

**National Guard Bureau
Sexual Assault Prevention and Response Program**

Commander's Sexual Assault Victim Assistance Checklist

(Note: These actions are to be taken in the event of receiving a report of sexual assault. Not necessarily all will be taken by the commander).

1. _____ Ensure the physical safety of the victim – determine if the alleged assailant is still nearby and if the victim needs protection.

2. _____ Advise the victim of the need to preserve evidence (e.g., not bathing, showering, washing garments).

3. _____ Encourage the victim to report the incident and get a medical examination immediately (even if the incident occurred prior to the past 72 hours).

4. _____ Make appropriate administrative and logistical coordination for movement of victim to receive care. (Involve the minimum number of personnel possible and only on a need-to-know basis).

5. _____ Notify the local civilian authorities.

6. _____ Notify the Chaplain if the victim desires pastoral counseling or assistance.

7. _____ Report the sexual assault incident, within 24 hours of receipt, through the chain of command to the following, if entities have not been notified already notified:
 - _____ Civilian/Military Authorities
 - _____ Sexual Assault Response Coordinator (SARC)
 - _____ Commanders in the chain of command (as appropriate);
SARC will make appropriate notifications

8. _____ Ensure the Civilian/Military Authorities notifies victims and witnesses of their rights through a completed Victims and Witnesses of Crime form, DD Form 2701, or civilian equivalent. (Reference AR 27-10 and AR 600-20, Appendix G, AFI 51-201, Chapter 7).

9. _____ Confer with commander's legal representative to consider legal options and responsibilities.

10. _____ Ensure the victim is made aware of, and encouraged to exercise, their options during each phase of the medical, investigative, and legal processes.
11. _____ Determine the best courses of action for separating the victim and the subject during the investigation.
 - ❑ Determine whether the victim desires to be transferred to another unit.
 - ❑ Determine if the suspect needs/desires to be transferred to another unit.
 - ❑ Coordinate with sexual assault resources and chain of command (involve as few people as possible and only on a need to know basis, protecting the victim's privacy) to determine if the victim's condition warrants redeployment/reassignment.
12. _____ Confer with servicing Staff Judge Advocate (SJA) office to consider pretrial options and responsibilities to include the possibility of pretrial restraint (including a no contact/military protective order) and appropriate disposition of the alleged offense.
13. _____ Flag (suspend favorable personnel actions) any Soldier listed as a subject in a military report of investigation IAW AR 600-8-2, and suspend the Soldier's security clearance IAW AR 380-67, paragraph 8-102. For ANG personnel who are subjects in military or civilian investigations, consider appropriate personnel actions (such as delaying promotions or other favorable personnel actions), and also consider suspending the member's security clearance IAW AF 31-501, Chapter 8.
14. _____ Inform the victim of the resources that are available to them through the Victim and Witness Assistance Program (VWAP) (AR 27-10, AFI 51-201, Chapter 7) (i.e. Military One Source (International: 1-800-464-8107, 24-hour-a-day, 7-day-a-week, www.militaryonesource.com); DoD Deployment Health Support Hotline (1-800-497-6267 from 0900-2100 hours, Monday through Friday).
15. _____ Inform the victim of local community resources that are available to them.
16. _____ Update the status of the victim and subject(s) within 14 calendar days and on a monthly basis thereafter, to the battalion or higher-level commander until the case is officially closed. If the victim or subject is transferred or redeployed prior to the case closing, coordinate with investigative and SJA personnel before ceasing monthly updates on parties involved.
17. _____ Initiate follow-up with the victim within 45 days after disposition of the case.
18. _____ Ensure unit personnel are abreast of risk factors associated with sexual assault, especially those risk factors unique to the deployed environment.