

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 that you've been sexually assaulted. If you choose to inform your supervisor, be advised that they may 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

Department of the Navy Office of Force Resiliency (DON OFR):
<https://www.secnav.navy.mil/ofr/Pages/default.aspx>

Commander, Navy Installations Command (CNIC):
www.cnic.navy.mil/sapr

Navy Civilian Human Resources:
<https://www.secnav.navy.mil/donhr/Pages/default.aspx>

Department of Defense Sexual Assault Prevention and Response Office (DoD SAPRO):
<http://www.sapr.mil>

Department of Defense (DoD) Safe Helpline Responder Database:
<https://www.safehelpline.org/nearme>

Naval Criminal Investigative Service (NCIS) Tip Submissions:
<https://www.ncis.navy.mil/Resources/NCIS-Tips/>

Department of Defense Office of Inspector General (DoD IG) Hotline:
<https://www.dodig.mil/Components/Administrative-Investigations/DoD-Hotline/Hotline-Complaint/>

CIVILIAN EMPLOYEE ASSISTANCE PROGRAMS

Appropriated Fund Employees

1-(844) DON-CEAP (366-2327)
TTY (888) 262-7848
<https://magellanascend.com>

Non-appropriated Fund Employees

1-(800) 932-0034
www.acispecialtybenefits.com
eapinfo@acispecialtybenefits.com
<http://myassistanceprogram.com/cnic>
mobile app: myACI

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.)

Your local SAPR and civilian rape crisis center contact information



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 system (MHS) • 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>(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>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 who are sexually assaulted by a service member</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 under 18 years of age.

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 18 years of age and older. 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 nationals who were sexually assaulted by a service member can also receive limited SAPR services from a Sexual Assault Response Coordinator (SARC) and SAPR Victim Advocate (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, April 9, 2021).

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. These services are dependent upon the victim's location and eligibility.

Unrestricted Reporting - Available to military personnel, CONUS and OCONUS family dependents 18 years of age and older, OCONUS DoD civilians, and OCONUS DoD contractors.

Victims can disclose to:

- SAPR VA*
- SARC*
- Supervisor/chain of command
- Medical personnel/Fleet and Family Support Center (FFSC) counselors
- Law enforcement/Naval Criminal Investigative Service (NCIS)
- Victims' 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

Victims can disclose to:

- SAPR VA*
- SARC*
- Health care personnel, including clinical counselors
- Deployed Resiliency Counselor (DRC)

Victim services include:

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

* Note that only a SAPR VA or SARC can take an official report of sexual assault. If a victim discloses to someone else, they will still have to see a SAPR VA or SARC to elect a reporting option.

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