

**REPORTING AND  
RESPONDING TO SEXUAL  
ASSAULT ALLEGATIONS AT  
THE COAST GUARD  
ACADEMY**



**SUPTINST 1754.1E**

**August 2023**

THIS PAGE INTENTIONALLY LEFT BLANK



SUPTINST 1754.1E  
14 AUG 2023

SUPERINTENDENT INSTRUCTION 1754.1E

Subj: REPORTING AND RESPONDING TO SEXUAL ASSAULT ALLEGATIONS AT THE  
COAST GUARD ACADEMY

- Ref: (a) Manual for Courts-Martial, United States (2019 ed.)  
(b) Sexual Assault Prevention, Response, and Recovery (SAPRR) Program,  
COMDTINST 1754.10 (series)  
(c) Special Victims' Counsel and Disability Attorneys, COMDTINST 5801.5 (series)  
(d) Procedures and Instructions for Cadet Victims of Sexual Assault to Request Leaves  
of Absence, SUPTINST 1754.3 (series)  
(e) National Defense Authorization Act for Fiscal Year 2021, PL 116-283, § 539, 134  
Stat. 3388 (2021)  
(f) Regulations of the Corps of Cadets, SUPTINST M5215.2 (series)  
(g) Cadet Conduct and Discipline System, SUPTINST M5215.3 (series)  
(h) Officer Accessions, Evaluations, and Promotions, COMDTINST 1000.3 (series)  
(i) Civilian Personnel Actions: Disciplinary, Adverse and Performance Based Actions,  
COMDTINST M12750.4 (series)  
(j) Coast Guard Nonappropriated Fund Personnel Manual, COMDTINST M12271.1  
(series)

1. PURPOSE. To establish policy and prescribe procedures concerning the Coast Guard Academy's (CGA) Sexual Assault Prevention, Response, and Recovery (SAPRR) program consistent with reference (a) and in accordance with reference (b). The purpose of the CGA's SAPRR program is to promote a culture of sexual assault prevention, sensitive response, and accountability in keeping with the Coast Guard's values of honor, respect, and devotion to duty. The CGA strives to eliminate sexual assault (SA) within the Coast Guard and enhance the safety and well-being of all its members.
2. ACTION. All CGA personnel shall be familiar with the policies and procedures as promulgated in this Instruction as well as other appropriate guidance in response to an allegation of sexual assault.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. UNIT INSTRUCTIONS AFFECTED. The following Superintendent Instructions (SUPTINST) are hereby cancelled:

- a. Reporting and Responding to Sexual Assault Allegations by Cadet or Officer Candidates While Stationed at the Coast Guard Academy, SUPTINST 1754.1D;
  - b. USCG Academy SAPR Crisis Intervention Team (SAPR CIT), SUPTINST 1754.2A; and
  - c. U.S. Coast Guard Academy Policy on Separation of Alleged Victims and Alleged Perpetrators in Incidents of Sexual Assault, SUPTINST 5811.1A.
5. DISCUSSION. The policies in this Instruction cover SA response and recovery requirements that personnel must understand to ensure appropriate recovery services are available to assist victims in returning to service or pursuing other alternatives. The CGA SAPRR Program focuses on prevention strategies, supporting victim recovery, and assisting service member and eligible civilian victims to be fully mission capable and engaged. This Instruction is not intended to create or conflict with any specific processes provided for in reference (a).
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. This Instruction merges multiple SUPTINSTs governing the responsibilities of the command following a SA allegation at the CGA and provides local guidance concerning who victims can confide in without affecting their reporting options following the release of reference (b). The title of this Instruction has also changed to reflect the proper applicability.
8. SCOPE AND APPLICATION.
- a. This Instruction supplements reference (b) and is applicable when a SA is reported or alleged to have been committed upon or by CGA personnel. This supplemental guidance does not supersede temporary duty (TDY) unit instruction, but may be used as a reference when coordinating a response to a reported SA.
  - b. The CGA is a diverse training environment encompassing a plethora of programs and schools comprised of officers, enlisted personnel, cadets, CGA Scholars (“Scholars”), reservists, auxiliary, and civilians in both permanent and temporary capacities. Due to the diverse nature of the CGA, this Instruction outlines several unique provisions that apply only to certain groups (i.e., cadets and Scholars). These provisions do not supersede the general Coast Guard instructions and guidance provided in reference (b); rather, they merely outline additional CGA-specific policies and resources available to CGA personnel.
  - c. Questions about the applicability of this Instruction should be directed to the Sexual Assault Response Coordinator (SARC), Victim Advocate Program Specialist (VAPS), or the CGA’s Office of the Staff Judge Advocate (SJA).

9. EQUITY CONSIDERATIONS. The development of this Instruction and the policies contained within have been thoroughly reviewed by the USCGA SJA in conjunction with the Office of Inclusion and Diversity. This Instruction will not perpetuate implicit bias, stereotypes, or other forms of discrimination and will not intentionally or unintentionally create barriers or inequities that reinforce or result in equity gaps for members of the applicable community.
10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
11. DISTRIBUTION. No paper distribution will be made of this Instruction. This Instruction will be stored in the Superintendent's Instructions section on the CGA Portal.
12. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/CG611/SitePages/Home.aspx>.
13. POLICY.
- a. Reporting.
- (1) The availability of SAPRR services and reporting options are detailed in reference (b). SAPRR-eligible victims may report a SA via either an Unrestricted or Restricted Report. Making a report specifically refers to the act of completing and signing the Victim Reporting Preference Statement (VRPS), Form CG-6095, in the presence of a SARC, VAPS, Victim Advocate or Volunteer Victim Advocate (collectively, "VA"), or Coast Guard medical officer. A victim uses the VRPS to indicate whether they are making an Unrestricted or Restricted Report. In this Instruction, the verb "report" refers either to a victim's act of completing and signing the VRPS or to any person's act of informing a mandatory reporter about a SA. Per reference (b), Chaplains, Special Victims Counsel (SVC), Psychotherapists, and Legal Assistance Attorneys may not take a report of sexual assault, but have confidentiality regarding privileged communications. SAPRR services are voluntary, and at any time, the cadet can decide to no longer receive SAPRR services.
- (2) Unrestricted Reporting at CGA. An Unrestricted Report provides notification to the command and CGIS and initiates a criminal investigation into a SA. It allows for the full range of command support and protections for the victim, including military protective orders, transfer or relocation, expedited transfer, convalescent leave, and unrated time for performance evaluations. As articulated by reference (b), the Coast

Guard encourages all victims of SA to elect the Unrestricted Reporting option. This option provides victims with leadership support, the full array of safety and support resources, and the possibility of holding the offender(s) accountable. For all Unrestricted Reports at CGA, a SAPRR Crisis Intervention Team (CIT) will be convened in accordance with section 13.b.1 of this Instruction.

- (3) Restricted Reporting at CGA. A Restricted Report does not trigger an investigation or notification to the command or law enforcement, except in specific cases outlined in reference (b). SAPRR-eligible victims who elect to make a Restricted Report still receive SAPRR services, SVC services, medical treatment, counseling, and referrals to community resources.
- (4) Disclosures of SA at CGA. Although there are only two types of reports related to SA, reference (b) permits a victim to make a “disclosure” of SA without triggering any of the requirements of reference (b) or this Instruction. Anyone other than a mandatory reporter who receives a disclosure of SA is considered a “confidant” pursuant to reference (b). In this Instruction, the terms “disclose,” “disclosure,” and “confide” are used to mean that a member is confidentially sharing information about a SA but is neither notifying the chain of command or law enforcement nor making an Unrestricted or Restricted Report via the VRPS.
- (5) Third-Party Notifications. If a confidant who receives a disclosure of SA subsequently reports that SA to law enforcement or someone in the victim’s chain of command, the report becomes a third-party notification pursuant to reference (b). A third-party notification does not affect a Restricted Report that already exists. However, if a third-party notification is made to a mandatory reporter before the victim elects to make a Restricted Report via the VRPS, Restricted Reporting is no longer an option. In this case, a victim may elect to make an Unrestricted Report via the VRPS or choose not to make a report at all. A victim may decline to participate in an investigation of the SA. For all third-party notifications received by the command or law enforcement, a SAPRR CIT will be convened in accordance with section 13.b.1 of this Instruction.
- (6) Given the unique environment of the CGA, when determining whether an individual is considered a confidant, the following is applicable to all personnel assigned or employed here:
  - i. Pursuant to reference (b), mandatory reporters are the chain of command and law enforcement. For the purpose of this Instruction, the chain of command at CGA is a member’s supervisory chain of command. For cadets, the supervisory chain of command includes all members of Cadet Division. The Superintendent, Assistant Superintendent, Command Master Chief, Chief of Mission Support, Personnel Support Branch Chief, and members of the SJA Office are mandatory reporters for all personnel assigned to CGA. For Scholars, mandatory reporters include all those enumerated above and all members of CGA Admissions.
  - ii. Cadets and Scholars can act as a confidant for one another, regardless of

position, and are not required to report a SA disclosure. Cadets have the option to confide in ALL cadets, including regimental staff, company commanders, and company executive officers, without triggering a mandatory report.

- iii. All CGA personnel other than cadets or Scholars (including, but not limited to, military and civilian faculty, coaches, athletic trainers, and staff) can serve as a confidant to a cadet or Scholar as long as they are not in that cadet or Scholar's chain of command. All faculty members who are confided in by a cadet or Scholar shall contact the SARC within 24 hours of receiving a disclosure of SA. They shall inform the SARC of the name of the victim and provide the SARC with any additional case details they may have. Where practicable, this conversation should take place in person or over the phone. Timely notification to the SARC is a critical step in ensuring that each allegation of SA is handled properly and that victims receive the support and services they need. Failure to inform the SARC of a cadet or Scholar's SA disclosure within 24 hours may result in punitive and/or disciplinary action.
- iv. Consistent with reference (b), all CGA personnel other than cadets or Scholars can confide in and serve as confidants for all other CGA personnel, whether military or civilian, as long as the two are not in a senior and subordinate relationship. In these cases, the confidant learning of the SA is encouraged, but not required, to notify the SARC.
- v. All CGA personnel that are not cadets or Scholars are strongly discouraged from confiding in cadets or Scholars. Given the inherent power differential at play, CGA personnel confiding in a cadet or Scholar would be inappropriate and prejudicial to good order and discipline. This does not preclude CGA personnel from sharing their life experiences, generally, with cadets or Scholars. However, CGA personnel should not share specific details of SA they have experienced with a cadet or Scholar. If any CGA personnel attempts to confide in a cadet or Scholar, that cadet or Scholar is under no obligation to keep the disclosure of SA to themselves. If they feel overwhelmed or burdened by the knowledge of a SA, cadets and Scholars should notify the chain of command, law enforcement, or any other party. In all cases, cadets and Scholars are encouraged to notify the SARC of any SA disclosure they learn of.
- vi. Any CGA member who is not a cadet and completes a Cadet Evaluation Report (CER) during a CGA summer assignment (e.g. Coastal Sail Training Program) is considered a member of the cadet's chain of command, and therefore is unable to be a confidant during the relevant CER period. This provision applies whether the SA occurred during the summer assignment or previously. In other words, if the report is made to someone in the cadet's current chain of command, it does not matter when the SA occurred. When on a CGA summer assignment, a cadet still also maintains their regular chain of command (e.g., their Company Chief, Company Officer, and all of Cadet Division) in addition to their summer assignment chain of command. Similarly, during external summer assignments (e.g., EAGLE, Cutters, Stations, etc.) the cadet's local unit

chain of command cannot serve as confidants. While on an external summer assignment a cadet also maintains their regular CGA chain of command.

- vii. Collateral duty coaches, class advisors, and academic advisors are not considered part of the chain of command and can therefore serve as confidants to cadets unless their primary duty is as a member of Cadet Division. Collateral duty coaches, class advisors, and academic advisors who are confided in shall contact the SARC within 24 hours of receiving a disclosure of SA. They shall inform the SARC of the name of the victim and shall provide the SARC with any additional case details they may have. Where practicable, this conversation should take place in person or over the phone. Failure to inform the SARC of a disclosure within 24 hours may result in punitive and/or disciplinary action.
  - viii. Upon receiving a disclosure of SA, a confidant should refer the victim to a SARC, VAPS, VA, or Coast Guard medical officer to discuss reporting options and available support services.
  - ix. Any disclosure of SA made in a group setting falls outside of the confidant provisions of reference (b). A disclosure of a SA, for example, in a classroom or on a team bus shall be reported by the instructor or coach to the SARC as a third-party notification within 24 hours. Where practicable, this conversation should take place in person or over the phone. Failure to inform the SARC of a disclosure within 24 hours may result in punitive and/or disciplinary action. In group disclosure scenarios, the SARC will notify the chain of command and a SAPRR CIT will be convened in accordance with section 13.b.1 of this Instruction.
- (7) If a member confides in a confidant regarding a SA, the confidant has a responsibility to ensure the member is safe and has sufficient support to remain safe. The confidant does not have an obligation to report the SA but is not restricted from doing so. To clarify this for CGA personnel, no service member should ever feel trapped with information regarding a victim. While reference (b) allows flexibility for victims making disclosures, it is not without risk because a confidant may not have adequate training or maturity to handle that disclosure. If a confidant learns of a SA allegation and feels overwhelmed being the sole person with that information, the confidant may notify the SARC, VAPS, VA, SVC, Coast Guard medical officer, psychotherapist, chaplain, chain of command, CGIS, or local law enforcement.
- (8) Communications Not Privileged. If a member confides in someone other than a SARC, VAPS, VA, Coast Guard medical officer, psychotherapist, SVC, spouse, attorney, or chaplain, the conversation is NOT privileged. This means that even if the member says, “please don’t say anything,” the confidant receiving the disclosure may still be required to divulge the information if requested by law enforcement or a court official. Athletic trainers are not considered Coast Guard medical officers and communications with athletic trainers do not fall within the evidentiary privilege for medical providers. The “confide in another” policy in reference (b) should not be



confused with privileged communications pursuant to military, federal, or state law.

- (9) Victim Advocates (VAs). Select members of the CGA shall be trained and certified as VAs. The CGA will work with the SARC or VAPS to ensure that selectees receive the training required for VAs prior to certifying members as authorized to receive a confidential disclosure from a victim of SA. The SARC or VAPS may develop selection criteria that supplements the VA criteria found in reference (b).
- (10) Special Victims' Counsel (SVC). An SVC will be made available to victims who make either a Restricted or an Unrestricted Report of SA. Victims can request through the SARC or VAPS to speak to an SVC prior to electing to sign a VRPS, CG Form 6095. The role of an SVC is outlined in references (b) and (c).
- (11) Cadets Against Sexual Assault (CASA) Members. CASA members are cadets trained by the SARC and VAPS to serve as a liaison between cadets and the SAPRR program at CGA for the purpose of providing information and resources to the Corps of Cadets. CASA members cannot take Restricted or Unrestricted Reports, and conversations with or among CASA members are not privileged. If a CASA member receives a disclosure of SA, they are highly encouraged to refer the victim to the SARC, VAPS, VA, or a Coast Guard medical officer for information about reporting options and available resources. CASA members may always act as confidants for other cadets.
- (12) Chaplains. Chaplains cannot accept a Restricted or Unrestricted Report, but instead must maintain confidentiality. Chaplains are trained to provide referral information to the SARC, VAPS, VA, or a Coast Guard medical officer if the victim desires any further assistance (e.g., reporting options, medical, counseling, advocacy).

b. Response.

- (1) SAPRR CIT. Upon receiving an Unrestricted Report or third-party notification of a SA, CGA will convene a SAPRR CIT in accordance with reference (b). The purpose of the SAPRR CIT is to promote communication across programs, discuss safety of the victim and appropriate courses of actions for each specific case, and carry out those actions within each CIT member's own technical authorities and expertise in close coordination with one another. The SAPRR CIT will also assist the command in completing the Unit Commander's Checklist for Unrestricted Reports of Sexual Assault (Enclosure (1)) and the Sexual Assault Incident Report, Form CG-5370.
  - i. The CGA SAPRR CIT will normally be comprised of the below representatives:
    - A. Command Representative from CGA;
    - B. Responding SARC;
    - C. The assigned VA, if applicable;

- D. The assigned CGIS Special Agent in situations where a victim elects to participate in the investigation, or when there is an identified threat to the victim's safety;
  - E. Representative from the Office of the SJA;
  - F. A Coast Guard medical officer is an optional member of the SAPRR CIT and may attend if requested by the victim's command.
- ii. The SAPRR CIT may also include advisory members (e.g., Special Victims' Counsel, Chaplain) where those members' authorities and skill sets are needed to achieve the SAPRR CIT's desired end result.
  - iii. The command representative for CGA personnel will normally be: (1) the Assistant Superintendent for officers and civilians attached to the CGA; (2) the Commanding Officer of Enlisted Personnel for all enlisted members attached to the CGA; (3) the Assistant Commandant of Cadets for all cadets; or (4) the Director of Admissions for all Scholars and Academy Introduction Mission (AIM) students. If the command representative is not able to act as the representative, the command should work with the SJA to determine an appropriate alternative SAPRR CIT member.
  - iv. Each SAPRR CIT meeting shall consist of all required representatives. Meetings should typically be held in-person unless doing so would cause undue delay; a meeting may be convened via remote means (phone, internet, etc.) for members unable to meet in person.
  - v. SAPRR CIT meetings will occur at least once a month for open cases, or more often as needed or requested.
  - vi. There are certain matters that should not be discussed at SAPRR CIT meetings, such as details about an ongoing law enforcement investigation. CIT meetings are not the appropriate forum to discuss case disposition or to seek command legal advice on case disposition. CIT members should take every precaution to safeguard the victim and alleged perpetrator's privacy, particularly with regards to details about medical and mental health care.
- (2) Leave of Absence. The CGA recognizes the significant stress and psychological impact that often result from SA. As such, to afford cadets the opportunity to cope and recover from a SA, cadet victims of SA may request a leave of absence. Leave of absence requests will be processed in accordance with reference (d).
  - (3) Separation of Victims and Alleged Perpetrators. Reference (e) requires the Superintendent of the CGA, among others, to develop policy to minimize contact between a cadet who is a SA victim and a cadet who is an alleged perpetrator of the

SA, to the extent practicable, while allowing both individuals to meet cadet obligations with minimal disruptions and protections in place.

- i. Plan of Study. After a receipt of an Unrestricted Report or third-party notification of SA and completion of initial actions required by reference (b) and this Instruction, the Commandant of Cadets, SJA, SARC, and Provost shall analyze the considerations in section 13.b.3.ii of this Instruction to determine whether it is practicable to allow the SA victim and alleged perpetrator to continue completing their course of study at CGA. Input may be solicited from the SVC. Such determination shall be guided by the following provisions:
  - A. The victim may elect not to be covered by this policy with regards to a particular incident of SA. Such notification may be provided to the victim's chain of command, CGIS, SARC, VAPS, a VA, or the SVC, if assigned.
  - B. The privacy of the victim, the alleged perpetrator, and any other individuals involved shall be protected by ensuring that information about the SA is only provided to those parties specifically authorized to receive such information in the course of their regular duties.
  - C. When contemplating and carrying out the actions required by this policy, CGA personnel shall minimize the burden of compliance with this policy on the victim.
- ii. Relevant Considerations. To accomplish the objective of reference (e), the below considerations are relevant to the determination required by section 13.b.3.i. This Instruction is intended to be sufficiently flexible to allow for additional analysis if any of the above considerations change during the pendency of military justice or administrative proceedings.
  - A. The desires of the victim;
  - B. Any safety-related concerns;
  - C. The desires of the alleged perpetrator;
  - D. The academic major and class schedules of the victim and alleged perpetrator;
  - E. The ability to adequately de-conflict the military obligations of the victim and the alleged perpetrator, to include any concerns brought by either cadet's chain of command or assigned collateral duties;
  - F. The proximity of Chase Hall rooming assignments for the victim and alleged perpetrator;

- G. The extracurricular activities of the victim and the alleged perpetrator, including, but not limited to, athletics activities;
- H. Whether the alleged perpetrator is complying with a no contact order (NCO) or military protective order (MPO), if one has been imposed; and
- I. The nature of the allegations or charges at issue and the level of awareness within the Corps of Cadets about the allegations and the resulting impact on good order and discipline.

(4) Collateral Misconduct.

- i. Collateral misconduct is an allegation of minor misconduct—considered collateral to the investigation of a SA—committed by a victim of a SA, a bystander who intervenes, or a member who makes a third-party notification of a SA pursuant to reference (b). Such allegations may include, but are not limited to, underage drinking, adultery, fraternization or prohibited interpersonal relationships. In light of the unique environment of the CGA, collateral misconduct may also include administrative violations (e.g., sexual misconduct) of references (f) and (g). Generally, CGA will not seek to impose punishment for minor collateral misconduct that is discovered subsequent to a report of SA.
- ii. SA cases in the military have consistently identified collateral misconduct as an obstacle to victim cooperation. In fact, many victims do not report being the victim of a SA because they fear being held accountable for collateral misconduct. Additionally, in many SA cases investigated by CGIS, collateral misconduct is often not fully investigated due to the finite resources of CGIS, unless examination of an allegation of collateral misconduct is necessary to complete the investigation into the underlying SA allegation.
- iii. Although collateral misconduct may not be fully investigated by CGIS, there is no “blanket” prohibition against taking criminal or administrative action by the command for collateral misconduct. However, when determining whether to proceed with an allegation of collateral misconduct against a victim, bystander, or reporter of a SA, the command must carefully assess the impacts that punishing a particular member may have to future reports of SA against the impacts to good order and discipline of not punishing that person. In doing so, the CGA will provide input to the Office of the Chief Prosecutor, who is the adjudication authority for collateral misconduct related to reports of SA pursuant to section 2.C.17 of reference (b), to assist in identifying aggravating and mitigating circumstances when an allegation constitutes collateral misconduct under references (f) or (g).
- iv. In providing its input to the Office of the Chief Prosecutor, CGA will consider aggravating circumstances including whether the alleged collateral misconduct resulted in failure of a specified military mission or objective; threatened the

health and safety of any person (not including acts of self-harm or self-defense); or resulted in significant property damage. CGA will also consider mitigating circumstances, including the victim's age and military experience level; whether the subject is in a position of authority over the victim or a higher grade than the victim; whether the subject stalked, harassed, hazed, coerced, or otherwise influenced the victim to engage in sexual activity; whether the alleged collateral misconduct was known to the command prior to the report of SA, and if not known, the likelihood that the alleged collateral misconduct would have been discovered but for the victim disclosing or reporting the SA; and whether the victim engaged in misconduct after the SA, which may be related to symptoms of trauma.

- v. The Superintendent is the separation authority for cadets, and cadets may appeal the involuntary termination of their cadet appointment to Deputy Commandant for Mission Support, Deputy for Personnel Readiness (DCMS-dpr) , including appeals made on the basis of retaliation under reference (h). Any cadet disenrollment appeal package sent to DCMS-dpr shall include a statement from the Superintendent indicating whether the cadet subject to to the involuntary termination of their cadet appointment has made an Unrestricted Report of SA while in a cadet status.

- (5) Retaliation. Retaliation for reporting a SA will not be tolerated. If anyone who makes a report of SA or was a witness to a SA experiences coercion, retaliation, reprisal or ostracism from superiors or peers, they should report it to the SARC, VAPS, SVC, CGIS, or the command in accordance with reference (b).

- 14. FORMS. The Sexual Assault Incident Report, Form CG-5370 and the Victim Reporting Preference Statement (VRPS), Form CG-6095 are available on the Internet at <http://www.dcms.uscg.mil/forms> and on the CG Portal Online.
- 15. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at [Section.508@uscg.mil](mailto:Section.508@uscg.mil).
- 16. REQUEST FOR CHANGES. Recommended changes must be submitted via the chain of command to the CGA's Office of the SJA.

*Michael Johnston, RADM*  
 MICHAEL J. JOHNSTON  
 Rear Admiral, U. S. Coast Guard  
 SUPERINTENDENT  
 U.S. COAST GUARD ACADEMY

Enclosures: (1) Unit Commander's Checklist for Unrestricted Reports of Sexual Assault  
(2) SA Response Flow-Charts

Subject's Unit Commander		
Immediately upon receiving a report (within first 6 hours)		
Action	Responsible Parties	Date/Init
Verify location and personal security of subject & victim.	Command	
Notify victim's command cadre.	Victim's Command	
Avoid questioning victim or any potential witnesses about the sexual assault allegation, since doing so may jeopardize the criminal investigative process.		
Strictly limit information pertinent to an investigation to only those personnel who have a legitimate need-to-know.		
Notify the appropriate CGIS office as soon as possible after receiving a report of a sexual assault.	CGIS	
Provide representative for SAPR CIT.	SAPR CIT	
Encourage contact with CG SUPRT/Work-life, Chaplain.	1-855-CG SUPRT Chaplain	
Initial SAPR CIT Meeting (Within 24 hours)		
Attend first SAPR CIT meeting.	SAPR CIT	
Assist with Sexual Assault Incident report CG-XXXX.	SAPR CIT	
If the victim needs a "no contact" or Military Protective Order (MPO), issue the order.	SAPR CIT	
Discuss the need for temporary reassignment to another unit, duty location, or living quarters.	SAPR CIT	
Evaluate impact on unit operational status & access to resources. (Cutter RTHP, downgrade recall status? Station ready for ops? Air station B-0 status?)	OPCON	
Follow up Actions (Within 72 hours)		
Determine Initial Disposition Authority and seek advice on administrative actions.	Legal Staff Judge Advocate	
Open Case Management		
Attend SAPR CIT meetings (at least monthly or as needed based on case developments, case disposition, or requested by a member).	SAPR CIT	
Ensure a legal representative informs the subject, as appropriate, about the investigative and legal processes that may be involved.	Legal	
Encourage contact with CG SUPRT/Work-life, Chaplain.	1-855-CG SUPRT Chaplain	

**United States Coast Guard Sexual Assault Prevention and Response**

<http://www.uscg.mil/sapr>

Open Case Management
<b>Command Climate After Sexual Assault Incident</b>
Discourage members from participating in gossip or speculation about the case or investigation.
Remind members that discussion of a possible sexual assault incident might compromise an ensuing investigation.
Emphasize that the subject is presumed innocent until proven guilty. Avoid making statements about what the outcome or punishment should be for any particular case or class of cases. Such statements could constitute unlawful command influence.
Advise those who may have knowledge of the events leading up to or surrounding the incident to fully participate with any investigation involved.
Consider some form of unit refresher training with the SARC/CGIS; or have an outside expert address the unit regarding preventive measures, as well as some of the emotional or psychological feelings that may manifest themselves, affect the unit, and require their response during the course of the investigation. Do be mindful to not draw particular attention to a specific incident, victim, or subject.
Advise crew members that these situations can be upsetting for all who hear about them and can trigger unpleasant memories for some. Encourage those affected to consider taking advantage of services available, including talking to Chaplain, SARC, etc.



**Unit Commander's Checklist for Unrestricted Reports of Sexual Assault**

SAPR Crisis Intervention Team (CIT)

- Senior representative from Victim's Command (Chair)
- Sexual Assault Response Coordinator (SARC)
- Coast Guard Investigative Service (CGIS)
- Legal (Judge Advocate)
- Medical (Health Care Provider)
- Senior representative from Subject's Command

Victim's Unit Commander		
Immediately upon receiving a report (within first 6 hours)		
Action	Responsible Parties	Date/Init
<b>Safety</b> - determine if the alleged offender is still nearby and if the victim desires or needs protection	Subject's command	
	Local/base police	
<b>Emergency care</b> - Hospitalization message completed if required (from simple health to evidence gathering).	HCP	
	Local Hospital	
<b>Notify the Sexual Assault Response Coordinator (SARC).</b>	SARC	
	If needed, assist with or provide immediate transportation for the victim to the hospital or other appropriate medical treatment facility.	
	SARC	
Notify the victim that a trained <b>Victim Advocate (VA)</b> will be provided by the SARC for at least an initial meeting.	HCP	
	SARC	
<b>Notify Coast Guard Investigative Service (CGIS)</b> and the servicing legal office as soon as the victim's immediate safety is assured, and medical treatment procedures elected by the victim are initiated.	VA	
	CGIS	
	Legal	
Limit knowledge of the facts or details regarding the incident to only those who have a legitimate need to know.		
Take action to safeguard the victim from any formal or informal investigative interviews or inquiries, except those conducted by CGIS or other law enforcement authorities.		
Ask if the victim would like a <b>Chaplain</b> and notify accordingly.	Chaplain	
<b>Notify chain of command</b> (first O-6) or next superior if O-6 with initial disposition authority. Ensure victim/subject privacy. Notify subject's command cadre.	Chain of Command	
	Subject Command	
<b>Initiate the SAPR Crisis Intervention Team (CIT)</b> by contacting members and scheduling the initial meeting.	SAPR CIT	

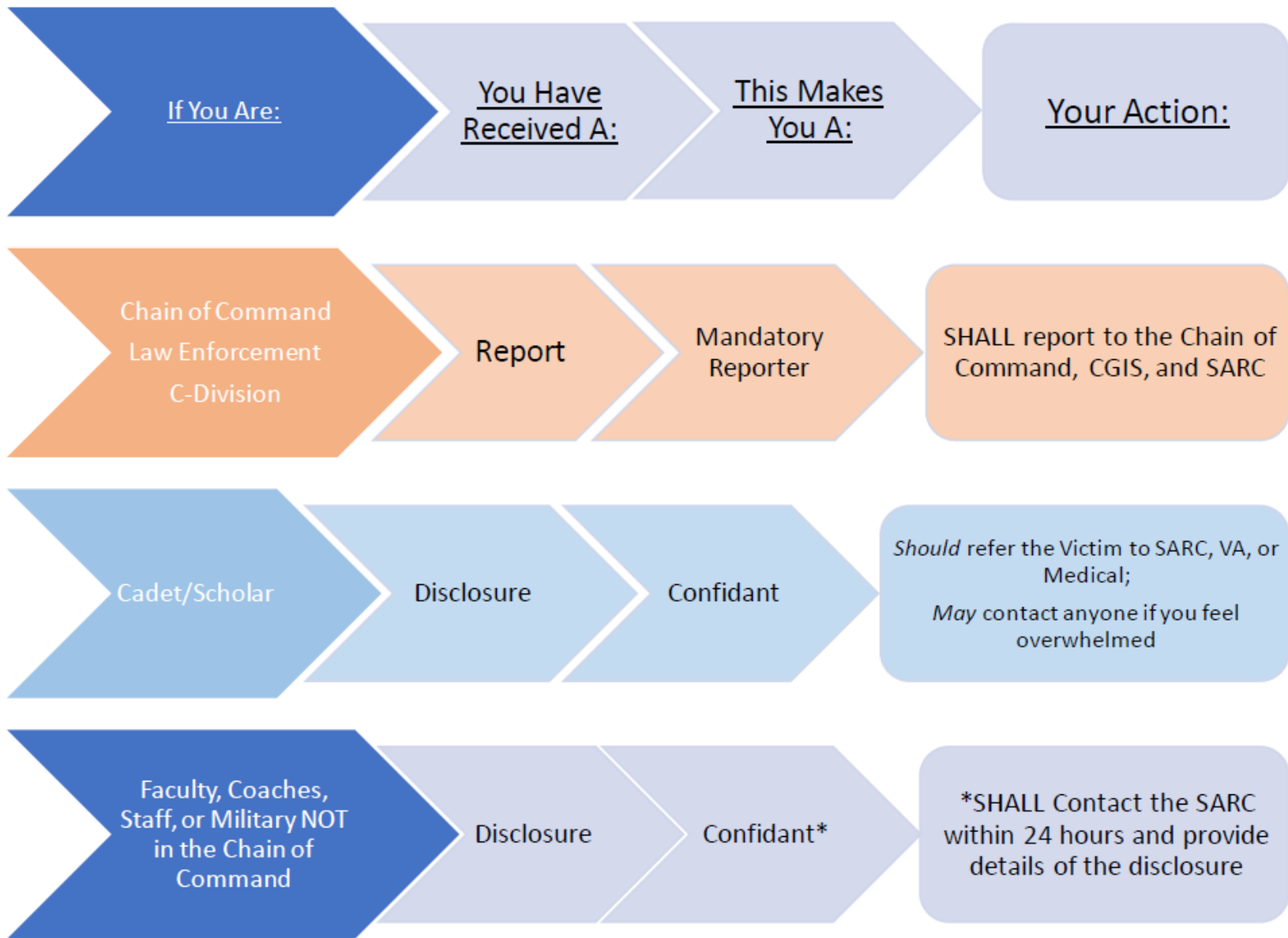
Victim's Unit Commander		
Initial SAPR CIT Meeting (Within 24 hours)		
Action	Responsible Parties	Date/Init
Hold first SAPR CIT meeting	SAPR CIT	
Begin Sexual Assault Incident Report Form CG-XXXX	SAPR CIT	
If needed, confer with SAPR CIT and consider need for convalescent leave or other administrative leave options as Coast Guard policy permits.	SAPR CIT	
Determine if the victim needs a "no contact" or Military Protective Order (MPO). If an MPO is necessary and the alleged offender is at another command, coordinate with the alleged offender's command.	SAPR CIT	
Ensure the victim has been provided information on the medical, investigative, legal, and support/counseling services available and has been advised of his or her victim support rights.	SAPR CIT	
Discuss the need for temporary reassignment to another unit, duty location, or living quarters.	SAPR CIT	
Evaluate impact on unit operational status & access to resources. (Cutter RTHP, downgrade recall status? Station ready for ops? Air station B-0 status?)	OPCON	
<b>Follow-up Actions (Within 72 hours)</b>		
Inform the victim of expedited transfer option. Work with PSC if requested.	SAPR CIT PSC OPM/EPM	
Submit Sexual Assault Incident Report (CG-XXXX) to first O-6 in the victim's chain of command and provide a copy to the SARC.	SAPR CIT	
Determine Initial Disposition Authority and seek advice on administrative actions.	Legal Staff Judge Advocate	

Victim's Unit Commander		
Open Case Management		
Action	Responsible Parties	Date/Init
Lead SAPR CIT meetings (at least monthly or as needed based on case developments, case disposition, or requested by a member).	SAPR CIT	
Ensure the victim receives monthly updates regarding the status of the sexual assault investigation from the date the investigation was initiated until there is a final disposition of the case.	SARC	
Monitor the well-being of the victim, particularly for any indications of suicide ideation, and ensure appropriate intervention if indicated.	SARC HCP	
Continue healthcare to include consideration of alcohol screening if applicable.	HCP	
Following case disposition and victim being informed of case outcome, determine whether to disband the SAPR CIT or meet on an ad hoc basis.	SARC	

Legend	
	Ensure Safety & Care -Look out for Shipmates
	Contact the Professionals -Engage Sexual Assault Response Experts
	Notify the Chain of Command - Awareness, Action, & Accountability



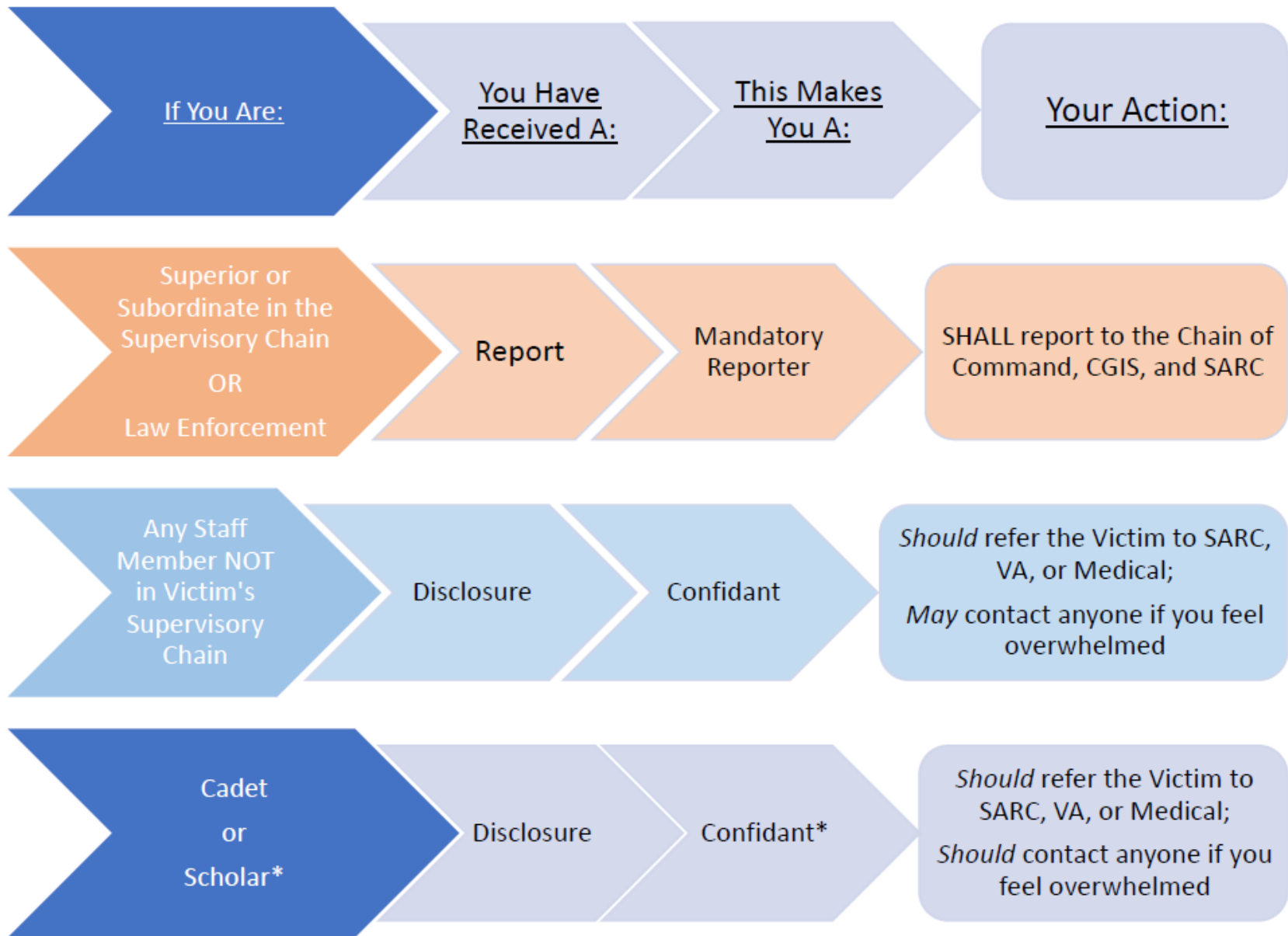
# IF A CADET OR SCHOLAR NOTIFIES YOU OF A SEXUAL ASSAULT



ALWAYS ENSURE VICTIM SAFETY WHEN RECEIVING A REPORT OR DISCLOSURE.  
All members learning of Harassing Behavior or a Hate Incident SHALL notify their Chain of Command.

Reference: SUPTINST 1754.1E

# IF A MILITARY OR CIVILIAN STAFF MEMBER NOTIFIES YOU OF A SEXUAL ASSAULT



ALWAYS ENSURE VICTIM SAFETY WHEN RECEIVING A REPORT OR DISCLOSURE.  
All members learning of Harassing Behavior or a Hate Incident SHALL notify their Chain of Command.  
\* Staff Members are discouraged from disclosing sexual assaults to Cadets or Scholars.

Reference: SUPTINST 1754.1E