



DoD INSTRUCTION 6495.03

DEFENSE SEXUAL ASSAULT ADVOCATE CERTIFICATION PROGRAM (D-SAACP)

Originating Component: Office of the Under Secretary of Defense for Personnel and Readiness

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Approved by: Matthew P. Donovan, Performing the Duties of the Under Secretary of Defense for Personnel and Readiness

Purpose: In accordance with the authority in DoD Directive (DoDD) 5124.02, and the certification requirements in Section 584 of Public Law 112-81, DoDD 6495.01, and DoD Instruction (DoDI) 6495.02, this issuance establishes policy, assigns responsibilities, and prescribes procedures for the implementation, management, and oversight of the D-SAACP.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

1.2. POLICY.

a. Individuals who perform the duties of the following positions must successfully complete the required assignment eligibility screening, including the background investigation, and complete the D-SAACP certification process in accordance with this issuance:

(1) Sexual Assault Prevention and Response Program Managers (SAPR PMs) who work directly with sexual assault victims in accordance with the March 10, 2015 Under Secretary of Defense for Personnel and Readiness Memorandum.

(2) Sexual Assault Response Coordinators (SARCs) as described in DoDD 6495.01.

(3) Sexual Assault Prevention and Response Victim Advocates (SAPR VAs) as described in DoDD 6495.01.

b. SARCs, SAPR VAs, and SAPR PMs are considered non-critical sensitive positions in DoD.

1.3. INFORMATION COLLECTIONS.

a. DD Forms 2950, “Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for New Applicants” and 2950-1, “Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for Renewal Applicants,” referred to in Paragraph 3.1.a., have been assigned report control symbol DD-P&R-2674 in accordance with the procedures in Volume 1 of DoD Manual 8910.01. The expiration date of this information collection is listed in the DoD Information Collections System at <https://apps.sp.pentagon.mil/sites/dodiic/Pages/default.aspx>.

b. The unrestricted reports of sexual assault, referred to in the Glossary, do not require licensing with a report control symbol in accordance with Enclosure 3, Paragraph 8 of Volume 1 of DoD Manual 8910.01.

c. The 8-day report (Sexual Assault Incident Response Oversight Report), referred to in Paragraph 3.7.e.(2), does not require licensing with a report control symbol in accordance with Enclosure 3, Paragraph 8 of Volume 1 of DoD Manual 8910.01.

SECTION 2: RESPONSIBILITIES

2.1. EXECUTIVE DIRECTOR, FORCE RESILIENCY (FR). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the Executive Director, FR, develops policy for issuance by the USD (P&R), prescribes procedures, and conducts oversight for the DoD Sexual Assault Prevention and Response Office (SAPRO).

2.2. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DODHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA, provides operational support, including the allocation of funds and other resources for the DoD SAPRO as outlined in DoDD 5100.87.

2.3. DIRECTOR, SAPRO. Under the authority, direction, and control of the Director, DoDHRA for operational matters and the Executive Director, FR, for policy matters, the Director, SAPRO:

- a. Provides recommendations to the USD(P&R) regarding implementation, management, and oversight of D-SAACP.
- b. Develops and oversees the implementation and management of the D-SAACP, to include the standardization of sexual assault prevention and response (SAPR) victim advocacy services.
- c. Coordinates revisions to D-SAACP policy with the Military Departments and the National Guard Bureau (NGB).
- d. Monitors Military Department and NGB compliance with D-SAACP requirements.
- e. Notifies, in writing, the D-SAACP administrator when a Military Department suspends, revokes, or reinstates the D-SAACP certification.
- f. Coordinates continuing education training requests submitted by the Military Departments and the NGB for approval with the designated national credentialing body as determined by DoD.

2.4. DIRECTOR, DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY (DCSA). Under the authority, direction, and control of the Under Secretary of Defense for Intelligence, the Director, DCSA:

- a. Screens Tier 3 background investigations in accordance with the SAPR guidelines in Section 3 and forwards any issues to the owning or servicing security management office via the Defense Information System for Security portal, for commanders, supervisors and other appointing authorities to consider when determining assignment eligibility.

b. Apply Security Executive Agent Directive 4 national security guidelines to render adjudicative determinations for individuals occupying sensitive positions in accordance with the October 20, 2010 Deputy Secretary of Defense Memorandum following favorable screening with the SAPR guidelines. Adjudicative determinations may be administered for individuals with unfavorable screening with the SAPR guidelines upon request by the DoD Component.

2.5. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments establish D-SAACP guidance and procedures to:

a. Require all SARCs, SAPR VAs, and SAPR PMs to meet the D-SAACP requirements for both certification and continuing education.

b. Initiate, request, and track the status of:

(1) Assignment eligibility screening.

(2) Enrollment in continuous evaluation (CE).

(3) Appointments of applicable individuals by the commander, supervisor, or other appointing authority, pursuant to requirements contained in this issuance.

(4) Establish guidelines to clearly identify positions subject to D-SAACP to the DCSA.

c. Consider all relevant information (e.g., records and adverse actions in personnel files and all other information) to determine eligibility in performing duties as a SARC, SAPR VA, and SAPR PMs who work directly with sexual assault victims. Additional requirements and evaluation criteria may be prescribed to determine eligibility. Military Department standards may be more restrictive than DoD policy.

d. Endorse, suspend, revoke, appeal and reinstate certification of D-SAACP certified individuals in accordance with the D-SAACP certification requirements, suspension, revocation, and reinstatement guidelines in accordance with Section 3.

e. Develop and distribute regulations or instructions that require D-SAACP certified individuals to notify the commander, supervisor or other appropriate authority immediately if:

(1) They are charged, arrested, or convicted of any criminal activity; or

(2) They experience any event that, pursuant to DoD Manual 5200.02, must be reported by individuals eligible for a sensitive positions.

f. Implement this issuance, including providing information to SARCs, SAPR VAs, and SAPR PMs regarding the security classification of their position

g. Ensure that personally identifiable information collected, used, maintained, or communicated in the execution of this issuance will be appropriately maintained and safeguarded to prevent its unauthorized access, use, disclosure, or loss. The collection, use, maintenance, and

communication of personally identifiable information must comply with the requirements in Section 552a of Title 5, United States Code and DoDI 5400.11.

h. Indicate to the DCSA that a case has been submitted for the D-SAACP program for investigation and adjudication.

2.6. CHIEF, NGB. On behalf of and with the approval of the Secretaries of the Army and Air Force, and in coordination with the Director, SAPRO, and the States' Adjutants General, the Chief, NGB, implements D-SAACP guidance and procedures.

SECTION 3: PROCEDURES

3.1. REQUIREMENTS FOR ASSIGNMENTS ELIGIBILITY SCREENING.

a. Pre-Screening. All applicable personnel must have completed a Federal Bureau of Investigations (FBI) fingerprint check and Defense Central Index of Investigations check (or equivalent military records, or State records check for NGB). Personnel may not have a disqualifying condition as listed in Paragraphs 3.2.a.(1) through 3.2.a.(7) prior to submitting DD Forms 2950 and 2950-1. Pre-screening requirements must be met prior to ordering a minimum Tier 3 background investigation as defined in the federal investigative standards implementation plan. Personnel may proceed with obtaining certification once pre-screening requirements have been met and no adverse information or disqualifying conditions were found. Applicable personnel include the following:

(1) Newly appointed SARCs, SAPR VAs and SAPR PMs.

(2) Incumbents or applicants without a minimum Tier 3 background investigation. (Note: Incumbents or applicants will comply with pre-screening requirements in this section when seeking D-SAACP renewal, to include a minimum Tier 3 background investigation and State Criminal History Repository (SCHR) check).

(3) Personnel with a current minimum Tier 3 investigation. (Note: Personnel with a current Tier 3 are not required to re-submit to a Tier 3 investigation, but they must have the SCHR check and comply with pre-screening requirements if they are not yet entered in CE).

b. Pre Screening Results. Results from the FBI fingerprint background check must be forwarded to the component's security office identifier and a full Tier 3 background investigation will be ordered (personnel with a current minimum Tier 3 investigation are not required to re-submit) after the commander, supervisor, or other appointing authority initially determines favorable assignment eligibility. If disqualifying information is later identified, the commander, supervisor or other appointing authority shall take appropriate action.

c. Background Checks. DoD civilian and military personnel are subject to the background check requirements of DoD Manual 5200.02 and a minimum Tier 3 background investigation. Tier 3 background investigations include FBI fingerprint checks and must be augmented by SCHR checks. Stand-alone SCHR checks must be forwarded to the component's security office identifier or accessed through the system of record by a security management office user (if sent to a DCSA security office identifier). The FBI fingerprint checks for all persons covered by this issuance must be fingerprint-based and fingerprints must be captured using an FBI-approved system. Background checks conducted by means of an identification check or social security number are not sufficient. SCHR checks may require hardcopy fingerprint submissions. Confirmation that the required background investigation and screening have been completed is required on DD Form 2950 and 2950-1.

d. Timely Completion of Background Checks.

(1) To ensure timely completion, the DoD Components will establish procedures to initiate or request criminal history background check results, follow up to ensure checks have been completed, and address situations where there is a delay in receiving results. In no event will an individual subject to this issuance be presumed to have a favorable background check merely because there has been a delay in receiving the results of the requisite background check.

(2) The results of SCHR checks may vary by jurisdiction due to State-specific legislative restrictions on the release of information. If no response from a State is received within 60 days from the date of an SCHR request, the DCSA, or the components designee if the DCSA is unable to render a favorable determination for other reasons, will follow existing departmental guidance when making assignment eligibility determination in such cases.

e. CE. Individuals with a favorable determination from a Tier 3 or higher background investigation must be enrolled in CE in accordance with DoD Manual 5200.02.

3.2. INITIAL D-SAACP CERTIFICATION REQUIREMENTS.

a. SARCs, SAPR VAs, and SAPR PMs must be appointed by commanders, supervisors, or other appointing authorities and must be D-SAACP certified prior to serving in these positions in accordance with Section 584 of Public Law 112-81 and Section 1725 of Public Law 113-66. They must undergo or have undergone the required assignment eligibility screening, not have a disqualifying condition, and have received a favorable determination of assignment eligibility from the commander, supervisor, or other appointing authority. Automatic disqualifying conditions include:

(1) A conviction of a crime of sexual assault or other sex-related offenses, listed in Chapter 47 of Title 10, United States Code, also known and referred to in this issuance as the “Uniform Code of Military Justice.”

(2) A conviction of a crime of domestic violence as described by DoDI 6400.06, child abuse, or any violent crime under the Uniform Code of Military Justice.

(3) A conviction of a State or federal law-equivalent to a disqualifying condition.

(4) A criminal conviction determined by the commander, supervisor, or other appointing authority to be inconsistent with the duties of a SARC, SAPR VA, and SAPR PM.

(5) A conviction of any attempts to commit acts referenced in Paragraphs 3.2.a.(1) through 3.2.a.(4) punishable under the law.

(6) A requirement to be registered as a sex offender.

(7) Any criminal behavior, such as arrests or probation before judgment, as within the individual’s background investigation, determined by the commander, supervisor, or other appointing authority to be inconsistent with the duties of a SARC, SAPR VA, and SAPR PM.

b. Commanders, supervisors, and other appointing authorities will consider arrest records or adverse actions in personnel files when evaluating an individual's assignment eligibility for certification of new SARCs, SAPR VAs, and SAPR PMs.

c. Subjects of open criminal, equal opportunity, harassment, or any inspector general investigations will have certification applications delayed until the investigation and complaint have been fully adjudicated to ensure applicants are eligible for certification.

d. Individuals with a current and verified credential from a nationally approved victim assistance credentialing body and who have obtained favorable results through pre-screening as required in this issuance, may provide direct SAPR services for up to 6 months from the starting date of appointment as a SARC, SAPR VA, or SAPR PM while obtaining initial 40 hours of Service-specific pre-approved training and D-SAACP certification.

e. First time applicants must complete and submit the DD Form 2950 and a certificate of completion of the required 40 hours of pre-approved initial Service training taken within 1 year of submission. Instructions including how to complete the form and where to submit are provided on the DD Form 2950.

f. Acknowledgement by commanding officer, supervisor, or other appointing authority that the required assignment eligibility screening has been completed with favorable results (through pre-screening requirements, Tier 3 background investigations with SCHR when needed to augment Tier 3, or verified CE enrollment, pursuant to Paragraph 3.2.) is required on DD Form 2950.

g. Once applicants receive official notice that their application has been approved and they have their unique alpha-numeric number, they are able to begin SAPR duties and can begin taking continuing education units (CEUs). Thirty-two CEUs are required every 2 years.

h. D-SAACP certification requirements meet the minimum standards for victim assistance services in the military community in accordance with DoDI 6400.07.

3.3. D-SAACP RENEWAL REQUIREMENTS.

a. Renewing applicants must undergo or have undergone the required assignment eligibility screening, not have a disqualifying condition, and the commander, supervisor, or appointing authority must have made a favorable determination of continued assignment eligibility.

b. Individuals must complete and submit the DD Form 2950-1 and provide proof of continuing education training for renewal every 2 years. Instructions including how to complete the form and where to submit are provided on the DD Form 2950-1. Renewal applications must be submitted by the pre-set deadline that precedes the credentialing expiration date. Pre-set deadlines are located at <https://sapr.mil/>.

c. Acknowledgement by the commanding officer, supervisor, or other appointing authority, that the required assignment eligibility screening has been completed with favorable results (through pre-screening requirements or Tier 3 background investigation with SCHR check, when

needed to augment Tier 3, or enrollment in CE is verified, pursuant to Paragraph 3.1.), is required on DD Form 2950-1.

d. CEUs must be completed within 2 years of certification but applicants may begin acquiring CEUs upon receiving official notice via email that their certification application has been approved and they have their unique alpha-numeric number. Thirty-two CEUs are required every 2 years. Applicants renewing for a second time or more cannot repeat CEU's from within the same certification renewal period.

e. Applicants must seek training in emerging issues related to victim-focused and trauma-informed victim advocacy and care. Continuing education must be related to sexual assault prevention and response and other cross-cutting topical areas for building victim advocacy skills. Applicants may consult with Service SAPR program office for pre-approved training or to seek approval guidance for identified continuing education opportunities.

f. Applicants must take 2 hours of victim advocacy ethics training, which counts toward the 32 hour requirement, which is related to the duties and responsibilities of SARCs and SAPR VAs and includes the SAPR professional code of ethics. General ethics training will not satisfy this requirement. Applicants are encouraged to seek guidance from their Service's SAPR program office for pre-approved victim advocacy-related ethics training.

g. Applicants must complete the Safe Helpline 101 training. The Safe Helpline training may be completed via an in-person session or completed online at <https://www.safehelpline.org>. The Self Helpline 101 training counts toward the 32 hour requirement.

h. Limitations to CEU training include:

(1) **Topic Areas.** Topics not directly related to sexual assault victim advocacy, such as program management or the Defense Sexual Assault Incident Database, will be limited to 12 CEUs.

(2) **Service-Specific Training.** A maximum of 12 hours of continuing education may be allocated to Service-specific policy and procedural updates.

(3) **Online Training.** A maximum of 24 hours of CEUs can be completed online and may be prescribed by the Service SAPR program office. This total does not include live webinars that require active participation.

(4) **Ineligible Courses.** The 40-hour training courses used to obtain initial D-SAACP certification and courses unrelated to victim advocacy or prevention (e.g., facilitator courses, annual general military training, information security, or general ethics) will not satisfy continuing education training requirements. Applicants should seek assistance from Service SAPR program office for further support.

(5) **Ineligible Activities.** Activities that are not considered training or that are not educational in nature (e.g., participating in a run/walk event, reading information online, reviewing SAPR program or policy updates, volunteering at a sexual assault awareness table or

booth, or serving as an instructor in a SAPR training) will not count toward D-SAACP continuing education training course requirements.

i. Documentation of continuing education training must follow the prescribed format:

(1) **Certificate of Completion.** All continuing education training must be documented by a certificate of completion, the DD Form 2950-1, or the Defense Sexual Assault Incident Database continuing education print out signed by the commander, supervisor or other approving authority as proof of attendance and course completion.

(2) **Documentation Requirements.** Documentation must include the date, location, topic, and number of training hours completed, and must be signed by the trainer, training coordinator or hosting organization's method of verification. As part of submitting hours for renewal, any training over 8 hours will require submission of an agenda that breaks down the topics covered and the time spent on each topic.

3.4. MISSED DEADLINES.

a. If D-SAACP certified personnel have missed 1, 2, or 3 D-SAACP Committee deadlines for renewing certification, personnel may submit a completed DD Form 2950-1, proof of completing 32 continuing education training hours, and a statement from the applicant or commander explaining the reasons for missed deadlines.

b. If any D-SAACP certified personnel has missed 4 or more D-SAACP Committee deadlines for renewing certification, they are required to submit a completed DD Form 2950-1 and proof of taking the required initial 40 hours of pre-approved initial Service victim advocate training within 1 year of submission. Submitting the renewal application and 32 hours of continuing education units will not be accepted.

3.5. CERTIFICATION EXPIRATION. D-SAACP certified personnel whose certification has expired must immediately cease providing SAPR services as defined in DoDI 6495.02. The SARC, SAPR VA, and SAPR PM will ensure that a proper handoff is conducted to ensure continuity of services for sexual assault victims. The SARC, SAPR VA, or SAPR PM will immediately notify the commander, supervisor, or other appointing authority if certification is expired.

3.6. D-SAACP SUSPENSION AND REVOCATION GUIDELINES.

a. The commander, supervisor or other appointing authority will suspend the D-SAACP certified individual from performing SAPR duties if the commander, supervisor or other appointing authority receives information that the individual engaged in activity that is required to be reported pursuant to Security Executive Agent Directive 3 and 4. The commander, supervisor or other appointing authority will follow the procedures set forth in DoDM 5200.02, DoD Personnel Security Program. The commander, supervisor or appointing authority will

provide written notification to the Service SAPR Program Office upon the suspension of the D-SAACP certified individual from performing SAPR duties in accordance with DoD and Service regulations.

b. Upon receipt of information that a SARC, SAPR VA or SAPR PM is alleged to have committed a sexual assault or any other offense listed in Articles 120, 120a, 120b, 120c, or 125 of the UCMJ or attempts to commit such acts, or equivalent offenses punishable under federal or State law, regardless of when the alleged offense occurred, the commander, supervisor, or other appropriate authority will follow the procedures set forth in DoDI 6495.02, DoDD 5505.18, and DoDI 5505.03, as appropriate.

c. Upon receipt of information that a SARC, SAPR VA or SAPR PM is alleged to have engaged in misconduct that is not a sexual offense listed in paragraph b above, the commander, supervisor, or other appropriate authority, will follow the adverse action, administrative or other investigative procedures of their Military Department, as appropriate.

d. The commander, supervisor or other appropriate authority shall notify the individual in writing that an allegation has been received, and an investigation has been initiated, and their authority to perform SAPR duties and to serve as a SARC, SAPR VA, or SAPR PM is suspended pending the outcome of the investigation. The individual will sign and date the notification acknowledging suspension of their authority to perform SAPR duties and to serve as a SARC, SAPR VA or SAPR PM.; Refusal to sign does not negate the suspension/revocation action.

e. Follow the DoD Component's established adverse action administrative inquiry or investigative procedures to determine whether the D-SAACP certified individual has done one or more of the following:

(1) Violated the SAPR professional code of ethics provided on the DD Form 2950 and 2950-1.

(2) Presented a danger of immediate or serious harm to victims of sexual assault, co-workers, military and civilian personnel, or to the general public.

(3) Intentionally made a false statement in the application for certification or renewal on the DD Form 2950 or 2950-1.

(4) Used a controlled substance or alcoholic beverage while serving on-call that impaired his or her ability to perform SAPR duties.

(5) Been charged, arrested, or convicted of crimes of domestic violence; child abuse; violent crimes; or any criminal activity determined by the commander, supervisor, or the appointing authority to be inconsistent with the SAPR duties.

(6) Been convicted at court-martial of an offense pursuant to the Uniform Code of Military Justice carrying with it a maximum sentence of confinement of greater than 1 year or punitive discharge from the Military Service, or convicted of a felony criminal offense in State or federal courts.

(7) Engaged in or solicited sexual relations with a sexual assault victim currently under a certified individual's care, or a victim known to be currently under care of any D-SAACP certified individual.

(8) Failed to maintain the privacy of victims before, during, and after the professional relationship in accordance with DoDI 6495.02, Military Rule of Evidence 514 of the Manual for Courts-Martial, and applicable federal, DoD, and privacy laws and Service regulations.

(9) Intentionally provided false or misleading information, guidance, or advice to a victim.

(10) Demonstrated a lack of competency or ability that jeopardized the delivery of professional victim advocacy.

(11) Violated Defense Sexual Assault Incident Database policy as stated in DoDI 6495.02 and Service policy.

(12) Has been named as the subject in an informal or formal equal opportunity or equal employment opportunity complaint, or inspector general investigation in which the complaint is sexual in nature or has a nexus to their SAPR duties.

f. Based on the outcome of the inquiry or investigation, the commander, supervisor, or other appointing authority will:

(1) Determine in consultation with the servicing legal office whether there is enough evidence to support taking action.

(2) Take appropriate action if it has been determined that enough evidence exists to support it, including the suspension or revocation of the D-SAACP certification based on the nexus of the alleged misconduct to the individual's SAPR duties.

(3) Consult with the servicing legal office, the SARC (for SAPR VAs and SAPR PMs), the human resources office, and Service SAPR program office as appropriate.

(4) The commander, supervisor, or other appointing authority will notify the individual in writing of a decision to suspend or revoke a D-SAACP certification and will provide a copy of the notification letter to the Service SAPR program office. This notification letter must be retained in accordance with DoD Instruction 5015.02 and include:

(a) The effective date of the decision by the commander, supervisor or other appointing authority.

(b) The grounds for the suspension or revocation, including the specific misconduct, ethical violation, substandard performance, professional or personal impairment, or the reason the commander, supervisor, or appointing authority lost faith and confidence in the D-SAACP certified individual to perform assigned duties.

(c) Instructions for the certified individual to surrender their D-SAACP certificate and wallet identification card to the commander, supervisor or other appointing authority within 24 hours of receipt of the notification letter.

(d) Notification of the individual's right to appeal the decision and a description of the appeals procedures of Military Department concerned.

(e) Signature of the individual acknowledging receipt of the decision; refusal to sign does not negate the suspension/revocation action.

(5) Any information reportable under Security Executive Agent Directive 3 must be immediately forwarded to the DCSA via the Defense Information System for Security Portal for consideration and inclusion into the individual's case file. DCSA will review the additional information as outlined in Paragraph 2.4. of this issuance to make an updated pre-screening result and determine if a new adjudicative determination is necessary. Any derogatory information meeting insider threat thresholds will be reported to the respective insider threat activity in accordance with the December 8, 2017 Deputy Chief Management Officer Memorandum.

(6) The commander, supervisor or other appointing authority, through the Service SAPR program office will provide the D-SAACP administrator and DoD SAPRO with written notification within 5 business days of receiving the commander's or supervisor's suspension, or revocation, or the appropriate approving authority's notification to suspend or revoke the individual's D-SAACP certification. The notification must include the written report provided to the Service SAPR program office containing reason(s) for decision based on guidelines in Paragraphs 3.6.c.(1) through 3.6.c.(12).

(7.) Should the complaint prove unfounded, the individual may be reinstated by submitting a DD Form 2950-1 in accordance with the guidance in Paragraph 3.7.

(8) The commander, supervisor, or other appointing authority will ensure D-SAACP certifications are not renewed through the D-SAACP program or at DoD expense when individuals with an unexpired D-SAACP certification are no longer serving in the capacity of a SARC, SAPR VA, or SAPR PM.

(9) A final report of an investigation resulting in D-SAACP revocation must be sent to the servicing security office for the security file. Any derogatory information meeting insider threat thresholds will be reported to the respective insider threat activity.

3.7. D-SAACP REINSTATEMENT GUIDELINES.

a. Prior to applying for D-SAACP reinstatement, allegations, complaints, and related actions, if any, for which D-SAACP certification were previously suspended or revoked, will be considered by the commander, supervisor, or other appointing authority for a determination on whether the individual should resume SAPR personnel duties.

b. In instances where a suspension or revocation of D-SAACP certification is due to administrative error (e.g., the command revoked the wrong applicant), the commander, supervisor, other appointing authority must issue a reinstatement letter to the D-SAACP administrator to reinstate the individual. A copy of the letter will be also forwarded to the Service SAPR program office within 5 business days. A DD Form 2950-1 is not required in these instances.

c. The Service SAPR program office will provide the DoD SAPRO and the D-SAACP administrator with a copy of the reinstatement appointment letter within 5 business days of receipt.

d. If a SARC, SAPR VA, or SAPR PM's certification has been revoked or suspended for reasons other than administrative error, reinstatement may be requested by re-applying through the D-SAACP application process with a DD Form 2950-1.

e. The Service SAPR program office will provide DoD SAPRO with written notification to reinstate the D-SAACP certification from the commander, supervisor or appointing authority.

f. DoD SAPRO will forward the reinstatement appointment letter to the D-SAACP administrator for review with the DD Form 2950-1.

g. The D-SAACP administrator will process requests and communicate directly with the applicant about the final disposition of request for reinstatement. Conditions for reinstatement (e.g., additional training or supervision) may be required on a case-by-case basis.

h. SAPRO will notify the Service SAPR program office of reinstatements monthly.

GLOSSARY

G.1. ACRONYMS.

CE	continuous evaluation
CEU	continuing education unit
D-SAACP	Defense Sexual Assault Advocate Certification Program
DoDD	DoD directive
DoDHRA	Department of Defense Human Resources Activity
DoDI	DoD instruction
DCSA	Defense Counterintelligence and Security Agency
FBI	Federal Bureau of Investigations
FR	force resiliency
NGB	National Guard Bureau
SAPR	sexual assault prevention and response
SAPR PM	Sexual Assault Prevention and Response Program Manager
SAPR VA	Sexual Assault Prevention and Response Victim Advocate
SAPRO	Sexual Assault Prevention and Response Office
SARC	Sexual Assault Response Coordinator
SCHR	State Criminal History Repository
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

assignment eligibility screening. The process through which commanders, supervisors, and other appointing authorities determine whether or not an individual may be appointed as a SARC, SAPR VA, or SAPR PM with direct access to sexual assault victims.

CE. Personnel security investigative process to review the background of individuals who have been determined to be eligible for access to classified information or to hold a sensitive position. CE will leverage technology to perform automated records checks for personnel security on a more frequent basis.

CEU. One hour of training is equivalent to one CEU.

child abuse. Defined in DoDI 6400.06.

D-SAACP administrator. The contractor that manages D-SAACP operations.

D-SAACP certification levels. The certification levels for SARCs, SAPR VAs, and SAPR PMs. There are four levels, identified by Roman numerals: I, II, III, and IV. The minimum eligibility requirements for each level are outlined in DD Forms 2950 and 2950-1. To determine the appropriate levels, see https://www.sapr.mil/public/docs/d-saacp/D-SAACP_Applicant_Instruction_Sheet_Updated.pdf.

D-SAACP Committee. The committee established to certify applicants for national credentialing.

domestic violence. Defined in DoDI 6400.06.

favorable results. Results of background investigation pre-screening and assignment eligibility screening processes without any issues that would cause a background investigation to be disapproved after the adjudication process.

federal investigative standards. Requirements for conducting background investigations to determine eligibility for logical and physical access, suitability for U.S. Government employment, eligibility for access to classified information or to hold a sensitive position, and fitness to perform work for or on behalf of the U.S. Government as a contractor employee.

inquiry. Defined in the Federal Investigative Standards Implementation Plan.

investigation. Defined in the Federal Investigative Standards Implementation Plan.

revocation. Permanently terminates an individual's D-SAACP certification.

sensitive positions. Sensitive positions are designated based on the employee's duties and may be classified at one of three levels: non-critical sensitive, special sensitive, or critical-sensitive. SAPR PMs working directly with victims and supervising SARCs and SAPR VAs, and SARC, and SAPR VA duties are designated as non-critical sensitive positions, per National Background Investigations Bureau guidelines.

sexual assault. Defined in DoDD 6495.01.

supervisor. The person who supervises or manages the applicant. (e.g., rating official of the applicant).

suspension. Temporarily withdraws an individual's D-SAACP certification.

Tier 3 background investigation. One of five tiers listed in the Federal Investigative Standards. This is required for positions designated as non-critical sensitive or requiring eligibility for access to Confidential or Secret information, and for enrollment in CE. Individuals must have completed a 2010 or later Standard Form 86.

unrestricted report. Defined in DoDD 6495.01.

REFERENCES

- Deputy Chief Management Officer Memorandum, “The Office of the Secretary of Defense Insider Threat Program,” December 8, 2017
- Deputy Secretary of Defense Memorandum, “DoD Central Adjudications Facilities (CAF) Consolidation,” October 20, 2010
- DoD Directive 5100.87, “Department of Defense Human Resources Activity (DoDHRA),” February 19, 2008, as amended
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Directive 6495.01, “Sexual Assault Prevention and Response (SAPR) Program,” January 23, 2012, as amended
- DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
- DoD Instruction 5400.11, “DoD Privacy and Civil Liberties Programs,” January 29, 2019
- DoD Instruction 5505.03, “Initiation of Investigations by Defense Criminal Investigative Organizations,” March 24, 2011, as amended
- DoD Instruction 5505.18, “Investigation of Adult Sexual Assault in the Department of Defense,” January 25, 2013, as amended
- DoD Instruction 6400.06, “Domestic Abuse Involving DoD Military and Certain Affiliated Personnel,” August 21, 2007, as amended
- DoD Instruction 6400.07, “Standards for Victim Assistance Services in the Military Community,” November 25, 2013, as amended
- DoD Instruction 6495.02, “Sexual Assault Prevention and Response (SAPR) Program Procedures,” March 28, 2013, as amended
- DoD Manual 5200.02, “Procedures for the DoD Personnel Security Program,” April 3, 2017
- DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
- Manual for Courts-Martial, United States, current edition
- Office of Personnel Management Federal Investigations, “Federal Investigative Standards Implementation Plan,” November 4, 2014
- Public Law 112-81, Section 584, “National Defense Authorization Act (NDAA) for Fiscal Year 2012,” December 31, 2011
- Public Law 113-66, Section 1725, “National Defense Authorization Act for Fiscal Year 2014,” December 26, 2013
- Office of the Director of National Intelligence Security Executive Agent Directive 3, “Reporting Requirements for Personnel with Access to Classified Information or Who Hold a Sensitive Position,” June 12, 2017
- Office of the Director of National Intelligence Security Executive Agent Directive 4, “National Security Adjudicative Guidelines,” June 8, 2017
- United States Code, Title 5, Section 552a (also known as “the Privacy Act”)
- United States Code, Title 10, Chapter 47 (also known as the “Uniform Code of Military Justice,” as amended)
- Under Secretary of Defense for Personnel and Readiness Memorandum, March 10, 2015