

INFORMATION FOR SUPERVISORS

Should an employee disclose something to you, take a moment to remind them of their ability to access confidential resources.

Please consider the following when an employee is reporting directly to you:

- If they are in immediate danger, call base security or 911.
- If they need emergency medical care, call 911 or help them get to a medical provider as soon as possible.
- Other than safety and health-related questions, refrain from asking for details.
- Contact a SARC for further reporting guidance and access to available confidential resources.
- Be supportive and non-judgmental. Don't assume that you know what is best. Support their ability to make their own decisions.
- Recognize that they may have necessary follow-up appointments and ensure only those with a legitimate need-to-know are informed of reasons for absence.

Am I required to tell my supervisor?

As a civilian, you are not required to tell your supervisor. If you choose to inform your supervisor, be advised that they may or may not be required to report to leadership.

If I'm not eligible to file a DoD report, then what does this mean for me?

Regardless of eligibility, SARCs and SAPR VAs are able to provide you with immediate non-clinical crisis support and access to confidential resources. They can also inform you of your options and link you to civilian resources. Lastly, having an understanding of the DoD reporting options and available resources will facilitate your ability to decide what civilian resources you would like to receive.

Common Acronyms

- SARC:** Sexual Assault Response Coordinator
- SAPR VA:** Sexual Assault Prevention and Response Victim Advocate
- CEAP:** Civilian Employee Assistance Program
- VLC:** Victims' Legal Counsel
- FFSC:** Fleet and Family Support Center

Important Websites

- DON SAPRO:** <http://www.secnav.navy.mil/sapro>
- CNIC:** www.cnic.navy.mil/sapr
- Navy OCHR:** <http://www.secnav.navy.mil/donhr/Pages/Default.aspx>
- DoD SAPRO:** <http://www.sapr.mil>

CIVILIAN EMPLOYEE ASSISTANCE PROGRAMS

Appropriated Fund Employees

1-(844) DON-CEAP (366-2327)
TTY (888) 262-7848
International: 001-866-829-0270
DONCEAP.foh.psc.gov

Non-appropriated Fund Employees

1-(800) 932-0034
www.acispecialtybenefits.com
eapinfo@acispecialtybenefits.com

Contract Employees

Contractors should contact their agencies' employee support program for resources.

Victim Support and Resources

If you have been or ever become a victim of sexual assault, you can contact the DoD Safe Helpline, a SAPR VA, or your installation SARC at the Fleet and Family Support Center for 24/7 support.



SEXUAL ASSAULT PREVENTION & RESPONSE

Sexual Assault Prevention and Response (SAPR) Program

Information for Navy Workforce



www.safehelpline.org
1-877-995-5247
Text 55-247
(202-470-5546, outside the U.S.)

24/7 Unit Victim Advocate: 831-760-2329
Installation SARC: 831-760-0020
Nearest Installation SARC: 559-381-8649

If you are not a Department of the Navy employee, please follow your agency's procedures.



TAKE ACTION

CIVILIAN ELIGIBILITY & RESOURCES

Military Dependents	Civilians Eligible for Treatment in the Military Health Care System	All Other Civilians*
<p>Who are:</p> <ul style="list-style-type: none">• 18+ years old*• Eligible for treatment in the military health care system• At CONUS and OCONUS installations• Victims of sexual assault perpetrated by someone other than a spouse or intimate partner* <p>Eligible to file a restricted or unrestricted report</p> <p>Full SAPR support services from a SARC and a SAPR VA</p> <p>*The Family Advocacy Program (FAP) covers adult military dependent sexual assault victims who are assaulted by a spouse or intimate partner, and military dependent sexual assault victims who are 17 years old and younger.</p>	<p>(DoD civilians or DoD contractors stationed or performing duties OCONUS or in contingency areas of operation)</p> <p>Eligible to file an unrestricted report</p> <p>Limited SAPR services from a SARC and SAPR VA involving immediate crisis intervention and referral to confidential resources</p> <p>Civilian Employee Assistance Programs</p> <ul style="list-style-type: none">• Appropriated Fund Employees: DON CEAP• Non-appropriated Fund Employees: ACI Specialty Benefits <p>Civilian Medical Provider</p> <p>Local Civilian Crisis Centers</p> <p>*Includes OCONUS foreign national civilian employees.</p>	<p>Follow civilian reporting options through local civilian law enforcement</p> <p>Support from a SARC and/or SAPR VA involving immediate crisis intervention and referral to appropriate confidential resources</p> <p>Civilian Employee Assistance Programs</p> <ul style="list-style-type: none">• Appropriated Fund Employees: DON CEAP• Non-appropriated Fund Employees: ACI Specialty Benefits <p>Civilian Medical Provider</p> <p>Local Civilian Crisis Centers</p> <p>*Includes OCONUS foreign national civilian employees.</p>

CONFIDENTIAL RESOURCES

OCONUS DON Civilians Service Members Military Dependents 18+	All DON Civilians
SARCs*	SARCs**
SAPR VAs*	SAPR VAs**
Counselors*	Civilian Counselors/Rape Crisis Centers
Chaplains	DON CEAP for Appropriated Fund Employees ACI Specialty Benefits for Non-appropriated Fund Employees
Military Medical (+)	Civilian Medical (+)
Safe Helpline/Local Hotlines	Safe Helpline/Local Hotlines
VLC/Legal Assistance Attorney	

*Can accept a DoD restricted report

**Will provide DON civilians with immediate crisis SAPR support and connect them to appropriate resources and services

(+) In some states, medical providers are required to report sexual assault to law enforcement.

SAPR PROGRAM OVERVIEW

As a part of the Navy workforce, it is important for you to understand the sexual assault reporting options and your eligibility for services as a civilian or contractor in order to help you decide how to proceed after an assault. If you are a supervisor, this brochure will also provide you with information on resources and options if an employee discloses that they were sexually assaulted.

The Navy's Sexual Assault Prevention and Response (SAPR) Program is designed to meet the needs of victims. Services are primarily available to service members and eligible dependents over the age of 18. Additionally, Department of Defense (DoD) civilians and DoD contractors who work OCONUS or in contingency areas of operation are eligible to receive limited SAPR services. Lastly, foreign national civilian employees can also receive limited SAPR services from a SARC and SAPR VA involving immediate crisis intervention and referral to confidential resources.

Sexual Assault Defined

Intentional sexual contact is characterized by the use of force, threats, intimidation or abuse of authority, or when the victim does not or cannot consent (DoDI 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures, May 24, 2017).

Sexual Assault Response Coordinators

Sexual Assault Response Coordinators (SARCs) ensure installations have effective victim response that is available to victims 24/7.

SAPR Victim Advocates

SAPR VAs are trained civilian employees or unit volunteers who are committed to providing victim advocacy services that support and foster independent decision-making while enabling victims to find their own path to healing:

- Respond immediately to victims of sexual assault
- Provide information and explain reporting options
- Help victims navigate the reporting and support process
- Accompany victims during medical, investigative and legal procedures
- Make referrals for military and community assistance



REPORTING OPTIONS

The DoD offers two types of reporting options for eligible victims of sexual assault. SARCs and SAPR VAs are available to provide information on these options to assist victims in their decision-making process and help them access confidential resources.

Unrestricted Reporting - Available to military personnel, eligible family members, OCONUS DoD civilians, and OCONUS DoD contractors

- Victims can report to:**
- SAPR VA
 - SARC
 - Supervisor/chain of command
 - Medical personnel/Fleet and Family Support Center (FFSC) counselors
 - Law enforcement/Naval Criminal Investigative Service (NCIS)
 - Victim legal counsel (VLC) - based on eligibility criteria

- Victim services include:**
- Victim advocacy
 - Medical attention/forensic exam
 - Counseling
 - Legal assistance
 - Chaplain support
 - Investigation by law enforcement
 - Military/civilian protective order, if required
 - Options for permanent or temporary expedited transfer, or safety transfer

Restricted Reporting - Available only to service members and eligible dependents

- Only the following are eligible to accept a restricted report:**
- SAPR VA
 - SARC
 - Health care personnel, including clinical counselors

- Victim services include:**
- Victim advocacy
 - Medical attention/forensic exam
 - Counseling
 - VLC support consistent with restricted reporting status and eligibility
 - Legal assistance
 - Chaplain support

Please contact your installation SARC for more information on reporting options and eligibility requirements.