
(j) SECNAVINST 1752.4C
(k) OPNAVINST 1752.1C
(l) DoD Instruction 1030.02 of 27 July 2023
(m) Uniform Code of Military Justice
(n) Victims' Rights and Restitution Act of 1990 (P.L. 101-647)
(o) SECNAVINST 5211.5F
(p) SECNAVINST 5720.42G
(q) DoD Instruction 5505.18 of 22 March 2017
(r) 10 U.S.C. § 1044e
(s) USNAINST 1752.4
(t) 10 U.S.C. § 8480(e)
(u) COMDTMIDNINST 1920.IH

Encl: (1) Sexual Assault Intervention Protocols
(2) Sample Confidentiality Agreement
(3) Crime Victim’s Bill of Rights
(4) Sexual Assault Case Management Group Roles and Responsibilities
(5) Leave of Absence Procedures
(6) Leave of Absence Information Sheet
(7) Sample Request for Leave of Absence
(8) Sample Request for Reinstatement
(9) Sample Request for Military Protective Order
1. Purpose. To provide guidance and designate responsibilities for implementation of the Sexual Assault Prevention and Response Program (SAPR) for all U.S. Naval Academy (USNA) midshipmen, faculty, and staff. This program is established in accordance with policy published in references (a) through (u) and implemented in the procedures described in enclosures (1) through (8).

2. Cancellation. USNAINST 1752.2H.

3. Scope and Applicability. The provisions of this instruction apply without regard to race, ethnicity, national origin, sex, sexual orientation, or religion within constraints of the law to all military personnel and assigned civilian faculty and staff personnel within the purview of the Superintendent. The following persons are eligible for victim advocacy services when subjected to sexual assault (SA):

   a. Active duty members of the Army, Navy, Marine Corps, Air Force and Coast Guard (hereafter referred to as “Military Services”) and their dependents, 18 years of age and older (dependents under the age of 18 will fall under the Family Advocacy Program (FAP)), who are eligible for treatment in the military healthcare system, and who are victims of SA perpetrated by someone other than a spouse or intimate partner per reference (b).

   b. Members of the National Guard and Reserve who are sexually assaulted when performing active service and inactive duty training.

   c. Any person who is a victim of SA and is eligible for treatment in military treatment facilities.

   d. All victims of SA, regardless of affiliation, which occur on USNA property, are eligible for available services on a humanitarian basis (e.g., evidence collection, triage, emergency medical treatment, and referral to available civilian community services).

4. Policy

   a. No form of SA is ever acceptable at USNA. The institution must be the visible cornerstone of a values-based Naval culture of dignity and mutual respect in which SA is eliminated and never tolerated, where SA victims receive compassionate and coordinated support, and where offenders are held appropriately accountable. Every midshipman and member of the USNA faculty and staff share dual responsibilities for their own actions and for protecting each other from harm. Our Core Values demand nothing less.

   b. Combating SA and supporting SA victims are primary responsibilities at every level of civilian and military leadership. Leaders must refer all cases for advocacy services and actively protect SA victims from retaliation or re-victimization. In addition, SA’s disclosed to a mandatory reporter must be immediately referred to the Naval Criminal Investigative Service (NCIS) for criminal investigation.
c. **Reports of Retaliation or Reprisal.** In accordance with reference (d), victims with unrestricted cases who wish to report any retaliation to the SAPR program may do so by submitting a DD Form 2910-2 Retaliation Reporting Statement for Unrestricted Sexual Assault Cases with the Sexual Assault Response Coordinator (SARC) or SAPR Victim Advocate (VA). Other individuals associated with the incident must also be protected from retaliation from their involvement in the case and are also eligible to submit a DD Form 2910-2 to the SAPR program to report any retaliation they have experienced.

(1) Retaliation reports filed with a DD Form 2910-2 will immediately be referred to NCIS via the Command. If NCIS declines to investigate the retaliation allegation, a command-directed investigation may occur but only to investigate the retaliation allegations and will not focus on or investigate the underlying SA. Retaliation reports can also be made to the Inspector General.

(2) With the victim’s consent, all retaliation reports made to the SAPR program will be briefed with any updates on the unrestricted case to the Superintendent at the monthly SAPR Case Management Meeting.

d. **Reporting Options.** A SA victim has control over what type of report that he or she wishes to file. Each form of reporting is acceptable. With the exception of those reports made to law enforcement personnel, all SA victims may choose to file a restricted report, an unrestricted report, or no report at all. If a SA victim chooses to file a report following NCIS notification that they initiated, that report may only be unrestricted.

(1) Disclosures. However, if a victim discloses a sexual assault to a mandatory reporter, identified below, the mandatory reporter is required to report the disclosure to the chain of command. The command must then notify NCIS within 24 hours. The command reporting the disclosure to NCIS does not put a restricted or unrestricted report on record. Even following the command reporting a disclosure to NCIS, the SA victim maintains full options of filing a restricted report, an unrestricted report, or no report at all. The following USNA personnel are classified as either mandatory or non-mandatory reporters below:

(a) Most members of the Commandant of Midshipmen’s staff, including but not limited to Company Officers, Senior Enlisted Advisors, Battalion Officers, the Deputy Commandant, and the Commandant. However, members of the SAPR Program, medical personnel, or chaplains assigned to the Commandant’s staff are NOT mandatory reporters;

(b) All members of the Superintendent’s staff, except members of the SAPR Program, medical personnel, or chaplains are mandatory reporters.

(c) Military Security Forces and Law Enforcement Personnel (on and off duty) are mandatory reporters.

(d) Civilian and uniformed faculty are NOT mandatory reporters, but may report a SA to the chain of command or to the SAPR office as a matter of discretion.
(e) Midshipmen, regardless of leadership roles, are NOT considered mandatory reporters.

(2) A victim who discloses SA to any individual, including mandatory reporters (other than law enforcement entities), retains the right to file a restricted report, an unrestricted report, or no report. The victim may elect not to participate and/or the degree of their participation in any resulting investigatory process.

e. **No Wrong Door Policy.** A victim who discloses a sexual assault, sexual harassment, or domestic abuse to a person responsible for care and support in the respective organization will receive care and support to the fullest extent practicable and will not be delayed in getting care and support. If the victim cannot receive care and support from the organization due to program eligibility, the person the victim contacts, with the victim's permission, will ensure the victim receives a warm hand-off with the appropriate service provider.

f. **Leave of Absence Policy.** Midshipmen who file Unrestricted Reports of SA may request a leave of absence (LOA) not to exceed one year. The purpose of the LOA is to enable victims to concentrate on their physical and psychological well-being and to focus on any ongoing investigation and potential judicial process. Midshipmen may be reinstated at the end of the leave of absence by notifying USNA of their desire for reinstatement and asserting that they are prepared to handle all academic, professional, physical, and military duties. LOA procedures are included in enclosure (5).

g. **Transfers and Accommodations**

(1) Per references (e) and (f), uniformed faculty and staff who have filed an Unrestricted Report of SA may request transfer from the command. A request for an expedited transfer must come from the individual who filed the Unrestricted Report, be in writing, and state the reason(s) for the request. Upon receipt of the request, and within 5 days, the Superintendent must approve or recommend disapproval of the request.

(2) A midshipman who has filed an unrestricted report may also request a transfer to another Military Service Academy (MSA) or to enroll in a Senior Reserve Officers' Training Corps program affiliated with another institution of higher education per reference (t). The Superintendent, in coordination with the decision authority at the institution to which the midshipman requests to transfer, must take action on a request for transfer under this subsection not later than 72 hours after receiving the formal request from the midshipman. If the Superintendent denies a request for transfer, the midshipman may request review of the denial by the Secretary of the Navy, who will take action on such request not later than 72 hours after receipt of the formal request for review.

h. **Military Protective Orders.** Military Protective Orders (MPO) are lawful orders, violations of which can be processed via the Uniform Code of Military Justice (UCMJ) or the Administrative Conduct System. The Commandant has the authority to approve MPOs for midshipmen and members of his cost center who file unrestricted reports. MPOs for other unrestricted reporters will be authorized by the Superintendent. Requests for MPOs will be
submitted to the Commandant or Superintendent through the VLC or SARC utilizing enclosure (9). MPOs will typically be approved with a standoff distance of 50 feet, with the following exceptions authorized:

(1) Court Proceedings. Participation in court proceedings or other court-ordered hearings.

(2) Mandatory Obligations. Participation in mandatory obligations (to include, but not limited to, formations, meals, parades, briefs, lectures, training, and all-hands calls). In such cases, the subject of the MPO will remain at least 15 feet away from the protected person and will have no communication with them.

(3) Classes. All efforts will be made to ensure that a SA victim does not attend class with a subject for whom he or she has been granted a MPO. If assigned a class together, both parties will notify their respective chains of command. The chain of command will coordinate with Academics to arrange reassignment to another class. Exceptions may be made, on a case by case basis, for special academic evolutions or required classes for which reassignment is not possible or practical.

(4) Further exceptions to this order will be granted only after an advance request is made to, and approved by, the Commandant.

(5) No Contact Orders (NCOs) are similar to MPOs in that they are lawful orders issued by the chain of command and enforceable per the UCMJ or Administrative Conduct System subject to their particular terms. NCOs may be issued by the Battalion Officers or those senior in the chain, to their respective personnel, to preclude contact between an alleged offender and victim. The primary difference between an MPO and NCO is that MPOs will be filed by NCIS in criminal database systems while NCOs are tracked and enforced solely by USNA.

i. Physical Separation Policy. Apart from the issuance of formal MPOs and NCOs, USNA will also endeavor to support victims by adjusting berthing assignments, company assignments, class schedules, training evolutions, and professional development activities (to include summer training sessions), and sports/extracurricular activities, to create physical distance and personal space between alleged offenders and victims to the maximum extent possible. Victims (or an offender), may seek such physical separation through contact and coordination with their respective chain of command. The Command will endeavor to respect victim preferences regarding requested physical separation from the accused. However, such requests will be made on a case-by-case basis considering all facts and circumstances. The goal of this policy is that neither a victim nor an alleged offender will have their USNA education or opportunities limited or negatively impacted by physical distancing from one another.

j. Victim-support SAPR services and medical care must be victim-centric, gender-responsive, culturally competent, and recovery-oriented. USNA seeks to help SA victims heal as individuals and succeed in their careers. Per reference (g), a midshipman who filed an unrestricted report may request accommodations and services through the Midshipman On-Ramp Program to balance their continued moral, mental and physical performance standards.
Individuals who file an Unrestricted or Restricted Report of SA must be protected from reprisal, or threats of reprisal, for filing a report.

k. Safe to Report Policy

(1) Minor collateral misconduct by a victim of SA can present one of the most significant barriers to reporting the assault because of the victim's fear of punishment. Per reference (h), to encourage reporting and best ensure offenders are held appropriately accountable, no member of the Department of the Navy may discipline a service member victim of an alleged sexual assault, who has filed an unrestricted report of SA, for minor collateral misconduct.

(2) USNA may take non-disciplinary administrative action as appropriate; to include (but not limited to): referral to substance abuse treatment if the minor alleged collateral misconduct involved any type of substance abuse, referral to behavioral health or medical providers for a fitness for duty determination, or temporarily suspending access to critical positions in the personnel reliability program until appropriate evaluations may be conducted.

(3) Similarly, to encourage cooperation in SA investigations, witnesses who disclose information pursuant to a SA investigation will not be disciplined for minor collateral misconduct closely related to the time and nature of the SA matters they report. The decision as to whether alleged misconduct is collateral and minor is at the discretion of the commander and will be made on a case-by-case basis after thorough review of the factors of the misconduct and any mitigating and aggravating circumstances present. Collateral misconduct, relevant factors, and mitigating and aggravating circumstances are further defined in reference (h). If the commander determines that the alleged misconduct is non-minor or non-collateral, the victim or witness may be disciplined at the commander's discretion. Victim or witness collateral misconduct may be deferred until final disposition of the SA case, however misconduct that is not collateral to the SA may be handled in accordance with normal disposition procedures.

(4) Aggravating circumstances increase the gravity of the alleged collateral misconduct and its impact on good order and discipline. Aggravating circumstances do not automatically preclude a finding that the alleged collateral misconduct is minor. Examples of aggravating circumstances include but are not limited to: alleged collateral misconduct intentionally or unintentionally resulted in or imminently threatened to result in failure of a specified military mission or objective; misconduct that intentionally or unintentionally threatens the health and safety of any person (not including acts of self-harm or acts of self-defense against the alleged SA offender); and misconduct that intentionally or unintentionally resulted in significant damage to government property except when damage resulted from the SA or acts for self-defense.

5. Responsibilities

a. Sexual Assault Prevention and Response Program Manager (SAPR PM) serves as the key advisor to the Superintendent on the USNA SAPR program. Duties include but are not limited to:

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(1) Exercises administrative oversight of the USNA SAPR program contained within and governed by this instruction.

(2) Oversees instruction management and the overall SAPR strategic training and education plan.

(3) Collaborates with the Lead SARC in matters involving response protocols for all first responders to include, but not limited to, watchstanders, SAPR VA, medical personnel, Chaplains, legal personnel, Base Security, Midshipmen Development Center personnel, and Fleet and Family Services staff.

(4) Enhances communication and information sharing regarding the SAPR program across the Naval Academy.

(5) Serves as liaison to Service and Department of Defense (DoD) higher authorities in matters related to the SAPR program.

(6) Conducts outreach and collaborates with the local community to augment or enhance the Naval Academy SAPR program.

(7) Directs SAPR staff in designating midshipmen Guidance, Understanding, Information, Direction & Education (GUIDE) and Sexual Harassment and Assault Prevention Education (SHAPE) Peer Educators for outreach and training.

(8) Serves as the command SAPR Point of Contact (POC), ensuring responsive command management of alleged SAs and compliance with SAPR program requirements per reference (i).

(9) Support the Director of Wellness and Prevention on matters related to the prevention and response of SA.

b. SAPR Deputy Program Manager (DPM). The SAPR DPM serves as the primary assistant to the SAPR PM. Specific duties include but are not limited to:

(1) Assists the SAPR PM in assigned administrative duties associated with program management.

(2) Serves as SAPR PM in their absence.

(3) Assists with the development and execution of SAPR training of midshipmen, faculty, and staff.

(4) Oversees Brigade Sexual Harassment/SA prevention efforts to include Sexual Assault Awareness and Prevention Month (SAAPM) and other Brigade-wide awareness efforts.

(5) Manages the annual budget for the SAPRO staff.
c. **SARC.** USNA has two SARCs dedicated to responding to SA incidents involving midshipmen and USNA military staff. One of these positions will be designated as the Lead SARC and will have direct unimpeded access to the installation commander and all commanders on the installation per reference (b). Both SARC s will serve as equal points of contact for the coordination of SA services. Specific SARC duties include, but are not limited to the following:

1. Collaborates with the SAPR PM in the management and execution of the USNA SAPR program.

2. Ensures the Superintendent, Chief of Staff, Commandant of Midshipmen, and Deputy Commandant of Midshipmen are notified of all incidents of SA involving midshipmen and provides regular case updates.

3. Provides the same notification and updates to the Superintendent, Chief of Staff, SAPR PM, and appropriate Cost Center Head for SA incidents involving USNA military staff.

4. Provides oversight of SA response.

5. Oversees incident response, case management, and coordination of victim care through the SAPR VA.

6. Completes data entry and management of the Defense Sexual Assault Incident Database (DSAID), including opening a case in DSAID within 48 hours of a SA report. The Lead SARC will ensure continuity of local case number assignments.

7. The Lead SARC serves as co-chair of the Sexual Assault Case Management Group (SACMG).

8. Provides subject matter expertise in all matters involving SA/SAPR response.

9. Serves as a primary POC for USNA personnel in reporting SA cases.

10. Provides and/or promotes long-term support for SA victims, to include continuing dialogue with an assigned SAPR VA to ensure continuity of care.

11. Attends local Sexual Assault Response Team meetings in support of community outreach and awareness. Attendance is delegable to the VA.

12. Assists the SAPR PM in developing and supporting Brigade Sexual Harassment/SA prevention efforts to include leadership guidance, SAAPM, training, education, and Brigade-wide awareness efforts.

13. Oversees and trains volunteer SAPR VAs.

14. Establishes and maintains the SAPR VA Watchbill.
(15) Supports USNA efforts for SAAPM.

(16) Adheres to the No Wrong Door Policy.

d. **SAPR VA.** A SAPR VA will assist the SARC in managing the response to and care of SA victims at USNA. The SAPR VA will:

1. Comply with DoD Sexual Assault Advocate Certification requirements and adhere to the roles and responsibilities of a certified SAPR VA as prescribed in references (b), (j) and (k).

2. Be trained in, and understand, the confidentiality requirements of Restricted Reporting and UCMJ Military Rule of Evidence (MRE) 514.

3. Facilitate care and provide referrals and non-clinical support to adult victims of a SA.

4. Provide information on available options and resources so a victim can make informed decisions about their case.

5. Be directly accountable to the SARC and provide victim advocacy for adult victims of SA, to include facilitating requests for MPOs and LOAs, as appropriate and in coordination with the VLC and chain of command.

6. Acknowledge understanding of their advocacy roles and responsibilities using DD Form 2950 Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for New Applicants or DD Form 2950-1 Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for Renewal Applicants.

7. Assist the SARC in the coordination of volunteer SAPR VAs.

8. Receive 40 hours of SAPR program training prior to appointment, be certified via the Department of Defense SA Advocacy Certification Program (D-SAACP) and comply with all roles and responsibilities as set forth in references (b), (j) and (k).

9. Complete at least 16 hours of annual refresher training.

10. Assist the SARC in leading USNA SAAPM efforts.

11. Adhere to the No Wrong Door Policy.

12. Assist Battalion Officers with appropriate application of the "On Ramp Policy" for the specifics of their SA victim.

e. **Director of Prevention Education (DPE).** The DPE is a subject matter expert in sexual and interpersonal violence prevention education and training. Specific duties include, but are not limited to:
(1) Develops and ensures compliance with the overall strategic SAPR Office (SAPRO) training and education plan.

(2) Works directly with and supervises the Training Specialist.

(3) Collaborates in the development and execution of training and education for midshipmen, faculty, and staff.

(4) Leads a team that provides continuous SHAPE curriculum and program development and co-facilitates the training of SHAPE Peer Educators.

(5) Schedules and ensures execution of mandatory training sessions.

(6) Provides subject matter expertise in prevention education curriculum development.

(7) Recruits, trains, and supervises midshipmen SHAPE Peer Educators.

(8) Recruits, trains, and supervises active duty SHAPE Fleet Mentors.

(9) Adheres to the No Wrong Door Policy.

f. Training Specialist. The Training Specialist provides subject matter expertise in sexual and interpersonal violence prevention education and training. Specific duties include, but are not limited to:

(1) Works with DPE to develop and ensure compliance with the overall strategic SAPRO training and education plan.

(2) Recruits, trains, and supervises midshipmen GUIDEs.

(3) Collaborates in the development and execution of program-wide SAPR training and education of midshipmen, faculty, and staff in accordance with the requirements identified in reference (c).

(4) Works in collaboration with the Command Managed Equal Opportunity program to ensure education, training, and compliance.

(5) Adheres to the No Wrong Door Policy.

g. Leadership Ethics and Law (LEL)/SAPR Faculty Member/Senior Prevention Consultant. A faculty member from the USNA LEL Department is expected to dedicate approximately twenty percent of their time to the SAPR program. Specific duties include, but are not limited to:

(1) Advises SAPR staff regarding leading scientific efforts to help evaluate the prevention education curriculum.
(2) Provides subject matter expertise in prevention education curriculum development, relevant content (e.g., culture, gender, interpersonal violence, etc.) and assists in training midshipmen peer educators and peer support teams.

(3) Provides research expertise to ensure SAPRO programming follows the most recent research data in the field of SA prevention and intervention.

h. Commandant's Legal Advisor. For unrestricted cases where the victim or alleged offender is a midshipman, specific duties include, but are not limited to:

(1) As appropriate, prepare and execute MPOs or NCOs.

(2) In conjunction with the Assistant Staff Judge Advocate to the Superintendent (ASJA), the Superintendent's military justice representative, serves as the Commandant's representative and POC for Naval Criminal Investigative Service (NCIS) agents; federal, state, and local law enforcement agencies.

(3) In coordination with the ASJA, advise the Brigade SARCs and SAPR VA on legal matters as they pertain to the Brigade of Midshipmen.

(4) In coordination with the ASJA, liaise with assigned Victim’s Legal Counsel (VLC) on legal matters associated with the victim’s case.

(5) Coordinate Sexual Assault Incident Response Oversight (SAIRO) Report.

(6) Ensure legal assistance is made available for midshipmen in a LOA status.

i. Superintendent's ASJA. Specific duties include, but are not limited to:

(1) As appropriate, prepare and execute MPOs and NCOs for SA cases not involving midshipmen.

(2) Serve as the Superintendent’s representative and POC for NCIS agents; and federal, state, and local law enforcement agencies during SA investigations.

(3) In coordination with the Commandant’s Legal Advisor, advise the SARCs and SAPR VA on legal matters.

(4) In coordination with the Commandant’s Legal Advisor, liaise with assigned VLC on legal matters associated with the victim’s case.

(5) Release Sexual Assault Disposition Reports to appropriate stakeholders, per reference (b).

(6) Prepare and provide case documentation to inform the Superintendent and Chief of Staff for their effective engagement during the USNA SACMG.
j. **Victim Witness Assistance Coordinator (VWAC).** Reference (l) discusses the duties of the VWAC which include, but are not limited to:

   (1) For victims who have not been informed of Victim Witness Assistance Program (VWAP) rights by assigned NCIS case agents or Trial Counsel, ensure the victim and any witness have been advised of their rights under references (m) and (n), issued a DD Form 2701 Initial Information for Victims and Witnesses of a Crime, and received information concerning available military and civilian support resources.

   (2) Maintain contact with other VWACs and VWAP personnel such as the Trial Counsel.

   (3) Assist victims and witnesses as appropriate and necessary in the exercise of their rights.

k. **VLC.** Reference (l) discusses the duties of the VLC which include, but are not limited to:

   (1) Provide advice, assistance, and, when appropriate, representation on matters that arise from the victim's report of SA. This includes assisting victims in submitting requests for MPOs and LOAs, as appropriate and in coordination with the SAPR VA and Battalion Officer.

   (2) Coordinate, as appropriate, with the SARC, SAPR VA, Commandant’s Legal Advisor, Superintendent’s ASJA, Trial Counsel, NCIS, Defense Counsel, and others as required, when providing advice and assistance.

l. **Company Officer (CO).** Enclosure (1) outlines steps for COs pertaining to a disclosure of Sexual Assault. Company Officers will serve as the primary points of contact for midshipmen on a LOA as outlined in paragraph 4f, whose duties include but are not limited to:

   (1) Facilitate any follow-up care with the Brigade Medical Officer/Brigade Medical Unit (BMO/BMU), Chaplains, MDC, VLC, SARC, or local counseling centers as needed prior to the commencement of the leave of absence.

   (2) Facilitate any special request chits submitted in accordance with enclosures (7) and (8) of this instruction.

   (3) Ensure health and welfare focused contact at least every four weeks with the victim on LOA.

   (4) Facilitate reinstatement processes in coordination with the Commandant's Legal Advisor and Midshipman Personnel at the conclusion of the LOA.

6. **Victim Advocacy and Support**

   a. Victim advocacy provides victims of SA with an advocate who can provide information, emotional support, and guidance during the various medical, legal, and investigative processes with a goal of preventing re-victimization.
b. An internal victim advocacy program will be maintained and supervised by the SARC using reference (b). The SARC will ensure the applicable actions detailed in enclosure (1) of reference (b) are accomplished. Additionally, the victim advocacy program will at a minimum include the following core elements:

(1) An adequate number of SAPR VAs will be available to provide emotional support and assistance to eligible victims during initial assessment, medical, administrative, legal and investigative procedures; and to provide information and referral regarding further assistance and services. All SAPR VAs must be certified per the Department of Defense SA Advocacy Certification Program (D-SAACP).

(2) Key personnel will be trained to provide victims with sensitive, timely, and discrete care. The Brigade Medical Officer, Commandant’s Legal Advisor, SAPR VA, USNA Chaplains, all Bancroft Hall Command Duty Officers, COs, and Senior Enlisted Leaders will follow the model SA intervention protocols contained in enclosure (1) of this instruction, relating to their respective positions.

(3) All individuals seeking SAPR support will receive trauma-informed, gender-responsive, and culturally-competent support from a SARC or SAPR VA. If interested, eligible individuals may file a restricted or unrestricted report with the USNA SAPR office using the DD Form 2910 Victim Reporting Preference Statement. The SAPR VA will provide support through an integrated victim-focused network of care. If the individual chooses to file a Restricted Report, no personal identifying information about the victim or the accused will be shared with the Command, specifically the Superintendent, Chief of Staff, Commandant, and Deputy Commandant of Midshipmen. If a victim elects to file an Unrestricted Report, the victim’s identifying information will be provided to the Chain of Command, the Commandant’s Legal Advisor, certain Department of the Navy Offices (e.g., CNO, OJAG via UNIT SITREP), and other personnel the victim wishes to inform, as identified to the SARC and SAPR VA. Release of information to non-governmental authorities will be controlled by federal laws and Navy regulations governing the release of information (e.g., Privacy Act and Freedom of Information Act). The SARC or SAPR VA will ensure all victims filing an Unrestricted Report are aware of their rights concerning their involvement with investigative and legal personnel, including their right:

(a) To discuss and provide information to others, including investigative and legal personnel.

(b) To have a friend, counselor, SAPR VA or Victims’ Legal Counsel accompany them to interview sessions.

(c) To provide a written statement.

(d) To state a preference to decline participation in the case and not discuss the event any further with anyone. The victim should be informed that should they wish to decline to be interviewed by law enforcement officials, it is likely a limited criminal investigation will be
conducted and valuable evidence may be lost, which could reduce the ability to hold the alleged offender(s) accountable.

(4) Victim privacy will be protected to the maximum extent possible. Victim records will be maintained in accordance with references (o) and (p). All members of USNA that are involved in supporting SA victims and SA investigations will ensure case-related information is shared only for official purposes with those who have an absolute need to know.

(5) Every effort will be made to protect victim confidentiality. In the case of an Unrestricted Report, the SARC and ASJA/Commandant’s Legal Advisor will determine if a service member who is interviewed as part of the investigation (whether victim, witness, or offender) should receive a “Confidentiality Agreement” (enclosure (2)). The Confidentiality Agreement is a written order to refrain from discussing an active case in any non-official capacity in an effort to reduce speculation, the spread of rumor, gossip, or the release of information of a sensitive nature to personnel without the need-to-know that will likely create a hostile atmosphere and increased stress for the victim and may undercut an effective investigation. If it is determined that a Confidentiality Agreement is required, the individual’s chain of command will issue the order no later than close of business on the day the initial interview is conducted.

(6) Adult sexual assault victims who file Restricted Reports, Unrestricted Reports, or do not file a report may elect to anonymously submit alleged offender information to help the DoD identify serial offenders through the CATCH Program. In accordance with reference (q), a victim who elects to participate in the CATCH program will be required to provide contact information in order to be notified of a prospective match. If a match is made, the victim will be contacted by a CATCH HQ Notification POC to decide if they would like to participate in an associated investigation. If the victim chooses not to participate after being contacted with a match, the CATCH HQ Notification POC will ask the victim if they would like to continue to be contacted if there is a future match. If the victim agrees, they may be contacted over the next ten years; if the victim declines, they will not be contacted again. There will be no adverse consequences if victims do not agree to participate or receive further contacts.

c. A Victims’ Legal Counsel is available to provide legal support and advice to midshipmen or USNA military staff members who report being a victim of an offense punishable under Article 120, 125, or any attempt to commit offenses under those articles. Victims’ Legal Counsel report directly to the Office of the Judge Advocate General and are not assigned by USNA. Victims’ Legal Counsel are experienced and trained in the practice of military justice, administrative law, legal assistance, and the specific rights and privileges afforded to Navy SA victims. All victims will be informed of the Victims’ Legal Counsel services as part of the SA intervention protocols as set forth in enclosure (1).

7. Victim Counseling. During regular business hours, the Midshipmen Development Center (MDC) will provide victims with psychological and supportive counseling, which is covered under therapist-patient privilege established by UCMJ Military Rules of Evidence (MRE 514) pursuant to reference (k). The Trauma Specialist, a licensed clinical social worker, is a subject matter expert on trauma and sexual assault, and facilitates support efforts for survivors of sexual
violence. Other MDC counselors may assist in the event that the Trauma Specialist is not available. After business hours, the duty Medical Officer will ensure victims are offered mental health services on a crisis intervention basis. If a victim desires, the SARC or SAPR VA will facilitate counseling with a specialist not affiliated with the military.

8. Response Procedures

   a. Personnel aware of or involved in an incident or allegation of SA will ensure that immediate action is taken to protect victims from further injury by an alleged offender.

   b. All victims will be provided with contact information for the USNA SAPR office. Contact numbers are located on the main page of the USNA Intranet site under "Sexual Assault Prevention and Response Office." If requested by the victim, a warm hand-off will be provided to a SAPR VA or SARC. Victims will still remain eligible to make an unrestricted report in these cases.

   c. All personnel must be cognizant of the potential for "re-victimization," whereby a victim feels antagonized by the medical, administrative, and legal processes that often follow a reported SA. All personnel bear responsibility to develop a command climate in which victims feel safe and free from scrutiny, judgment, and any adverse repercussions while participating in SA response processes.

   d. Victims will be advised of their rights as set forth in enclosure (3) and be made aware of, and encouraged to exercise, their options during each phase of the medical, investigative, and legal processes.

   e. Upon report of a SA and in accordance with reference (r), the SARC, SAPR VA, health care provider, Military Criminal Investigative Officer (MCIO), trial counsel, and victim/witness liaison are required to notify the victim of the option of receiving legal assistance and support from a VLC.

   f. Victims will have access to appropriate assistance, including medical care, counseling, victim advocacy, and legal assistance. All victims will be offered the opportunity to receive counseling from the Trauma Specialist. If the Trauma Specialist is unavailable, a referral will be made to MDC. This counseling opportunity is a personal choice and a decision freely made by the victim, who should not feel pressured to accept counseling.

   g. USNA will use the Commander's 30-Day Checklist as a guide to facilitate the appropriate response to an Unrestricted Report of sexual assault. The Commander's 30-Day Checklist for Unrestricted Reports is located in the SAPR Policy Toolkit, at www.sapr.mil.

9. USNA SACMG. The purpose, scope and applicability of the SACMG is outlined in reference (s). Required members will meet during the SACMG to ensure victim safety, to assess victim welfare, to address any retaliation issues (if applicable), and to enhance SAPR services coordination in accordance with their roles and responsibilities as identified in enclosure (4).
Victims with unrestricted reports will be updated on the status of their case within 72 hours of the latest SACMG.

10. **Case Reporting and Data Collection**

   a. SARCs will report, within 24 hours, SA incidents to the Superintendent, Chief of Staff, and the Commandant or victim’s Cost Center Head. Unrestricted Reports will also be reported to Office of the Judge Advocate General and the Chief of Naval Operations (N1) via the Superintendent using OPREP-3 NAVY BLUE or UNIT SITREP, per a DD Form 2965 Defense Sexual Assault Incident Database Data Form per reference (j).

   b. To the maximum extent possible, internal data collection should avoid use of individual identifiers in order to maintain victim and alleged offender privacy.

11. **Prevention and Awareness Training**

   a. SAPR training, to include General Military Training, for all military staff, as well as appropriate training for civilian staff and faculty, will focus on sexual harassment, misconduct and assault awareness, active bystander intervention, prevention and response training (with emphasis on treating others with dignity and respect), types of reports, victim care, legal processes, and interactive scenarios. This training is distinct from the prevention education provided to midshipmen through the Sexual Harassment and Assault Prevention Education (SHAPE) program.

   b. Comprehensive SAPR training, meeting the requirements of references (b), (j) and (k) will be conducted for all USNA personnel, including military and civilian faculty and staff. This training is required annually, but should be conducted throughout the training calendar and in conjunction with important evolutions, including Reform of the Brigade, prior to major leave periods, and before commencing summer training. The USNA SAPR Program Manager (PM) is responsible for the coordination and execution of training. The DPE is responsible for ensuring that all training adheres to the requirements identified in reference (c). All SAPR staff are responsible for assisting in the development and execution of SAPR training.

      (1) The SAPR PM will ensure initial training occurs at USNA faculty and staff orientations for new check-ins. The goal of this training is to inform newly reporting individuals about the USNA SAPR program and the active role they play in ensuring program success.

      (2) The SAPR PM will locate and schedule external training professionals and subject matter experts or speakers to increase awareness, understanding, and appreciation of SAPR matters for all USNA personnel as appropriate.

      (3) SAPR education and training opportunities provided to the Brigade will be made available to faculty and staff as appropriate.

      (4) All SAPR training, including periodic, annual, and stand-down sessions, will be fully documented by the PM.
12. **Records Management**

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/App roved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

13. **Review and Effective Date.** Per OPNAVINST 5215.17A, the SAPR Program Manager will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

14. **Forms and Information Controls**

a. Forms. All forms listed below should be submitted per the directions in this instruction.

(1) DD Form 2701 Initial Information for Victims and Witnesses of Crime is available online at www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2701.pdf.

(2) DD Form 2910 Victim Reporting Preference Statement has been assigned the reports control symbol OMB 0704-0482 and is available online at www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2910.pdf.

(3) DD Form 2910-2 Retaliation Reporting Statement for Unrestricted Sexual Assault Cases has been assigned the reports control symbol OMB 0704-0482 and is available online at https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2910-2.pdf.

(4) DD Form 2950 Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for New Applicants and is available online at www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2950.pdf.

(5) DD Form 2950-1 Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for Renewal Applicants and is available online at www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2950-1.pdf.

(6) DD Form 2965 Defense Sexual Assault Incident Database Data Form has been assigned the reports control symbol OMB 0704-0482 and is available online at www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2965.pdf.
b. Reports. All other reporting requirements contained within this instruction are exempt from reports control by SECNAV M-5214.1, paragraph 7h.

F. W. KACHER  
Acting

Releasability and distribution: This instruction is cleared for public release and is available electronically only via the USNA Issuance Website, https://www.usna.edu/AdminSupport/Inst/
SEXUAL ASSAULT INTERVENTION PROTOCOLS

1. **Background.** Research has shown that Health Care Providers and investigative officials who interview and treat SA victims may unintentionally re-victimize them. Victims are sometimes unnecessarily required to repeatedly answer intimate questions, explain (if not defend) their actions and motives, and undergo intrusive medical examinations. Consequently, it is imperative that procedures be established and continuously reviewed to ensure competent, sensitive handling of SA victims.

2. **Purpose.** This enclosure provides guidelines for initial intervention and response to reported incidents of SA. These guidelines have been modified for application to the Brigade of Midshipmen but have applicability for all personnel at USNA. The SARC's will use these protocols and the Commander's Checklist for Prevention and Response of reference (o) in the oversight and execution of the USNA SAPR program.

3. **Initial Responders and Points of Contact.** These sample protocols have been prepared for the purpose of providing guidance to departments which serve as initial points of contact for victims of SA, including midshipmen and members of the faculty and staff. Points of contact generally include, but are not limited to:

   a. VA
   b. SARC
   c. Brigade Medical Clinic
   d. Chaplain Corps
   e. Midshipmen Development Center
   f. Legal personnel
   g. Officer of the Watch (OW)/Naval Academy Duty Officer (NADO)

4. **Support Services.** Although the organizations listed below are not under direct report to the Naval Academy, their roles and response are crucial to the overall success of USNA’s SAPR program. Thus, they are key members of the Sexual Assault Response Team. Their actions are also outlined in this protocol.

   a. Naval Criminal Investigative Service
   b. Victims’ Legal Counsel
   c. Fleet and Family Support Center
   d. Base Security

Enclosure (1)
5. **Collaboration and Coordination.** USNA personnel responding to a SA report have both a specialized role and a collaborative one. A coordinated team approach in responding to SA reports is key to sensitive, comprehensive handling of these cases. Therefore, USNA first responders are directed to collaborate with appropriate points of contact from paragraphs three and four above and with community SA response personnel to ensure a complete and timely response across the spectrum of victim circumstances.

6. **Victim Care.** All initial POCs for victims listed in paragraphs three and four above, will respond and treat a victim with sensitivity and respect. The following are important considerations:

   a. **Victim Response.** Each SA victim reacts differently depending on the nature of the SA incident, their own personality, and any history of prior trauma or psychological issues. It is not uncommon in SA cases for a victim to recant the initial allegation because of the trauma of SA. Victims of SA may experience distress; fear of reprisal by the alleged offender(s), their superiors, and/or peers; fear potential adverse effects on career advancement; fear not being believed; and desire to avoid multiple retellings of the incident, all of which may lead to re-victimization. It is important to note that a recantation does not necessarily mean that the victim lied or that a SA did not occur. There exists a myriad of reasons why SA victims recant, depending upon the circumstances of the case. It is not the responsibility of first responders to establish the validity or credibility of a SA report.

   b. **Professional Conduct.** Responders must act with integrity and treat all victims of sexual assault crimes with dignity and compassion. In addition to following the SAPR Professional Code of Ethics, responders must handle all cases in a professional manner, to include:

      (1) Do not joke about the case with the victim or colleagues.

      (2) Do not be accusatory in questions.

      (3) Do not make a value judgment about the victim or the victim's behavior at the time of the incident. Avoid a "they deserved it" mentality.

      (4) Do not make promises to the victim in an effort to make them feel better or gain their confidence.

      (5) Do not discuss the case outside official channels.

      (6) Do not say anything while on the scene that you would not want the victim to hear.

      (7) Do not show partiality to victims due to their rank or position.

      (8) Do not discourage a victim from filing a report.

      (9) Explain procedures to the victim. Be aware that victims can be intimidated or upset by police cars, uniforms, radio communication devices, etc.
7. **Specific Responsibilities and Protocols**

    a. The Bancroft Hall Officer of the Watch (OOW) or Naval Academy Duty Officer (NADO) will:

       (1) Report SA incidents to the SAPR Duty VA. If the Duty VA is not available, contact a SARC.

       (2) Obtain name, telephone number, and location of the victim.

       (3) Ensure the victim is safe.

       (4) Advise the victim not to destroy possible evidence by bathing, douching, changing clothes, eating, drinking, or cleaning up in any way.

       (5) Offer to notify the Duty Chaplain if the victim desires pastoral counseling.

       (6) Draft and route SITREPs for unrestricted reports of SA. The OOW drafts SITREPs pertaining to midshipmen SA, and ensures Commandant Legal review, prior to sending to the Deputy Commandant, who will subsequently forward to the Chief of Staff. The NADO is responsible for drafting unrestricted SA SITREPs for faculty and staff cases, and ensuring Superintendent Legal review prior to sending to the Chief of Staff. Once the Chief of Staff clears the SITREP, the NADO will transmit the SITREP in all cases. Of note, SITREPS are required in unrestricted cases only, regardless of whether a disclosure has been made.

    b. The SAPR VA will:

       (1) Respond to calls from the victim, Base Security, Brigade Medical Clinic, or other official sources.

       (2) Ensure a SARC or Duty SAPR VA has been notified.

       (3) Provide immediate support and assistance to the victim as needed or requested. The SAPR VA will not function in the role of a behavioral counselor or investigator.

       (4) Provide the victim with information on victim’s rights, per enclosure (3), and the availability of counseling, shelter, Victims’ Legal Counsel, and medical services. Explain that if desired, they may have a SAPR VA or SARC present during medical or investigative processing.

       (5) Provide assistance to the victim by helping to secure basic needs (e.g., provide clothing to wear from the hospital, arrange transportation, contact a family member or friend).

       (6) Offer to contact the Duty Chaplain or mental health counselor.
(7) Review DD 2910 with the victim, explain Restricted and Unrestricted Reporting options, and have the victim initial and sign the appropriate sections of the form if the victim chooses to file a report. Return the signed DD 2910 to a SARC as soon as feasible.

(8) Provide the victim with options concerning their involvement with investigative and legal personnel. Possible involvement options include:

(a) The victim may choose to be interviewed without assistance.

(b) The victim may choose to be interviewed with a SAPR VA and/or Victims’ Legal Counsel present during interview(s).

(c) The victim may prefer not to be interviewed personally by law enforcement officials. In this case, it is likely that a limited criminal investigation will be initiated or conducted and valuable evidence may be lost, reducing the ability to hold the alleged offender(s) accountable.

(9) Make follow-up telephone contact with the victim within 48 hours to provide emotional support and information, to determine if additional services are requested, and to encourage and assist in scheduling follow-on counseling.

(10) Offer to accompany the victim to interviews with medical, investigative, and legal staff in order to provide emotional support.

c. Brigade Medical Unit will:

(1) Place the victim in a private room, separate from the waiting or processing area, until medical care is provided.

(2) Notify the SARC, or VA (as appropriate) that a SA has occurred. Provide the name, telephone number, and location of the victim.

(3) Provide emergent care as needed and be available during normal clinic hours to conduct a Sexual Assault Forensic Examination (SAFE) by a certified examiner. If care occurs outside normal clinic hours, the responding SARC will determine to which facility a military victim should be transported. USNA may utilize Anne Arundel Medical Center, in Annapolis; Mercy Medical Center, in Baltimore; or for military only, the Walter Reed National Naval Medical Center in Bethesda.

(4) Explain the availability of victim advocacy services.

(5) Notify the SAPR VA and ensure they arrange transportation to a civilian hospital or Military Treatment Facility (MTF) if a SAFE is unavailable at USNA but requested by the victim.

**NOTE:** Victim's written consent is necessary for all medical procedures.
(6) Provide the responding SARC or SAPR VA with case statistical data for completion of the initial and follow-on reporting requirements as requested.

NOTE: Sensitivity to the victim's emotional state is critical, USNA medical personnel should not involve unnecessary individuals in the victim's care and treatment.

d. USNA Legal Staff or VWAC will:

(1) If the victim has retained a Victims' Legal Counsel, USNA personnel will not communicate with the victim about matters encompassed by the Victims’ Legal Counsel’s representation. USNA legal staff will coordinate closely with the Victims’ Legal Counsel to determine what matters may be discussed directly with the victim.

(2) Ensure that NCIS has been notified that a SA has been reported. If the victim chooses to report to civilian law enforcement officials, USNA legal personnel, Victims’ Legal Counsel, or NCIS can make the initial contact on behalf of the victim.

(3) Ensure that the victim is informed of their rights (through Victims’ Legal Counsel, if assigned), NCIS, SAPR VA, or Trial Counsel, as identified in enclosure (3) and references (m) and (n).

(4) Consider a MPO or NCO when the alleged offender is an active duty service member in order to prevent contact between the victim and the alleged offender. In most cases, MPOs will be issued pursuant to an MPO request by the victim and in coordination with VLC. However, the Command may, as a matter of discretion, issue a MPO in cases in which the issuing authority determines a safety risk to individuals involved.

(5) Unless Victims’ Legal Counsel has been assigned, if the victim desires to testify at court-martial or other administrative proceedings, be available to provide consultation/referral to the victim and/or the VA in matters such as courtroom procedures.

(6) Honor the victim's wishes if they desire to be interviewed in the presence of a SAPR VA or Victims’ Legal Counsel.

(7) Keep the SAPR VA and the victim (through Victims’ Legal Counsel, if assigned) informed of the status of the case and pertinent details.

(8) Immediately provide the responding SARC, SAPR VA, or Duty VA with case statistical data for completion of the initial and follow-on reporting requirements as requested.

e. Chaplain Corps personnel will:

(1) Ensure the victim is reasonably protected from the accused offender by contacting base security, if warranted.
(2) Provide emotional, psychological, and spiritual support to the victim and family, as requested.

(3) Encourage the victim to seek appropriate assistance or counseling. If the victim concurs, encourage the victim to seek counseling from the MDC or another qualified organization which specializes in assisting SA victims. Remain as involved as the victim desires.

(4) Encourage the victim to seek medical attention, regardless of whether the victim requires emergency or non-emergency care.

(5) Explain the availability of victim advocacy services and notify the Duty SAPR VA if the victim desires.

(6) Explain the availability of Victims’ Legal Counsel and notify Victims’ Legal Counsel if the victim desires.

(7) As appropriate, encourage the victim to report the incident to a SARC, VA, or their chain of command.

(8) If the victim desires to report the incident, immediately provide the SARC or SAPR VA with case statistical data for completion of the initial and follow-on reporting requirements as requested.

f. MDC Counselors will:

(1) Maintain therapist-patient confidentiality, consistent with the exceptions articulated in MDC’s informed consent document.

(2) Clearly explain confidentiality in the context of a SAPR case.

(3) Provide information on the USNA SAPR Office and other medical or counseling resources available as appropriate.

(4) The Trauma Specialist will coordinate all clinical case management in liaison with the appropriate SARC or VA, as appropriate. If another counselor provides counseling to a SA victim, that counselor will inform the Trauma Specialist and provide regular input regarding progress.

(5) The MDC Trauma Specialist (or the MDC Director in his/her absence) will attend monthly SACMG meetings.

g. Base Security will:

(1) Respond to all SA calls occurring under their jurisdiction.
(2) Notify the Duty SAPR VA, NADO, SARC, SAPR VA, or the OOW, as appropriate, that a SA has occurred. Provide the name, telephone number, and location of the victim.

(3) Ensure that the victim has some form of clothing or cover.

(4) Ensure that the victim receives immediate medical care for any injuries that warrant such care.

(5) Refrain from asking detailed questions or pressuring the victim for responses. If first to arrive at the crime scene, collect only the necessary information (e.g., victim's identity, location and time of incident, name or description of offender(s)), while taking precautions to secure the crime scene.

(6) Apprehend alleged offender(s), as appropriate.

(7) Provide support and reassurance to the victim. It is important that security officers help the victim to feel safe, secure, and in control again.

(8) Advise the victim not to destroy possible evidence by bathing, douching, changing clothes, eating, drinking, or cleaning up in any way.

(9) Explain to the victim normal law enforcement procedures which can be expected to occur in the next 24 hours.

(10) If the victim is emotionally upset or distraught, attempt to calm the victim until further assistance (e.g., SAPR Victim Advocate, SARC, Duty Chaplain, Counselor) can be arranged. Be aware that victims may be intimidated or upset by police cars, uniforms, radio communication devices, and extraneous police officers not directly involved in the case.

(11) In cooperation with NCIS and local law enforcement agencies, advise the victim on safety precautions in the event that the alleged offender poses a continuing threat.

(12) Immediately provide the SARC, SAPR VA, or Duty SAPR VA with case statistical data for completion of the initial and follow-on reporting requirements as requested.

h. NCIS will:

(1) Receive reports of SA incidents. If the victim chooses to report to civilian law enforcement officials, NCIS personnel can make the initial contact on behalf of the victim.

(2) Explain the availability of victim advocacy, USNA SAPR services, and Victims’ Legal Counsel Services; contact a Staff Judge Advocate (SJA), Victims’ Legal Counsel, Duty SAPR VA, SARC, SAPR VA, OOW, or NADO, as appropriate, regarding the incident.

(3) Provide the victim with options concerning his/her involvement with investigative/legal personnel. Possible options include:
(a) The victim may choose to be interviewed without assistance.

(b) The victim may request to be interviewed with a SAPR VA and/or Victims’ Legal Counsel present during NCIS interview(s).

(c) The victim may not desire to meet with law enforcement officials (e.g., NCIS special agents or civilian police) personally. A SAPR VA and/or Victims’ Legal Counsel may report to NCIS in lieu of the victim, providing a written summary of information to the investigative agent.

(d) The victim may not desire to participate in the investigation with law enforcement officials. In this case, it is likely that a limited criminal investigation will be initiated or conducted and valuable evidence may be lost, reducing the ability to hold the alleged offender(s) accountable.

(4) Advise the victim on safety precautions in the event that the alleged offender poses a continuing threat.

(5) Conduct the investigative interview in a manner which recognizes victim sensitivity as outlined in paragraph 6 of this enclosure.

(6) Honor the victim's wishes if he or she desires to be interviewed in the presence of a SAPR VA or Victims’ Legal Counsel. The circumstances of this accommodation should be accounted for in the subsequent NCIS Report of Interview.

(7) Notify the Victim Witness Assistance Coordinator (Staff SJA) as appropriate to keep the victim informed concerning the NCIS role in the case, the status of the investigation, and other pertinent details to the extent that they will not interfere with the investigation.

(8) Conduct a thorough investigation of the crime in compliance with the victim's rights and the NCIS Manual for Investigations.

(9) Immediately provide the SARC, SAPR VA, or Duty SAPR VA with case statistical data for completion of the initial and follow-on reporting requirements as requested.

i. Fleet and Family Service Center (FFSC). FFSC will assume case management and response for SA cases that meet FAP guidelines of OPNAVINST 1754.2 (series). Cases normally managed under FAP include but are not limited to:

(1) Cases of SA involving a current or former spouse, a person with whom the abuser shares a child in common, or a current or former intimate partner with whom the abuser shares or has shared a common domicile.

(2) Cases of SA involving victims under the age of 18.
(3) Cases of SA involving an active duty dependent that is eligible for treatment at a military treatment facility and a civilian (e.g., a boyfriend or girlfriend).

(4) Cases involving same sex-domestic partners.

(5) Cases involving children of same-sex domestic partners who are under the age of 18.

j. Company Officers, Senior Enlisted Leaders, Faculty and Staff will:

(1) Inform a SARC or SAPR VA, the chain of command, and Commandant Legal (for midshipmen), of a SA disclosure, if they are a mandatory reporter for that victim or that victim indicates a desire to make an Unrestricted Report. Policy regarding the disclosure process for mandatory reporters and the eligible reports for victims is outlined in paragraph 4d.

(2) Recognize some victims may receive or fear a negative response from other midshipmen following a report of a SA and education on retaliation and reprisal may be appropriate or required to support them. Midshipmen who file reports of SA will be protected from retaliation, reprisal, ostracism, maltreatment, or threats. In such situations, consult with a SARC in order to develop and implement a plan to address improper and unprofessional responses.

(3) Ensure that MPOs or NCOs are strictly enforced for the victim's safety. MPOs or NCOs are issued when the alleged offender is an active duty service member and direct the accused to remain clear of the victim.

(4) Be aware that if the alleged offender and victim are in the same company, typically one is reassigned to another company in order to prevent contact with one another. The victim is given the option first to decide on reassignment, according to their preference. Faculty and staff issues will be similarly resolved in accordance with paragraph 4h.
SAMPLE CONFIDENTIALITY AGREEMENT

From: Commandant of Midshipmen, U.S. Naval Academy
To: Midshipman 4/C First M. Last, USN, Class of YYYY

Subj: CONFIDENTIALITY ORDER ISSUED TO MIDSHIPMAN 4/C FIRST M. LAST, USN, CLASS OF YYYY

1. You are directed to abide by and obey the following Military Confidentiality Order. Violation of this order may result in administrative action or disciplinary action under the Uniform Code of Military Justice or the Administrative Conduct System.

2. This order is issued concerning your participation in an ongoing NCIS investigation as a complainant, witness, or accused.

3. This order is strictly an administrative action to ensure the safety, security and privacy of the person(s) involved in the ongoing Naval Criminal Investigative Service (NCIS) investigation for which you have been interviewed. It is also intended to protect you from any allegations of inappropriate conduct related to the investigation while this order is in effect. This order is not the beginning of disciplinary action against you, nor does it mean that you cannot or will not be punished for any actions taken before or after its issuance.

4. You are directed to refrain from initiating or taking part in any unofficial conversations, commenting on any third-party speculation, rumors or judgments that are relevant to the investigation or the particulars of your role in the investigation. You are further directed to refrain from contacting or communicating with in any manner, including but not limited to, personally, telephonically, through third parties, in writing, by electronic mail or other electronic media, through the use of physical gestures, or by any other means other personnel that you know or reasonably should know are also participating in the investigation as a complainant, witness, or accused.

5. You are authorized to discuss the case with government agents or local law enforcement personnel in the execution of their duties; your Senior Enlisted or Officer chain of command; personnel assigned to the Commandant’s or Superintendent’s legal offices; defense counsel of the alleged offender or accused, or other legal counsel as appropriate.

6. This is a lawful order. Violation of this order may expose you to disciplinary action under Article 92 of the Uniform Code of Military Justice.

7. This order will remain in effect until you are specifically notified it has been terminated. If you have any questions about this order, you are to direct them to my Legal Advisor at (410)-293-7014, via your Company Officer.

J. P. MCDONOUGH
Subj: CONFIDENTIALITY ORDER ISSUED TO MIDSHIPMAN 4/C FIRST M. LAST, USN, CLASS OF YYY

I understand the above order. I understand that violating this order may result in administrative or disciplinary action against me.

__________________________   __________________________
(Name)                      Date
MIDN

Witnessed by:

__________________________   __________________________
Signature                   Date

Printed Name
CRIME VICTIM’S BILL OF RIGHTS

1. To ensure the fair and sensitive handling of all SA cases, personnel at every level of victim assistance working with SA victims will, where possible, ensure the following rights are maintained in accordance with reference (n):
   a. The right to be treated with fairness and respect for the victim’s dignity and privacy;
   b. The right to be reasonably protected from the accused offender;
   c. The right to be notified of court proceedings;
   d. The right to be present at all public court proceedings related to the offense, unless the court determines that testimony by the victim would be materially affected if the victim heard other testimony at trial;
   e. The right to confer with trial counsel and the Staff Judge Advocate to the convening authority in the case;
   f. The right to receive available restitution; and
   g. The right to information about the conviction, sentencing, imprisonment, and release of the offender.

2. A copy of these rights will be provided to anyone reporting a SA.

3. It should be emphasized and explained to victims that federal personnel and agencies are required to “make their best efforts” to afford victims these rights. Resource limitations, operational commitments, legal holdings, or jurisdictional limitations may preclude a naval command from being able to provide these rights fully. The above list does not create a cause of action or defense in favor of any person arising out of failure to accord a victim the rights enumerated. Adherence to these guidelines will be per the legitimate needs of the United States Navy, the maintenance of good order and discipline, and military exigencies.
SEXUAL ASSAULT CASE MANAGEMENT GROUP ROLES AND RESPONSIBILITIES

1. The roles and responsibilities detailed below are not intended to be all inclusive, nor is every item required to be covered at every SACMG meeting. Discussion will vary based on the details of each case.

2. SACMG Chair (Superintendent, Chief of Staff in his/her absence).

   a. Review/update individual Unrestricted sexual assault cases on a monthly basis.

   b. Ensure each case is reviewed independently and only includes those personnel associated with the individual case being discussed.

   c. Confirm all SACMG members in attendance provide verbal updates without disclosing protected communication and/or violating victim confidentiality.

   d. Confirm responsible SARC(s) entered case(s) into Defense Sexual Assault Incident Database (DSAID) within 48 hours of report or within 96 hours (in deployed locations having connectivity issues).

   e. Confirm the status of each expedited transfer / company transfer / MSA transfer request and Military Protective Order/No Contact Order or Civilian Protective Order (MPO/NCO/CPO) is updated.

   f. Confirm that each victim received an immediate safety assessment and that a continuing safety assessment is ongoing.

   g. If the victim is assessed to be in a high-risk situation, immediately form a multi-disciplinary High Risk Response Team to monitor the victim’s safety, assess danger, and develop a plan to manage the situation.

   h. Confirm DoD law enforcement agent documents the protective order information presented at the SACMG in the investigative case file.

   i. Ask the SACMG members if the victim, victim’s family members, witnesses, bystanders (who intervened), SARCs and SAPR VAs, responders, or other parties to the incident have experienced any incidents of retaliation, reprisal, ostracism, or maltreatment.

   j. If any allegations are reported, the SACMG Chair will forward the information to the proper authority or authorities (e.g., MCIO, Inspector General, Military Equal Opportunity).

   k. Discretion may be exercised in disclosing allegations of retaliation, reprisal, ostracism, or maltreatment when such allegations involve parties to the SACMG.
1. Retaliation, reprisal, ostracism, or maltreatment allegations involving the victim, SARC s, and SAPR VAs will remain on the SACMG agenda for status updates, until the victim’s case is closed or until the allegation has been appropriately addressed.

   m. Provide assistance when sought by other SACMG members.

3. Command Master Chief. Provide senior enlisted expertise, perspective and assistance as needed to SACMG members, and advice to the Chair.

4. SACMG Co-Chair – Lead SARC

   a. Confirm assigned SARC and SAPR VA informed the victim of available SAPR services.

   b. Confirm the victim was advised of limitations regarding MPOs, NCOs and CPOs.

   c. Confirm SACMG meeting agenda and minutes maintained electronically, and all hard copy records are destroyed following each meeting.

   d. Keep electronic minutes of the monthly meetings to include those in attendance and issues discussed, while maintaining victim privacy. Use minutes to identify trends and areas for overall improvement and to inform content of quarterly system coordination and accountability meetings.

   e. Obtain assistance and required data from SACMG Chair or other SACMG members when necessary.

   f. Schedule and lead SACMG quarterly meetings focused on system coordination and accountability.

5. Victim’s Battalion Officer (or appropriate O-5/O-6 for non-midshipmen victims). Present verbal updates regarding the Unrestricted sexual assault case without violating victim confidentiality as follows:

   a. Confirm SARC was immediately notified of the sexual assault report.

   b. Confirm NCIS was immediately notified of the sexual assault report.

   c. Provide the status of MPO, NCO and/or CPO.

   d. Provide the status of the expedited transfer request, if applicable.

   e. Provide any safety concerns involving the victim, witness(es), or alleged offender(s).

   f. Provide updates on the overall well-being of the victim.

   g. Address any challenge or concerns with the coordination of victim support.
h. Provide any recommendations to ensure continuity of SAPR services and support for victim.

i. Debrief the victim on the SACMG within 72 hours.

j. Obtain assistance from SACMG Chair or other SACMG members when necessary.

6. **Case Assigned SARC or VA.** Present verbal updates for the case being reviewed without disclosing protected communication and/or violating victim confidentiality as follows:

a. Confirm victim informed of available SAPR services.

b. Discuss any identified challenges or concerns with coordination of victim care.

c. Confirm victim informed of expedited transfer option.

d. Confirm victim informed of the opportunity to consult with legal assistance counsel.

e. Confirm SAPR support offered and/or provided to victim.

f. Confirm victim referral to a Victim Witness Assistance Program (VWAP) personnel.

g. Advise if referrals (military and/or civilian) made for the victim, as needed.

h. Provide any recommendations to ensure continuity of SAPR services for victim.

i. Confirm that only the SARC entered information into DSAID.

j. Seek assistance from SACMG Chair or other SACMG members as necessary.

7. **Staff Judge Advocate.** Present verbal updates regarding the Unrestricted sexual assault case without violating victim confidentiality and/or disclosing privileged communications, as follows:

a. Confirm SARC, VA, or VLC was present at the victim's request when (if) the victim was interviewed by defense counsel.

b. Confirm that the victim has been informed of their rights during trial and defense counsel interviews. Confirm the victim has been informed of all rights and the VWAP.

c. Discuss the current status of the adjudication process (e.g., awaiting Article 32 proceedings, awaiting Court-Martial, victim involvement, potential impact on adjudication proceedings).

d. Discuss any safety concerns regarding the victim, witness(es), and alleged offender(s).

e. Obtain assistance from SACMG Chair, SARC, VA, or victim's CO, when necessary.
f. Provide initial subject disposition to include any administrative or judicial action taken stemming from the sexual assault investigation to include but not limited to the following:

(1) Was there pre-trial confinement of the subject?

(2) Date of pre-trial confinement.

(3) Can action be taken against the subject?

(4) Date command decided they could or could not take action against the subject.

(5) Was the report against the subject considered unfounded or hindered by insufficient evidence by the command?

(6) Reason subject is outside of military or jurisdictional authority, if applicable.

(7) Is the report substantiated?

(8) Reason command action precluded/declined, if applicable

(9) Type of command action (e.g. non-judicial punishment, courts-martial charge preferred, etc.).

(10) Date Command took action

8. NCIS. Present verbal updates regarding the Unrestricted sexual assault case without violating victim confidentiality, as follows:

a. Confirm SARC, VA, or VLC was present at victim’s request when the victim was interviewed.

b. Confirm DD Form 2701 was distributed to the victim.

c. Confirm documentation of protective order information added to the investigative case file.

d. Confirm notification of VWAP personnel.

e. Provide the status of the investigation (e.g., number of interviews completed and/or pending, victim participation, any potential impact on investigation).

f. Provide the status of the case disposition. Notify the SACMG Chair, SACMG Co-Chair and victim’s CO of disposition when the sexual assault case is resolved by civilian authorities.

g. Provide information regarding violations of MPO/NCO/CPO.
h. Provide any concerns regarding safety of the victim, witness(es), or alleged offender(s).

i. Obtain assistance from SACMG Chair or other SACMG members, when necessary.

9. Midshipmen Development Center Representative. Present verbal updates for the case without disclosing protected communication and/or violating victim confidentiality, as follows:
   a. Discuss any challenges or concerns with the coordination of victim care.
   b. Provide any recommendations to ensure continuity of care for the victim.
   c. Discuss any imminent risk or safety concerns.
   d. Provide recommendations for cases from a psychological perspective and serve as a subject matter expert in post-traumatic stress disorder, trauma-informed interventions, and evidence-based trauma treatment matters.
   e. Obtain assistance from SACMG chair or other SACMG members, when necessary.

10. Commandant of Midshipmen
   a. Provide updates as required on any case involving a midshipman.
   b. Direct resources within the Commandant Cost Center to assist victims as needed.
   c. Obtain assistance from SACMG Chair or other SACMG members, when necessary.

11. SAPR Program Manager and Deputy Program Manager
   a. Supervise the SACMG Co-Chair, SARCs, and VAs in the execution of their duties.
   b. Incorporate lessons learned and best practices from SACMG into the overall USNA SAPR program.
   c. Take all steps needed to enforce a need to know approach in SA matters while maximizing victim confidentiality.
   d. Maintain records and accountability of Battalion Officer’s timely debrief of victims.

12. Chaplain. Present verbal updates for the case without disclosing protected communication and/or violating victim confidentiality, as follows:
   a. Provide recommendations to ensure continuity of SAPR services for the victim.
   b. Confirm the victim is aware of chaplain resources, to include:
(1) Ongoing confidential communications.

(2) Faith-specific counseling.

(3) Chaplain Religious Enrichment Development Operation personal resilience training.

(4) Chaplain Care 24/7 availability.

(5) Essential advocacy for services that promote spiritual resilience.

13. **VWAP Service Provider**

   a. Confirm the victim is informed of the availability of legal assistance provided by a military or civilian legal assistance counsel.

   b. Confirm the victim is informed of their rights under the VWAP, and received a copy of DD Form 2701.

   c. If applicable, confirm the victim was notified of:

      (1) Court-martial proceedings and any scheduling changes that will affect their appearance.

      (2) The right to be present at all public court proceedings related to the offense, unless ruled otherwise by a Military Judge.

      (3) The right to confer with trial counsel.

      (4) The right to available restitution.

      (5) The right to be notified of the apprehension of the accused, the initial appearance of the accused before the military judge, the release of the accused pending court-martial, and the trial proceedings.

      (6) The right to receive information about the conviction, sentence, confinement, and release of the accused.

   d. Obtain assistance from SACMG Chair, SARC, SAPR VA/UVA, or victim’s CO, when necessary (e.g., interview requirements, additional requirements).

14. **VLC.** Present verbal updates for the case without disclosing protected communication and/or violating victim confidentiality, as follows:

   a. Discuss any identified safety concerns regarding the victim, witness(es), and alleged offender(s).
b. Obtain assistance from SACMG Chair, SARC, VA, or victim’s CO, when necessary (e.g., interview requirements, additional requirements, and concerns by victim).

15. Victim’s Healthcare Provider or Representative (as applicable). Present verbal updates for the case without disclosing protected communication and/or violating victim confidentiality, as follows:

   a. Confirm that a SARC or VA was immediately notified if the victim initially reported to medical.
   
   b. Discuss any relevant local and State laws and restrictions impacting victim care.
   
   c. Discuss any challenges or concerns with coordination of victim care.
   
   d. Provide any recommendations to ensure continuity of care for the victim.
   
   e. Discuss any safety concerns.
   
   f. Obtain assistance from SACMG chair or other SACMG members, when necessary.

16. DoD Law Enforcement Personnel or Base Security (as applicable)

   a. Confirm issuance of DD Form 2701 to the victim.
   
   b. Confirm documentation of any protective order was added to the investigative case file.
   
   c. Confirm whether there were any violations of MPOs, NCOs or CPOs on the installation.
   
   d. Discuss any identified safety concerns (e.g., alleged offender's access to the victim, any threats toward the victim by the alleged offender or others, stalking or erratic behavior by the alleged offender or others, etc.).
   
   e. Obtain assistance from SACMG Chair, SARC, VA, or victim’s CO, when necessary (e.g., interview requirements, additional requirements).
LEAVE OF ABSENCE PROCEDURES

1. Reporting. Midshipmen who are the victims of sexual assault have the options of filing a restricted or an unrestricted report. Consistent with Fleet policy for an expedited transfer, the policy outlined in this instruction applies to those midshipmen who have filed unrestricted reports of sexual assault.

2. LOA Request Procedures

   a. The decision to request a leave of absence will be a personal choice by the individual midshipman. It will not be assumed that every midshipman who reports a sexual assault will choose this course. Every effort will be made to care for and assist a midshipman in both recovering from a sexual assault and progressing towards graduation and commissioning.

   b. Those in a care, advocacy, or supervisory role (to include the SARC, VA, VLC, Chaplain, and CO) must ensure that the midshipman is made aware of the leave of absence option as well as the On-Ramp Program.

   c. If seeking a leave of absence, the midshipman will be provided written notification by the SAPR VA and/or VLC, by utilizing enclosure (6), LOA Information Sheet. If a midshipman decides to pursue a leave of absence by request, he or she will submit enclosure (7), via the chain of command. The package will be submitted to the Midshipmen Personnel Office, and routed to the Commandant, via the Staff Director and Commandant’s Legal Advisor.

3. LOA Decision Support Procedures

   a. The Naval Academy recognizes the considerable stress and psychological impact that often result from a sexual assault. Victims of sexual assault are encouraged to seek advice and counseling.

   b. To afford the midshipman the opportunity to consult with family, clergy, doctors, or others who may assist in making an informed and well-considered decision, special request chits for liberty or leave may be submitted by the midshipman via the chain of command and approved in accordance with the Midshipman Regulations Manual.

   c. While the midshipman is considering his or her decision regarding a leave of absence, he or she will continue to carry out normal duties to the best of his or her ability unless enrolled in the Midshipman On-Ramp Program.

4. LOA Status Defined and Processing Procedures

   a. While on leave of absence from the Naval Academy, a midshipman must voluntarily waive all pay and allowances during the period of the absence. While in a leave of absence status, the midshipman will retain enrollment in DEERS and maintain a military identification card, which will allow him or her continued access to Department of Defense resources, including Fleet and Family Support Centers and other important resources. Follow-on medical
care must be coordinated before the commencement of the leave of absence with the Tricare Benefits Administrator at the Naval Health Clinic, Annapolis, (410) 293-2276.

b. The Commandant is the approval authority for any requested leave of absence, not to exceed one year. The chain of command will recommend the date for the leave of absence to commence. If possible, the leave of absence will commence at a point that best supports the midshipman's re-entry into training and academic classes without having to repeat training and classes.

c. In light of the possibility that a midshipman on a leave of absence may later decide to resign and not return to USNA, the midshipman will complete all written portions of the resignation process in accordance with reference (u) prior to departing on a leave of absence. The completed resignation paperwork will be held on file by Midshipman Personnel in the event that the midshipman requests to terminate his or her leave of absence and resign from the Academy. Should the midshipman fail to request reinstatement or fail to request voluntary resignation within one year of the commencement of the leave of absence, the midshipman will be processed for separation.

d. Throughout the leave of absence, the midshipman will remain administratively assigned to his or her company, and the Company Officer or SEL will contact the midshipman at least once every four weeks to provide support and remain apprised of the midshipman's welfare and status.

e. In most cases, a LOA will result in the victim being academically rolled back to the subsequent class year (e.g. Class of 2024 midshipman, who decides to take an LOA during Academic Year 2024, would be rolled back to Class of 2025 upon rejoining the Brigade of Midshipmen).

5. Reinstatement Procedures

a. In order to return to the Naval Academy after a leave of absence, a midshipman must submit in writing to the Commandant, via the chain of command, Registrar, and Midshipmen Personnel his or her request for reinstatement, asserting that he or she is prepared to handle all academic, professional, physical, and military duties in accordance with enclosure (8).

b. No later than two months prior to the end of the leave of absence, the chain of command will contact the victim regarding his or her leave of absence status. The chain of command will remind the midshipman of the stipulations of the leave of absence and ascertain the midshipman's intent to be reinstated or to complete the resignation process. The midshipman will also be advised that should he or she fail to request reinstatement, he or she will be processed for separation from the Naval Academy.

c. If while on a leave of absence, the midshipman determines that he or she wants to terminate the leave of absence and request voluntary resignation from USNA, he or she will notify Midshipman Personnel and his or her Company Officer to complete the resignation

Enclosure (5)
process. To the maximum extent possible, the resignation should be completed without requiring the midshipman to physically return to USNA.
LEAVE OF ABSENCE INFORMATION SHEET

1. You have notified the Naval Academy that you were the victim of a sexual assault. In order to assist you in dealing with what can be an extremely difficult situation, you have the option to request a leave of absence of up to one year from the U.S. Naval Academy. Reference (a) is the governing regulation, and I encourage you to read it when considering the leave of absence option.

2. If you elect to take a leave of absence from the Naval Academy, please be advised that:

   a. You must voluntarily waive any pay and allowances during the period of your absence.

   b. Prior to beginning your leave of absence, any continuing medical care at government expense must be coordinated and approved by the Tricare Benefits Administrator at the Naval Health Clinic, Annapolis, (410) 293-2276.

   c. While on a leave of absence, midshipmen remain subject to the Uniform Code of Military Justice and are expected to uphold the highest standards of personal conduct.

3. Naval Academy leadership understands that this may be a stressful and difficult time in your life. We urge you not to face such a difficult decision alone and encourage you to seek advice and counseling from any or all of the following resources:

   • Sexual Assault Response Coordinator/Victim Advocate (3-7730)
   • Department of Defense Safe Helpline (877-995-5247)
   • Victims' Legal Counsel (3-1561)
   • Midshipmen Development Center (3-4897)
   • Chaplain's Office (3-1100)
   • Brigade Medical (3-1758)
   • Chain of Command
   • Fleet and Family Service Center (3-2641)
   • Local Counseling Centers
   • Family and Friends

4. While on a leave of absence, to ensure you can be contacted for issues such as your reinstatement and your continued medical care, you are required to report any changes to your contact information to your Company Officer, Midshipmen Personnel, and the Tricare Benefits Administrator at the Naval Health Clinic, Annapolis.

5. Throughout the leave of absence, you will remain administratively assigned to your company, and your Company Officer or SEL will be in contact at least once every four weeks to provide support and remain apprised of your welfare and status. This contact is required so that USNA can keep accountability for you and ensure your needs are being met.

6. Reinstatement Procedures. In order to return to the Naval Academy after a leave of absence, you must submit in writing to the Commandant via your chain of command and Midshipmen.
Personnel, a request for reinstatement (see the enclosed template). This request must be submitted at least two (2) months prior to your expected return date. In this request, you must confirm that you are prepared to handle all academic, professional, physical, and military duties of a midshipman. Should you decline to request reinstatement, you will be processed for separation from the Naval Academy.

7. Upon rejoining the Brigade of Midshipmen, you will be academically rolled back to the subsequent class year (e.g. Class of 2024 midshipman, who decides to take a LOA during Academic Year 2024, would be rolled back to Class of 2025 upon rejoining the Brigade of Midshipmen) and will follow the applicable rules pertaining to your new class.

8. If, while on a leave of absence, you decide that you wish to terminate the leave of absence and request voluntary resignation from USNA, you will notify Midshipman Personnel via your Company Officer to complete the resignation process. To the maximum extent possible, USNA will try to process your resignation without requiring you to physically return to USNA.

9. If you have any questions, you are encouraged to contact your chain of command, SAPR VA, or VLC.
SAMPLE REQUEST FOR LEAVE OF ABSENCE

From: Midshipman 2/C Sample, USN
To: Commandant of Midshipmen, U.S. Naval Academy
Via: (1) Company Officer/Battalion Officer
(2) Deputy Commandant of Midshipmen

Subj: LEAVE OF ABSENCE REQUEST

Ref: (a) USNAINST 1752.2 (series)
(b) Leave of Absence Information Sheet

1. Pursuant to reference (a), I was notified and counseled regarding my options with respect to requesting a leave of absence from the Naval Academy. I have been provided reference (b) and understand the resources available to me while on a leave of absence.

2. I respectfully request a leave of absence. I additionally request to commence my leave of absence on (date) for a period of (up to one year).

3. I voluntarily waive all pay and allowances during the period of the leave of absence. I understand that while on leave of absence, I remain subject to the Uniform Code of Military Justice and will uphold the highest standards of personal conduct.

4. I will ensure all necessary follow-on medical care at government expense is coordinated before the commencement of my leave of absence with the Tricare Benefits Administrator at the Naval Health Clinic, Annapolis.

5. I will maintain contact with my chain of command at least monthly. In addition, I understand that I am responsible for submitting a request for reinstatement no later than 2 months prior to my expected return date, a sample of which is contained in reference (a).

I. M. SAMPLE

Copy to:
Commandant Legal
Midshipmen Personnel

Enclosure (7)
FIRST ENDORSEMENT on Midshipman Sample ltr of Date

Company Officer/Battalion Officer
Recommend Approval__________  Recommend Denial__________

F. M. LAST

Date

_______ Approved
_______ Disapproved
_______ Other; see below comments.

Comment(s):

J. P. MCDONOUGH
Colonel, U.S. Marine Corps
Commandant
SAMPLE REQUEST FOR REINSTATEMENT

From: Midshipman 2/C Sample, USN
To: Commandant of Midshipmen, U.S. Naval Academy
Via: (1) Company Officer/Battalion Officer
     (2) Registrar

Subj: REQUEST FOR REINSTATEMENT

Ref: (a) USNINST 1752.2J

1. Pursuant to the reference, I respectfully request to be reinstated as a member of the Brigade of Midshipmen of the United States Naval Academy. Through this request I assert that I am prepared to handle all academic, professional, physical, and military duties. I request to return from my leave of absence to resume my course of instruction on (date).

I. M. SAMPLE

Copy to:
Midshipmen Personnel
Commandant Legal

Date

_______ Approved
_______ Disapproved
_______ Other; see below comments.

Comment(s):


J. P. MCDONOUGH
Colonel, U.S. Marine Corps
Commandant

Enclosure (8)
SAMPLE REQUEST FOR MILITARY PROTECTIVE ORDER

From: Midshipman 2/C Sample, USN
To: Commandant of Midshipmen, U.S. Naval Academy

Subj: REQUEST FOR MILITARY PROTECTIVE ORDER (MPO)

Ref: (a) DoD Instruction 6400.06 of 15 December 2021
     (b) DoD Instruction 6495.02 Vol 1 of 28 March 2013
     (c) OPNAVINST 1752.1C

1. In accordance with references (a) through (c), I respectfully request a Military Protective Order (MPO). I submit the following information concerning the identification of the service member to be issued the MPO:

   a. Military Service:

   b. Rank:

   c. Name (Last, First, MI):

   d. Sex:

   e. Unit:

   f. Installation:

   g. DOB (YYYYMMDD):

   h. Height:

   i. Weight:

   j. Eye color:

   k. Hair color:

   l. Race:

   m. EAS (End of Active Service) date (YYYYMM):

   n. Distinguishing features (scars, marks, tatoos, etc.):

Enclosure (9)
o. Driver’s License Number:

p. State of license issuance:

q. Vehicle Information (plate number/state/make/model/year):

r. Passport number:

s. SSN:

t. Other ID:

2. I submit the following information concerning my identification:

a. Rank:

b. Name (Last, First, MI):

c. Sex:

d. Driver License Number:

e. State of license issuance:

f. Other ID:

g. Unit:

h. Installation:

i. DOB (YYYYMMDD):

j. Race:

3. I submit the following information supporting the issuance of a MPO:

F. M. LAST