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UNITED STATES NAVAL ACADEMY
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USNAINST 1752.4
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USNA INSTRUCTION 1752.4

From: Superintendent, U.S. Naval Academy

Subj: SEXUAL ASSAULT CASE MANAGEMENT GROUP

Ref: (a) Department of Defense Instruction 6495.02, Volume 1 of 10 Nov 2021

Encl: (1) Sexual Assault Case Management Group Roles and Responsibilities

1. Purpose. To provide guidance and designate responsibilities for implementation of the Sexual Assault Case Management Group (SACMG) at the United States Naval Academy (USNA). The SACMG is established in accordance with policy promulgated in reference (a).

2. Scope and Applicability. The provisions of this instruction apply to cases involving unrestricted reports of sexual assault. SACMG oversight is triggered by open cases in the Defense Sexual Assault Incident Database (DSAID) initiated by a DD Form 2910, or an investigation initiated by Naval Criminal Investigative Service (NCIS). Cases in which there is an NCIS investigation, but no corresponding unrestricted DD Form 2910 are referred to as "Open with Limited Information." "Open with Limited Information" cases also fall under the purview of this instruction. In these cases, during the SACMG, the NCIS representative will provide limited case information and the Sexual Assault Response Coordinator (SARC) will use only the information from NCIS to initiate an "Open with Limited Information" case in DSAID.

3. Membership. Required SACMG members are listed below. Additional persons may be invited to the SACMG at the discretion of the Chair if those persons have a need to know, with the understanding that maintaining victim privacy is essential. The responsibility to attend SACMG meetings will not be delegated. Enclosure (1) provides detailed information about the roles and responsibilities of each of the members.

a. Core members shall include:

(1) Superintendent (Chair).

(2) Chief of Staff (may serve as Chair in the Superintendent's absence).

(3) Command Master Chief.

(4) Lead SARC (Co-Chair). All SARCs shall attend SACMG regardless of whether they have an assigned victim being discussed.

(5) Victim's Battalion Officer (or, for non-midshipman victims, appropriate O-5/O-6 in victim's chain of command).

(6) Case assigned SAPR Victim Advocate (VA).

(7) Staff Judge Advocate.

(8) NCIS.

(9) Midshipman Development Center.

(10) Commandant of Midshipmen (Deputy Commandant of Midshipmen in his/her absence).

(11) SAPR Program Manager.

(12) SAPR Deputy Program Manager.

(13) Chaplain.

(14) Victim and Witness Assistance Council (VWAC) representative.

(15) Victim's Legal Counsel (VLC).

b. Examples of other persons who the Chair may choose to invite on an ad hoc basis include:

(1) Victim's healthcare provider or representative.

(2) Other Department of Defense (DoD) Law Enforcement with detailed knowledge of a case.

4. **Objectives.** SACMG meetings have three separate but mutually supporting objectives.

a. **Safety.** Victim safety is paramount. SARCs and VAs conduct safety assessments as part of victim intake; however, discussion at SACMG may prompt the re-administration of safety assessments, especially in the following circumstances: a new safety concern arises or an existing safety concern escalates; the victim files a complaint of retaliation; or the victim requests assistance with obtaining a military or civilian protective order. If information presented at SACMG causes the SACMG Chair to assess that the victim is in a high-risk situation, he or she shall immediately stand up a High-Risk Response Team (HRRT) in accordance with reference (a).

b. Victim Services and Retaliation Reporter Referrals. SACMG members shall carefully consider and implement immediate, short-term, and long-term measures to help facilitate and assure the victim's well-being and recovery from the sexual assault. They will closely monitor the victim's progress and recovery and strive to protect victim's privacy, ensuring only those with an official need to know have the victim's name and related details. Each case should be reviewed independently amongst only those personnel associated with the case. All allegations of reprisal (e.g. retaliation, maltreatment, ostracism) against victims of sexual assault as well as personnel who provide services to victims shall be reviewed at SACMG in accordance with reference (a).

c. SAPR System Coordination and Accountability. Reference (a) contains a quarterly system coordination and accountability requirement. Quarterly discussions shall be held focused on system coordination and challenges amongst SACMG members, timely victim access to care (medical, mental health, advocacy, legal, spiritual, etc), and overall trends and areas for improvement. This discussion will be held in conjunction with a regularly scheduled SACMG, but is separate from individual case management oversight.

5. Victim Updates. All SA victims who file an unrestricted report shall receive monthly updates regarding the status of ongoing investigative, medical, legal, or command proceedings until the final disposition of the reported assault. This update must occur within 72 hours of the last SACMG. Extenuating circumstances (e.g. summer training) may make a debrief within 72 hours impracticable. In this case the Battalion Officer (or appropriate O-5/O-6 for non-midshipmen victims) will debrief the victim as soon as practicable. This update notification is made to the victim by their assigned Battalion Officer (or appropriate O-5/O-6 for non-midshipmen victims) unless a special request is made to receive updates from the Superintendent.

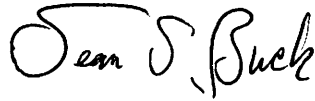
6. Records Management

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-andInformationManagement/ Approved%20Record%20Schedules/Forms/ AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-andInformationManagement/Approved%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.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the SAPR Program Manager will review this instruction annually around 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. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer

required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

A handwritten signature in black ink that reads "Sean S. Buck". The signature is written in a cursive style with a large, sweeping initial "S" and "B".

S. S. BUCK

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via USNA Issuances Web site, <https://www.usna.edu/AdminSupport/Inst/index.ph>

SEXUAL ASSAULT CASE MANAGEMENT GROUP ROLES AND RESPONSIBILITIES

1. The roles and responsibilities below are not meant 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, bringing in only those personnel associated with the individual case being discussed.
 - c. Confirm all SACMG members in attendance provide verbal updates without disclosing protected communication and violating victim confidentiality.
 - d. Confirm responsible SARC(s) entered case(s) into 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 / Military Service Academy transfer request and Military Protective Order or Civilian Protective Order (MPO/CPO) is updated.
 - f. Confirm that each victim receives a safety assessment as soon as possible. There will be a safety assessment capability.
 - g. If victim is assessed to be in a high-risk situation, immediately form a multi-disciplinary HRRT to monitor victim's safety, assess danger, and develop a plan to manage 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., Military Criminal Investigative Organizations, 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.

l. Retaliation, reprisal, ostracism, or maltreatment allegations involving the victim, SARCs, 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 victim of available SAPR services.

b. Confirm victim was advised of limitations regarding MPOs 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 and/or CPO.

d. Provide the status of 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 challenges or concerns with 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 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 referred 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 or disclosing privileged communications, as follows:
- a. Confirm SARC, VA, or VLC was present at victim's request when victim was interviewed by defense counsel.
 - b. Confirm that victim has been informed of rights during trial and defense counsel interviews. Confirm victim has been informed of all rights and the VWAP.
 - c. Discuss the status of adjudication process (e.g., awaiting Article 32 proceedings, awaiting Court Martial, victim involvement, potential impact on adjudication proceedings).
 - d. Discuss any safety concerns regarding 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 data 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 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 subject.
 - (5) Was the report against subject unfounded by command?
 - (6) Reason subject is outside prosecutive 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 victim was interviewed.
 - b. Confirm DD Form 2701, Initial Information for Victims and Witnesses of Crime, was distributed to victim.
 - c. Confirm documentation of protective order information added to investigative case file.
 - d. Confirm notification of VWAP personnel.
 - e. Provide the status of investigation (e.g., number of interviews completed and/or pending, victim participation, any potential impact on investigation).
 - f. Provide the status of case disposition. Notify the SACMG Chair, SACMG Co-Chair and victim's commanding officer of disposition in civilian sexual assault case disposition.
 - g. Provide information regarding violations of MPO/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. Midshipman Development Center. Present verbal updates for the case without disclosing protected communication and violating victim confidentiality, as follows:
- a. Discuss any challenges or concerns with coordination of victim care.
 - b. Provide any recommendations to ensure continuity of care for victim.
 - c. Discuss any imminent risk safety concerns.
 - d. Provide recommendations for cases from a psychological perspective and serve as subject matter expert in post-traumatic stress disorder, trauma-informed interventions, and evidence-based trauma treatment.
 - 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 overall USNA SAPR program.
 - c. Take all steps needed to enforce need to know and 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 violating victim confidentiality, as follows:
- a. Provide recommendations to ensure continuity of SAPR services for victim.
 - b. Confirm sexual assault 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 victim informed of the availability of legal assistance provided by a military or civilian legal assistance counsel.

b. Confirm victim informed of their rights under VWAP, and received a copy of DD Form 2701, Initial Information for Victims and Witnesses of Crime.

c. If applicable, confirm 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.

(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.

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

14. Victim's Legal Counsel (VLC). Present verbal updates for the case without disclosing protected communication and 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 commanding officer, 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 violating victim confidentiality, as follows:

- a. Confirm that a SARC or VA was immediately notified if 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 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 victim.
- b. Confirm documentation of protective order added to investigative case file.
- c. Confirm whether there were any violations of MPOs or CPOs on installation.
- d. Discuss identified safety concerns (e.g., alleged offender's access to victim, any threats toward victim by alleged offender or others, stalking or erratic behavior by alleged offender or others, etc.).
- e. Obtain assistance from SACMG Chair, SARC, VA, or victim's commanding officer, when necessary (e.g., interview requirements, additional requirements).