



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY INSTALLATIONS COMMAND  
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CNICINST 1752.3A  
N9  
21 May 2018

CNIC INSTRUCTION 1752.3A

From: Commander, Navy Installations Command

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE INSTALLATION DRILL PROCEDURES

Ref: (a) DoD Instruction 6495.02 of 24 May 2017  
(b) SECNAVINST 1752.4B  
(c) OPNAVINST 1752.1C

Encl: (1) Commander, Navy Installations Command Sexual Assault Prevention and Response Drill Installation Command Guidance  
(2) Region Sexual Assault Prevention and Response Drill After Action Report  
(3) Sexual Assault Prevention and Response Drill Scenarios  
(4) Sexual Assault Prevention and Response Drill Card  
(5) Installation Sexual Assault Prevention and Response Drill Preparation Guide  
(6) Sexual Assault Prevention and Response Drill Assessment Checklist  
(7) Installation Sexual Assault Prevention and Response Drill After Action Report

1. Purpose. To provide standardized protocols, per references (a) through (c), for conducting Sexual Assault Prevention and Response (SAPR) drills to ensure the highest standard of service delivery is afforded to victims where installation and command SAPR representatives are involved in the process of victim care and reporting responsibility; to formalize installation testing procedures and response capability; and to identify and rectify gaps in victim services.

2. Cancellation. CNICINST 1752.3.

3. Scope and Applicability. This instruction applies to all Commander, Navy Installations Command (CNIC) Headquarters Regions and Installations. All installations will conduct SAPR drills twice per year in June and December per enclosure (1). Each installation is responsible for conducting a SAPR drill regardless of shared command or leadership with another installation.

4. Action

a. Region Commanders (REGCOM) will:

(1) Ensure an effective SAPR Program that incorporates a coordinated approach between medical mental health legal, investigative security chaplain Fleet and Family Support Center (FFSC) and civilian resources.

(2) Ensure installation Commanding Officers (CO) conduct SAPR drills per enclosure (1).

(3) Ensure their Region SAPR officer or designee provides guidance and standardization of installation SAPR drills within their Region.

(4) Submit enclosure (2) upon completion of SAPR drills to identify, relay and consolidate systemic concerns as a result of the drills conducted within the Region to CNIC HQ (N912) via DON Tracker no later than 31 July for June SAPR drills and no later than 31 January for December SAPR drills. In addition, if a scenario was created for any installations, submit the scenario(s) to CNIC HQ (N912) along with enclosure (2).

b. Installation COs will:

(1) Ensure an effective SAPR Program that incorporates a coordinated approach between medical, mental health, legal, investigative, security, chaplain, FFSC and civilian resources.

(2) Assign an installation training officer or designee to oversee SAPR drill execution. The installation training officer or designee will:

(a) Select a scenario from enclosure (3) or create own scenario; and select a role player (recommend Unit SAPR Victim Advocate) for the installation to use during the drill, ensuring the role player is comfortable with role play requirements and understands the requirement to notify encountered personnel of the SAPR drill verbally or by use of enclosure (4).

(b) Ensure stakeholders (e.g., sexual assault response coordinators (SARC), SAPR victim advocates (VA), chaplains, military police, medical and legal personnel) participate and are rotated as appropriate by strategically creating or selecting scenarios.

(c) Modify scenarios to fit the specific needs of the local installation. The installation training officer or designee may also create their own scenario as long as it is an Unrestricted Report. All scenarios will result in Unrestricted Reports only and should not be changed or modified to a Restricted Report. This will allow for proper drill scenario response protocols. The SARC may be involved in the pre-drill planning process.

(d) To the greatest extent possible, ensure the SARC participates in the actual drill.

(e) Complete enclosure (5) prior to conducting a SAPR drill.

(f) Notify applicable stakeholders of pending SAPR drill without providing exact date, time or location. To the greatest extent possible, the SARC should participate in the drill and not be utilized in the execution of the drill exercise.

(g) Implement and execute the SAPR drill on the installation per enclosure (3).

(h) Complete enclosure (6) upon completion of the SAPR drill to measure the effectiveness of the installation's SAPR Program response.

(3) Complete enclosure (7) (including lessons learned, challenges, recommendations and required actions) and submit to Region SAPR officer. Identified systemic concerns will be included in report and forwarded to the REGCOM via the Region SAPR Officer. In addition, if a scenario was created, submit the scenario to Region SAPR officer along with enclosure (7).

5. Records Management Records created as a result of this instruction, regardless of media and format, will be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17A, (N9) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



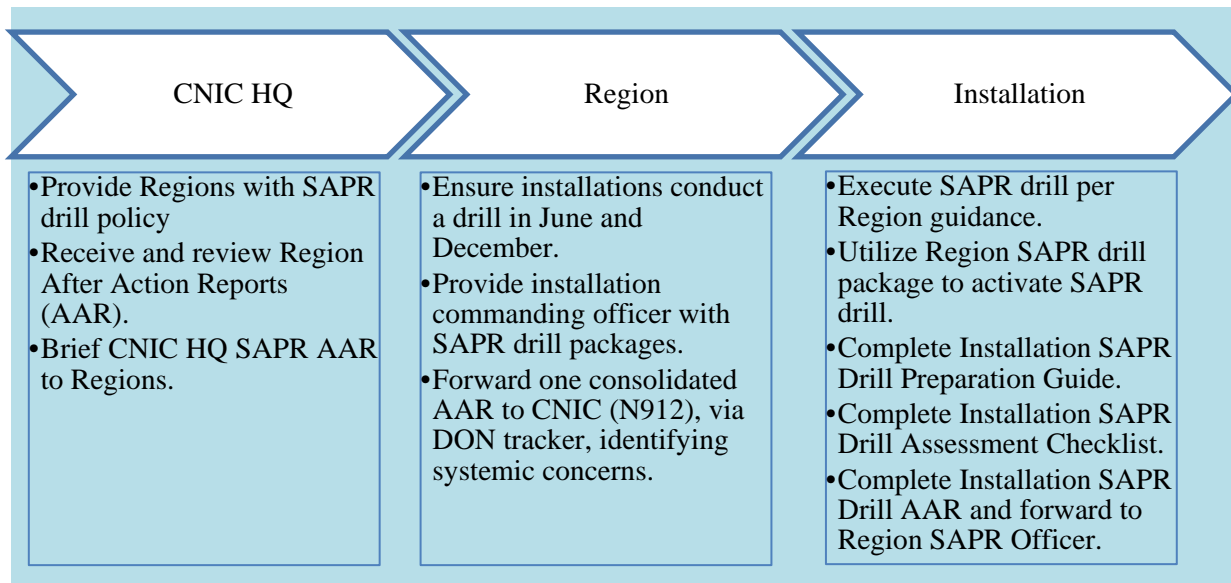
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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC G2, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

**COMMANDER, NAVY INSTALLATIONS COMMAND  
SEXUAL ASSAULT PREVENTION AND RESPONSE DRILL  
INSTALLATION COMMAND GUIDANCE**

1. All installations are required to conduct bi-annual Sexual Assault Prevention and Response (SAPR) drills. Regions are required to schedule drills during the months of June and December. Two drills will not be conducted in the same month by one installation.



2. Region SAPR Officers will ensure installations meet SAPR drill requirements per this instruction.

a. Installation training officer or designee to evaluate effectiveness of installation SAPR Program response and forward to Region SAPR officer for review after each drill.

b. Installation training officer will utilize SAPR Drill Scenarios provided in enclosure (3).

c. Designated command personnel will provide voice reports to the Region Operations Center (ROC) and ensure the ROC provides voice reports to CNIC (N912) at (202) 433-4593 or (202) 433-3507. Please note: CNIC (N912) does not man phones 24/7; if there is no answer at either number, please leave a voice message with your name and best call back number. CNIC (N912) will return your call or acknowledge receipt of voice report within three days.

d. Designated command personnel will submit a draft, simulated Navy Blue or Unit SITREP to CNIC (N912) within 60 minutes of receiving an unrestricted report of sexual assault to CNIC\_HQ\_SAPR@NAVY.MIL.

e. Installation training officer or designee will complete an installation SAPR Drill AAR and submit to Region SAPR Officer following each drill. One final consolidated AAR will be submitted by the Region SAPR Officer to CNIC (N912) via DON Tracker.

Installation SAPR Drill Guidance	
<p>Preparation and coordination:</p> <ul style="list-style-type: none"> <li>• Prior to drill, complete assessment criteria 1-12 of enclosure (5).</li> <li>• Utilize designated scenario for installation to execute drill.               <ul style="list-style-type: none"> <li>○ Victim role player can be male or female civilian or Sailor of any rank. Preferably use a unit SAPR victim advocate (UVA).</li> <li>○ Ensure selected volunteer is comfortable with the role play requirements.</li> </ul> </li> <li>• Notify all installation command Navy SAPR personnel and stakeholders of pending SAPR drill. Do not provide the exact date, time, or location.</li> <li>• Use enclosure (6) throughout SAPR drill to assess scenario response.</li> </ul> <p style="text-align: center;">Commence SAPR drill by initiating selected “victim” for role play scenario.</p>	
ROLE	ACTION
<p>Victim Role Player</p> <ul style="list-style-type: none"> <li>• Can be male or female civilian or Sailor of any rank. Preferably a Unit SAPR VA.</li> <li>• Ensure selected volunteer is comfortable with role play requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Execute assigned role play scenario at designated time.</li> <li>• Ensure personnel are advised that they are executing a SAPR drill.               <ul style="list-style-type: none"> <li>○ Telephone calls – Prior to proceeding with role play states “EXERCISE, EXERCISE, EXERCISE, this is an installation SAPR drill.”</li> <li>○ In-person contact – Prior to proceeding with role play display the “EXERCISE, EXERCISE, EXERCISE” card, enclosure (4).</li> </ul> </li> <li>• Follow script as provided and improvise on scenario based on response by personnel.</li> <li>• Participate in hot wash and provide input on experience and impression of the drill.</li> </ul>
<p>SAPR VA UVA SARC</p>	<ul style="list-style-type: none"> <li>• Complete DD Form 2910 Victim Reporting Preference Statement (VRPS).</li> <li>• Provide crisis support and assistance to victim as applicable.</li> <li>• Provide the victim with the Safe Helpline* number, chat and text information. <a href="https://safehelpline.org/">https://safehelpline.org/</a>.</li> </ul>

<p>Chaplain Health Care Providers Security/Base Law Enforcement Naval Criminal Investigative Service (NCIS) Judge Advocate General Quarterdeck personnel Other installation first responders</p>	<ul style="list-style-type: none"> <li>• Provide response per policy and established procedures.</li> <li>• Provide crisis support and assistance to victim as applicable.</li> <li>• Provide the victim with SAPR VA/Unit SAPR VA and SARC contact information for additional support.</li> </ul>
<p>Installation Commanding Officer (CO)</p>	<ul style="list-style-type: none"> <li>• Assign unit SAPR point of contact (POC) or other designee drafting responsibility of a simulated OPREP/SITREP.</li> <li>• Immediately notify NCIS and coordinate to ensure report release does not compromise the investigation.</li> <li>• Immediately notify SARC.</li> <li>• Ensure SAPR VA is assigned.</li> <li>• Review and submit draft, simulated OPREP or SITREP (situation dependent) to the Region SAPR officer for submission to CNIC (N912).</li> </ul>
<p>Unit SAPR POC or command designee</p>	<ul style="list-style-type: none"> <li>• Collect data and ensure draft, simulated Initial OPREP or SITREP is complete.</li> </ul>
<p>Hot Wash</p>	<ul style="list-style-type: none"> <li>• Debrief with SAPR Program stakeholders with lessons learned and observations.</li> <li>• Ensure SARC, Medical, Family Advocate Program, Legal and/or NCIS were notified properly of the assault based on scenario.</li> <li>• Ensure accurate OPREP/SITREP and notifications are completed in a timely manner that does not compromise the investigation.</li> <li>• Review procedures, roles and responsibilities of SAPR personnel.</li> <li>• Identify strengths, gaps in communication or services and other challenges of the installation SAPR Program procedures.</li> <li>• Discuss ways of improving SAPR Program procedures.</li> <li>• Implement corrective action(s) as required to improve response procedures.</li> </ul>
<p>Follow-Up</p>	<ul style="list-style-type: none"> <li>• Installation CO debriefs the findings of the SAPR drill with SAPR stakeholders. Region SAPR officer submits consolidated AAR from SAPR drills no later than 31 July for SAPR drill conducted in June and no later than 31 January for SAPR drill conducted in December.</li> </ul>

\*DoD Safe Helpline is a groundbreaking crisis support service for members of the DoD community affected by sexual assault. Safe Helpline provides live, one-on-one advice, support and information to the world-wide DoD community. The service is anonymous, secure and available 24/7 providing victims with the help they need, anytime, anywhere. Text zip code or installation/base name to 55-247 (CONUS) or (202) 470-5546 (OCONUS); call 877-995-5247; or chat online at [SafeHelpline.org](http://SafeHelpline.org).

**REGION SEXUAL ASSAULT PREVENTION AND RESPONSE DRILL AFTER ACTION  
REPORT**

Region: \_\_\_\_\_

Date: \_\_\_\_\_

For each category below, please provide consolidated responses summarizing installations in the Region.

<b>Lessons Learned:</b>
<b>Challenges:</b>
<b>Recommendations:</b>
<b>Required Actions:</b>



## SEXUAL ASSAULT PREVENTION AND RESPONSE DRILL SCENARIOS

**Installations may modify the SAPR drill scenarios below as they see fit in order to meet the specific needs of the installation. Installations may also create their own scenario. Please note: All SAPR drill scenarios will result in Unrestricted Reports only.**

### **SCENARIO 1**

For: Male/Female

Location: **Telephone call to 24-hour installation SAPR response number**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making the telephone call. Do not make the call to the installation SAPR 24-hour number until you are ready.

Your Name: Ship Sailor

Situation:

*You are a 22 year old Sailor. You have been sexually assaulted by your Leading Petty Officer (LPO). You have been having an affair with your married LPO for the past six months and when you tried to break up with him, your LPO raped you.*

Role Play:

Please ensure you follow the directions listed below during your call to the 24-hour installation SAPR response number. **It is imperative you inform duty SAPR Victim Advocate (VA) this is a SAPR Drill immediately before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- You remember seeing a flyer with the base 24-hour installation SAPR response number at your lodging.
- You do not know much about reporting options, you just need to report what happen to you.
- You are concerned that your prior affair with your LPO will invalidate your report.
- You are concerned that your command will not believe you. The LPO is the Command Sailor of the Year.
- As the duty SAPR VA tries to offer you support, continue to be undecided about reporting.
- Say you need help but are concerned with getting in trouble.
- You are unsure of most SAPR acronyms, such as VLC. Make sure to stop the duty SAPR VA and have him/her explain what he/she is talking about.

- You decided to make an Unrestricted Report and receive medical care. You are very uncomfortable at your command working with your LPO.

Improvise where necessary.

## **SCENARIO 2**

For: Male/Female

Location: **Go to Fleet and Family Support Center (FFSC)**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before going into the FFSC. Do not go to the FFSC for assistance until you are ready.

Your Name: Ship Sailor

Situation:

*You are a military spouse. Your spouse is currently on a 6-month deployment overseas. On the way home from the base holiday party, you were sexually assaulted in your vehicle by a Navy E-6 petty officer. You walked into the command FFSC the next morning. You do not wish to have your spouse notified at this time. You need to talk to someone about what happened to you. You are unsure of all the resources available to assist you. You are very scared.*

Role Play:

Please ensure you follow the directions listed below while at the FFSC. **It is imperative you inform the staff by presenting them with an “installation SAPR Drill” card immediately before proceeding with role play.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you leave the FFSC.

- Since your spouse is on deployment you have very limited communications and do not want your spouse to be notified at this time.
- You want the offender to be punished.
- You are upset and frustrated because you need help, but unsure of where to begin.
- You decided to file the Unrestricted Report so that you can proceed with an investigation.

Improvise where necessary.

### **SCENARIO 3**

For: Male/Female

Location: **Go to Installation Medical Treatment Facility (MTF)**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before going into the installation MTF. Do not go to the MTF for assistance until you are ready.

Your Name: Ship Sailor

Situation:

*You are a retired Navy Chief and have been sexually assaulted in your home by an Active Duty Service Member. Your spouse is still on Active Duty. You went to the MTF because you were concerned about STDs.*

Role Play:

Please ensure you follow the directions listed below while you are at the MTF. **It is imperative you inform the staff by presenting them with an “installation SAPR Drill” card immediately before proceeding with role play.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you leave the MTF.

- You were sexually assaulted before early in your military career so you think you are familiar with where to turn to for help.
- You want to file an Unrestricted Report.
- Allow medical personnel to follow the MTF procedures.
- When you were Active Duty you remember referring Sailors to SAPR.
- You hope you can still be provided full services.
- You allow the SAPR VA to make recommendations about resources, while you just listen.
- You are very appreciative of all the assistance you have received and want to know of a way you can help other victims. Can you volunteer?

Improvise where necessary.

#### **SCENARIO 4**

For: Male

Location: **Go to Installation Chaplain's Office**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making the visit to the chaplain's office. Do not go to the chaplain's office until you are ready.

Your Name: Ship Sailor

Situation:

*You are a student at Navy Recruiting Command, Great Lakes. While in your rack you awoke to find another male recruit fondling you in the groin. You were devastated and later asked your Recruit Division Commander (RDC) for permission to go speak with a chaplain.*

Role Play:

Please ensure you follow the directions listed below while you are at the chaplain's office. **It is imperative you inform the staff by presenting them with an "installation SAPR Drill" card immediately before proceeding with role play.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you leave the chaplain's office.

- You are confused about why this happened to you.
- You have a girlfriend at home.
- You are concerned that no one would believe you.
- You want to report the incident but your training could be extended or interrupted if there is an investigation.
- You need some help in reporting the incident.
- You feel the chaplain should be able to help you decide what to do.
- You decide to file an Unrestricted Report.

Improvise where necessary.

## **SCENARIO 5**

For: Male/Female

Location: **Telephone to Installation Command Duty Officer (CDO)**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making telephone call. Do not make the telephone call to the CDO until you are ready.

Your Name: Ship Sailor

Situation:

*You offered a ride to a civilian female on your way home from your installation. Another Shipmate who was riding with you proceeds to sexually assault the civilian female in the back of your vehicle while you were driving. You pulled over into a parking lot and told your Shipmate to get out of your vehicle. You immediately telephone your CDO to report your Shipmate. But, you do not know what to do for the civilian.*

Role Play:

Please ensure you follow the directions listed below during your call to CDO. **It is imperative you inform personnel this is a SAPR Drill immediately before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- Your Shipmate was one of your good friends but you decided to do the right thing and report the crime to your CDO.
- You ask the CDO what you should do to help the victim who is distraught.
- You felt responsible for what happened to the victim in your vehicle.

Improvise where necessary.

## **SCENARIO 6**

For: Male/Female

Location: **Go to Installation Clinic Sick Call**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before going to talk with Medical. Do not go to Medical until you are ready.

Your Name: Ship Sailor

Situation:

*You and your best friend went to a house party. Your friend got drunk and you decided to leave early and take him home. However, when you got to his apartment, he became aggressive and raped you. You both work at the same command; you are hesitant to report the assault, so you decide to go to regular Sick Call to get checked out.*

Role Play:

Please ensure you follow the directions listed below while at the clinic. **It is imperative you inform the staff by presenting them with an “installation SAPR Drill” card immediately before proceeding with role play.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you leave clinic.

- You are devastated, you need to speak to someone about a rape but unsure about reporting the incident to your command.
- You are uncomfortable seeing your friend at work. He said he does not remember what happened. You feel it would be your word against his because witnesses at the house party saw you leave together.
- You do not know what medical options you have.
- You decide to file an Unrestricted Report.

Improvise where necessary.

## SCENARIO 7

For: Female

Location: **Go to Chaplain's Office**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making the visit to the chaplain's office. Do not go to the chaplain's office until you are ready.

Your Name: Ship Sailor

Situation:

*You are an Active Duty Sailor living with your Active Duty military fiancé. On a visit to your mom's place last weekend, your mom's boyfriend raped you. You told your fiancé, but he is not supportive. You do not want to tell anyone else because you are afraid. You decide to talk with the command Chaplain.*

Role Play:

Please ensure you follow the directions listed below while at the chaplain's office. **It is imperative you inform the staff by presenting them with an "installation SAPR Drill" card immediately before proceeding with role play.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the visit to the chaplain's office.

- You are confused about what happened and feel ashamed.
- You are concerned that no one else would believe you and the command will not support you.
- You need some help in figuring things out.
- You feel the chaplain would be able to help you decide what to do.
- You decide to file an Unrestricted Report.

Improvise where necessary.



## **SCENARIO 8**

For: Male/Female

Location: **Telephone call to SAPR 24-hour installation response number**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making telephone call. Do not make the telephone call to the installation SAPR 24-hour number until you are ready.

Your Name: Ship Sailor

Situation:

*You are a 20-year-old E-1 Sailor who attended a party at the installation barracks a few nights ago. You consumed a great deal of alcohol that night. You went to a barracks room to lie down. You awoke to three Sailors sexually assaulting you. They threatened to harm you if you tell anyone.*

Role Play:

Please ensure you follow the directions listed below during your call to the 24-hour response number. **It is imperative you inform personnel this is a SAPR Drill immediately before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- You are scared and do not know what to do.
- You feel somehow it is your fault.
- You are worried about underage drinking.
- You are worried about what the Sailors who assaulted you might do if you report.
- You want to get medical care, but do not know if they will call your command.
- After much consideration, you decide to file an Unrestricted Report.

Improvise where necessary.

## **SCENARIO 9**

For: Male/Female

Location: **Telephone call to Installation SARC**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making telephone call. Do not make the telephone call to the installation SARC until you are ready.

Your Name: Ship Sailor

Situation:

*During your recent deployment you were sleeping in your rack and woke up to find someone fondling your genitals. You tried to report it to your Chief, but were told the command is not going to consider it a sexual assault. You feel violated.*

Role Play:

Please ensure you follow the directions listed below during your call to installation SARC. **It is imperative you inform personnel this is a SAPR Drill immediately before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- You are angry and do not know what to do after what you were told by your Chief.
- You have heard the individual has done this before.
- You want to make an Unrestricted Report and speak to NCIS.
- You want to know your options.

Improvise where necessary.

## **SCENARIO 10**

For: Male/Female

Location: **Go to Base Law Enforcement**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before going to Base Law Enforcement. Do not go to Base Law Enforcement for assistance until you are ready.

Your Name: Ship Sailor

Situation:

*You were out drinking with a group of friends. You passed out and woke up later in your barracks room with your clothes removed. You do not remember what happened but find evidence of sexual assault. Your pants and underwear are removed. You feel soreness in your genital area.*

Role Play:

Please ensure you follow the directions listed below while at Base Security. **It is imperative you inform the staff by presenting them with an “installation SAPR Drill” card immediately before proceeding with role play.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you leave the base law enforcement office.

- You are anxious; you need to speak to someone about the sexual assault.
- You do not know what to do and have concerns about your command being notified.
- You want to speak to a SAPR Victim Advocate, but not one from your command.
- You want responder to help you.
- You decide to make an Unrestricted Report.

Improvise where necessary.

## **SCENARIO 11**

For: Male/Female

Location: **Telephone call to Base Law Enforcement**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making the telephone call. Do not call Base Law Enforcement for assistance until you are ready.

Your Name: Ship Sailor

Situation:

*You are a Sailor stationed on a ship. As you were walking through the P-way you were sexually assaulted by a shipyard worker when no one else was around.*

Role Play:

Please ensure you follow the directions listed below during your call to Base Security. **It is imperative you inform personnel this is a SAPR Drill immediately before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end your call.

- You are upset and feel uncomfortable at command.
- You do not know what to do and have concerns about your command being notified.
- You do not understand how this could happen to you.
- You want to speak to a SAPR Victim Advocate.
- You want responder to help you.
- You decide to file an Unrestricted Report.

Improvise where necessary.

**SCENARIO 12**

For: Male/Female

Location: **Telephone call to installation SARC**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making telephone call. Do not make the telephone call to the installation SARC until you are ready.

Your Name: Ship Sailor

Situation:

*You are a student at “A” School. Prior to joining the Service you were at a party and consumed two drinks. You believe they were drugged because you were heavily affected and have only foggy memories of that night. You vaguely remember someone at the party having intercourse with you and you were unable to move during the incident. You never reported the incident. Recently at “A” School you were sexually assaulted by a fellow classmate.*

Role Play:

Please ensure you follow the directions listed below during your call to installation SARC. **It is imperative you inform personnel this is a SAPR Drill immediately before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- You are having nightmares and have become very jumpy and occasionally seem to “relive” moments of the assaults.
- You are anxious; you need to speak to someone about the sexual assault.
- You feel guilty and feel it is somehow your fault.
- You do not know what to do.
- You want to know your options.
- You decide to file an Unrestricted Report

Improvise where necessary.

### **SCENARIO 13**

For: Male/Female

Location: **Telephone call to SAPR 24-hour installation response number**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making telephone call. Do not make the telephone call to the installation SAPR 24-hour number until you are ready.

Your Name: Ship Sailor

Situation:

*You are a reservist and it is your drill weekend. At the end of the day you go back to the hotel to hang out with a few of the other reservists from your unit. As you head back to your room, one of the reservists follows you and forces himself inside. He attempts to rape you but you are able to fight him off and he leaves your room. You are hysterical and having suicidal thoughts.*

Role Play:

Please ensure you follow the directions listed below during your call to 24-hour response number. **It is imperative you inform personnel this is a SAPR Drill immediately before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- You are scared and do not feel safe in your room.
- You do not know what to do.
- You see this Sailor every drill weekend.
- You feel hopeless and are having suicidal thoughts.
- You feel somehow it is your fault.
- You do not understand how this could happen to you.
- You do not think anyone will believe you because the perpetrator is well liked and does not appear to be aggressive.
- You decide to file an Unrestricted Report.

Improvise where necessary.

## **SCENARIO 14**

For: Male

Location: **Go to Fleet and Family Support Center (FFSC)**

### NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before going into the FFSC. Do not go to the FFSC for assistance until you are ready.

Your Name: Ship Sailor

Situation:

*Your wife has been acting strangely since you have returned from your deployment. During an argument she tells you that while you were deployed she was raped. You are feeling very confused, guilty and depressed.*

Role Play:

Please ensure you follow the directions listed below while at the FFSC. **It is imperative you inform the staff by presenting them with an “installation SAPR Drill” card immediately before proceeding with role play.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you leave the FFSC.

- You are angry and do not know what to do.
- You feel somehow it is your fault.
- You do not understand how this could happen to her.
- You want to know what the SAPR Program can do to help you.

Improvise where necessary.

**SCENARIO 15**

For: Male/Female

Location: **Telephone call to 24-hour installation SAPR response number**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making the telephone call. Do not make the telephone call to the installation SAPR 24-hour number until you are ready.

Your Name: Ship Sailor

Situation:

*You are a 19 year old E-3 Sailor. Last night you went out and an acquaintance (same gender) from another command sexually assaulted you. You were touched inappropriately despite your repeated requests for the touching to stop. You were forcibly held down.*

Role Play:

Please ensure you follow the directions listed below during your call to the 24-hour installation SAPR response number. **It is imperative you inform duty SAPR Victim Advocate (VA) this is a drill before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- You are angry and do not know what to do.
- You feel somehow it is your fault.
- You do not understand how this could happen to you.
- You want to know what the SAPR Program can do to help you.

Improvise where necessary.



## **SCENARIO 16**

For: Male/Female

Location: **Telephone call to 24-hour installation SAPR response number**

### NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making the telephone call. Do not make the telephone call to the installation SAPR 24-hour number until you are ready.

Your Name: Ship Sailor

Situation:

*You are on a 6-9 month deployment on a carrier. Finally liberty is called for a port visit. The first night out you and your liberty buddy are shopping at different stores. When your liberty buddy briefly walked around the corner, a foreign national vendor sexually assaulted you and took off running immediately. Stunned for the moment, you managed to yell for your liberty buddy for assistance. Your liberty buddy provides you with the 24-hour installation SAPR response number.*

Role Play:

Please ensure you follow the directions listed below during your call to the 24-hour installation SAPR response number. **It is imperative you inform duty SAPR Victim Advocate (VA) this is a drill before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- You do not know what to do.
- You are not familiar with the deployed environment that you are in.
- You do not understand how this could happen to you.
- You are not sure what services are available to you while deployed in OCONUS environment.

Improvise where necessary.

## **SCENARIO 17**

For: Male/Female

Location: **Telephone call to 24-hour installation SAPR response number**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making the telephone call. Do not make the telephone call to the installation SAPR 24-hour number until you are ready.

Your Name: Ship Sailor

Situation:

*While on a 6-month deployment, liberty call is in two days and your shipmates from your division decide to get together to visit a local bar and eatery. Other shipmates eventually walk off in pairs around the pier leaving you alone with a co-worker who is well liked in the division and you feel comfortable hanging out together. You both decide to walk down the beach together even though your shipmate is mildly inebriated. In the darkness, your shipmate overpowers you on the beach, pushes you down, and sexually assaults you despite repeated requests to stop.*

Role Play:

Please ensure you follow the directions listed below during your call to the 24-hour installation SAPR response number. **It is imperative you inform duty SAPR Victim Advocate (VA) this is a drill before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- You do not know what to do.
- You are not familiar with the deployed environment that you are in.
- You do not understand how this could happen to you.
- You are not sure what services are available to you while deployed in OCONUS environment.

Improvise where necessary.

## **SCENARIO 18**

For: Male/Female

Location: **Telephone call to your installation SARC or SAPR Victim Advocate**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making telephone call. Do not make the telephone call to your installation SARC or SAPR Victim Advocate until you are ready.

Your Name: Ship Sailor

Situation:

*You are a Sailor at "A" School and you were sexually assaulted in the barracks by an Air Force student. This Airman is the highest performer in the training program and is well liked by the instructors and all students on base. You were hesitant to report the sexual assault to your instructor because he is in the Air Force and you do not know if their policies were the same as the Navy. After calling the DoD Safe Helpline and receiving a warm handoff to a SAPR Victim Advocate you decided to file an Unrestricted Report. A week has since passed and you have been receiving threatening e-mails and telephone calls from the students on base.*

Role Play:

Please ensure you follow the directions listed below during your call with the installation SARC or SAPR Victim Advocate. **It is imperative you inform duty SAPR Victim Advocate (VA) this is a drill before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- You made an Unrestricted Report a week ago.
- You are afraid you will be removed from the training program if you report the retaliation you have experienced after making the report.
- You feel victimized all over again.
- You feel like everyone is against you.
- You are having trouble concentrating and your grades are dropping.
- You feel guilty and think you could have done something differently to prevent it.
- You want the retaliation from peers to stop and the troublemakers transferred to another training location.
- You regret reporting the sexual assault and want everything to go back to the way it was before the sexual assault.

- You remember the SAPR VA asking you about retaliation and explaining your rights.
- You want to know what the SAPR Program can do to help you.

Improvise where necessary.

**SCENARIO 19**

For: Male/Female

Location: **Go to Fleet and Family Support Center (FFSC)**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before going to the FFSC. Do not go to the FFSC for assistance until you are ready.

Your Name: Ship Sailor

Situation:

*You are a 30-year-old Sailor with 12 years of Active Duty service. Seven years ago you were sexually assaulted by a fellow Petty Officer (co-worker) during a training mission but you did not report it. Four years ago you reported to your new command and your co-worker that assaulted you was in your division. You filed an Unrestricted Report and received an expedited transfer. The Petty Officer was court-martialed, but found not guilty of sexual assault. You are eligible to select orders this month and you are concerned that you will be stationed together again since there are few options available for your specialty and paygrade.*

Role Play:

Please ensure you follow the directions listed below while at the FFSC. **It is imperative you inform the staff by presenting them with an “installation SAPR Drill” card immediately before proceeding with role play.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you leave the FFSC.

- You made an Unrestricted Report four years ago.
- You are still upset that the individual was found not guilty and was allowed to stay in the Navy.
- You are concerned that you will be stationed together again due to the limited availability in your specialty area.
- You would rather separate from the military to prevent being on the same installation again and possibly crossing paths.
- You are not sure who to talk to about your fears and options.

Improvise where necessary.

**SCENARIO 20**

For: Male

Location: **Telephone call to SAPR 24-hour installation response number**

NOTES FOR ROLE PLAYER:

Please read carefully and highlight key points before making telephone call. Do not make the telephone call to the installation SAPR 24-hour number until you are ready.

Your Name: Ship Sailor

Situation:

*You are a 20-year-old E-1 Sailor who attended a party off base with one of your shipmates. Your shipmate is friends with the civilian female who hosted the party. You had too much to drink and the female host offered the upstairs bedroom so that you can lie down and sleep it off. You awoke to the female host performing oral sex on you. Feeling confused, you quickly get up and left the room.*

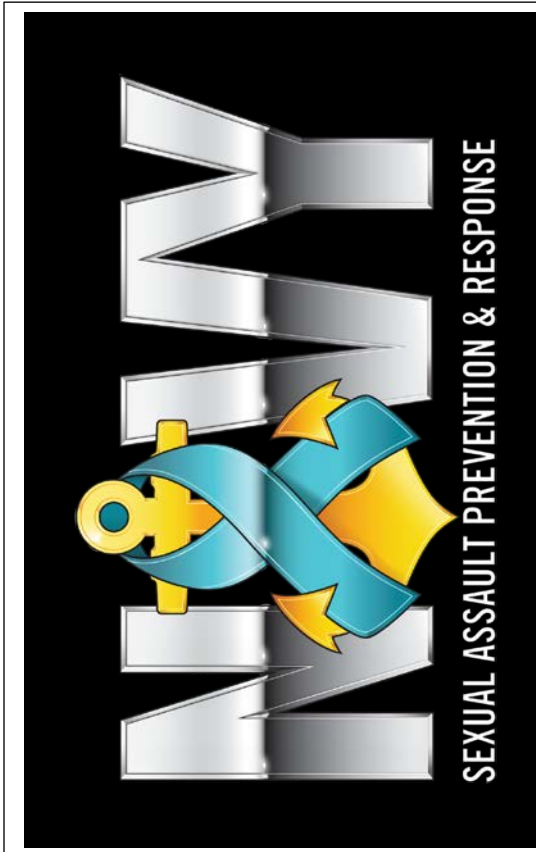
Role Play:

Please ensure you follow the directions listed below during your call to the 24-hour response number. **It is imperative you inform personnel this is a SAPR Drill immediately before proceeding with call.** Choose when best to fit the below actions or statements into the conversation but all of the below **MUST** be completed before you end the telephone call.

- You are confused and do not know what to do.
- You are unsure if this incident is considered sexual assault.
- You do not want to appear as weak or homosexual for reporting incident.
- You are worried about what your shipmate may think, especially since his friend was the perpetrator.
- You are worried about underage drinking.
- You want to get medical care, but do not know if they will call your command.
- After much consideration, you decide to file an Unrestricted Report.

Improvise where necessary.

**SEXUAL ASSAULT PREVENTION AND RESPONSE DRILL CARD**



**EXERCISE**

**EXERCISE**

**EXERCISE**

Installation: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTALLATION SEXUAL ASSAULT  
PREVENTION AND RESPONSE DRILL  
PREPARATION GUIDE**

Assess installation capability to activate and operate installation 24/7 per Sexual Assault Prevention and Response (SAPR) response procedures, per DoD Instruction 6495.02, SECNAVINST 1752.4B and OPNAVINST 1752.1C.

- A. PRIOR to SAPR drill; complete assessment criteria 1-12.
- B. Execute SAPR drills on the installations per SAPR Drill Plan.
- C. Installation will self -assess the 24/7 SAPR response; complete assessment criteria 13-15.

Pre-drill Assessment Criteria	Yes	No	Notes
1. Is there written policy to establish, implement and sustain installation 24/7 SAPR response? (per DoD Instruction 6495.02, SECNAVINST 1752.4B and OPNAVINST 1752.1C.)			
2. Does the current installation or Region SAPR instruction outline all SAPR stakeholders' responsibilities and program requirements?			
3. Is there a SAPR first responder training plan in place to regularly train first responders on 24/7 SAPR response procedures? If "No," explain reason.			
4. Does sexual assault response coordinator (SARC) recruit and maintain a cadre of trained and Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) certified unit SAPR victim advocates (UVA) who provide 24/7 victim response capability to commands within installation? If "No," explain reason.			
5. Does the watch bill list specific dates and times when SAPR victim advocates (VA) are assigned and how to contact them? SAPR VAs should be from multiple commands. If "No," explain reason.			



Installation: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTALLATION SEXUAL ASSAULT  
PREVENTION AND RESPONSE DRILL  
PREPARATION GUIDE**

<p>6. Is the SAPR VA/UVA contact information current? Confirm with Unit SAPR POC that marketing materials and command duty officer (CDO) binders have up to date phone numbers. If “No,” explain reason.</p>			
<p>7. Has SARC ensured that all SAPR VA/UVA training is current (initial 40 hour D-SAACP approved training followed by 32 hours of bi-annual refresher training)? If “No,” explain reason.</p>			
<p>8. Is there observable marketing of reporting numbers for reporting on installations and at commands? Have these numbers been verified? If “No,” explain reason.</p>			
<p>9. Are there SAPR drills conducted bi-annually requiring personnel to be tested? If “No,” explain reason.</p>			
<p>10. Have previous SAPR drill and after action reports (AAR) been reviewed? If “No,” explain reason.</p>			
<p>11. Has installation developed drill package and conducted pre-drill meeting (with installation training officer, SAPRO, SARCs, etc) in advance of upcoming drill to discuss roles and responsibilities, as well as create installation specific target goals and objectives for selected scenario to better assess and evaluate drill at the local level? If “No,” explain reason.</p>			

Installation: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTALLATION SEXUAL ASSAULT  
PREVENTION AND RESPONSE DRILL  
PREPARATION GUIDE**

12. Could installation provide services/capabilities necessary for drill scenario? Per 24/7 SAPR requirements? If "No," explain reason.			
<b>Post-drill Assessment Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
13. Identify previous shortfalls and how they were addressed in the current drill.			
14. Identify any new shortfalls of equipment and/or personnel required to support 24/7 SAPR response. List any shortfalls that exist.			
15. Submit Installation SAPR Drill AAR to the Region SAPR officer.			

**SEXUAL ASSAULT PREVENTION AND RESPONSE DRILL ASSESSMENT CHECKLIST**

SAPR Victim Advocate (VA) or Sexual Assault Response Coordinator (SARC) Response	Y	N	N/A	Comments
Answered phone or responded to voicemail within 60 minutes.				
Asked if victim is safe (i.e., needs security, law enforcement or ambulance).				
Introduced themselves and explained confidentiality.				
If responder is a SAPR VA, they explained they are required to discuss case with SARC for supervision purposes.				
If SAPR VA/SARC is Active Duty, they did not identify their rank or military occupation.				
Asked if they would prefer to meet in person.				
If in-person meeting is requested by caller, SAPR VA/SARC identified a neutral safe site (i.e., SARC office, installation SAPR VA office, local Fleet and Family Support Center (FFSC), or hospital).				
Asked if the victim needed a support person (i.e., a personal friend, VA, chaplain) to immediately join the victim.				
Obtained victim's command information.				
Obtained nature of relationship of person that assaulted them.				
SAPR VA called SARC to notify of incident and/or where they are going if in-person meeting.				
Explained to the victim that services are optional.				
Offered civilian SAPR VA services.				
Explained victim legal counsel (VLC) services (offered to accompany them) and provided phone number.				
Explained the decision to seek medical treatment is the victim's choice, but that it is highly advisable. Explained medical care and provided phone number. Offered to accompany them.				
Encouraged the victim to get medical treatment for any injuries, and to have a forensic examination, if applicable. Explained Forensic exam, provided phone number, and offered to accompany them.				
Explained their right to consent or refuse any medical procedure and ability to withdraw consent for any part of a forensic examination.				
Offered referrals to chaplain (provided phone number and offered to accompany them).				
Offered referrals to counseling (provided phone number and offered to accompany them).				
Offered referrals to local civilian rape crisis center (provided phone number and offered to accompany them).				

Victim was informed of benefits and limitations of Restricted and Unrestricted reporting methods and permitted to select reporting option.				
Discussed Naval Criminal Investigative Service (NCIS) process, offered to accompany, and provided phone number.				
Explained DD Form 2910 to victim and completed form once victim understood form and options.				
Explained Expedited Transfer Policy.				
Explained Military Protection Order (MPO).				
Explained Civilian Protection Order (CPO).				
Explained Sexual Assault Case Management Group (SACMG), purpose and people involved.				
Scheduled next meeting with victim.				
Provided copy of DD Form 2910 to victim.				
Crisis support provided to sexual assault victim(s) was gender-responsive, culturally competent, and recovery-oriented.				
<b>SARC Only Response</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Notified NCIS				
Followed notification procedures for victim's Commanding Officer (CO) and installation CO following Unrestricted Report.				
Scheduled in-person supervision with SAPR VA within 24 hours.				
<b>Healthcare Provider (Medical/Mental Health) Response</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Asked if victim is safe.				
Care provided to sexual assault victims was gender-responsive, culturally competent and recovery-oriented.				
Provided sexual assault victim with priority treatment as emergency cases, regardless of evidence of physical injury.				
Provided the victim information regarding the availability of a Sexual Assault Forensic Exam (SAFE) Kit, which the victim had the option of refusing.				
Ensured SARC and/or SAPR VA was notified so a DD Form 2910 could be completed for Unrestricted reports.				
Explained to victim reporting, confidentiality of medical information will be maintained per applicable laws and regulations.				
Explained their right to consent or refuse any medical procedure and had option to refuse any part of medical procedures.				

After the victim requested to file a report of sexual assault, the healthcare personnel, immediately called SARC or SAPR VA to assure the victim was offered SAPR services and setting in motion the completion of DD Form 2910.				
<b>NCIS/Law Enforcement Response</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Response provided to sexual assault victim was gender-responsive, culturally competent and recovery-oriented.				
Informed victim of their rights and Victim Witness Assistance Program (VWAP).				
Provided the victim information regarding the availability of a SAFE Kit, which the victim had the option of refusing.				
Considered victim's safety concerns and medical needs.				
Ensured Command was notified.				
Ensured SARC was notified.				
Ensured VWAP Representative was notified.				
<b>Chaplain Response</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Asked if victim is safe (i.e. needs security, law enforcement or ambulance).				
Crisis support provided to sexual assault victims was gender-responsive, culturally competent, and recovery-oriented.				
Explained absolute confidentiality of their communication.				
Explained to victim they are not part of reporting process.				
Provided information on available resources to include pastoral care, SARC, SAPR VA, medical, mental health and legal.				
<b>Watchstander Response (Quarterdeck/Command Duty Officer (CDO))</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Asked if victim is safe (i.e., needs security, law enforcement or ambulance).				
If they are safe, the watchstander did not ask for any details and utilized script to inform caller they are a mandated reporter if caller provides PII connected information.				
If they are not safe, the watchstander directed caller to immediately contact 911.				
Caller expressed desire to file an Unrestricted Report, the WS directed caller to contact one of the following for support and Unrestricted Reporting to DoD Safe Helpline, local SARC, deployed resiliency counselor (DRC), SAPR VA, or Unit SAPR VA.				
Notated call in watchstander logbook.				
Informed CDO and Unit SAPR POC.				
Caller expressed desire to receive a call back directly from a SAPR representative, the watchstander notated pertinent call back information from caller, put caller on hold, contacted installation on-call SAPR VA or Unit SAPR VA.				

Advised caller that a SAPR VA would contact them immediately.				
<b>Command Actions (Unit SAPR POC, CDO, Executive Officer (XO))</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Comments</b>
Made initial voice report to the Regional Operations Center (ROC), and ensured the ROC provides voice report to CNIC HQ SAPR. Gathered data for the SITREP. Annotated date and time initial voice report and draft SITREP were submitted to CNIC HQ SAPR for each installation.				

**INSTALLATION SEXUAL ASSAULT PREVENTION AND RESPONSE DRILL AFTER  
ACTION REPORT**

Installation: \_\_\_\_\_

Date of Drill: \_\_\_\_\_

Region: \_\_\_\_\_

Scenario #: \_\_\_\_\_

<b>Lessons Learned:</b>
<b>Challenges:</b>
<b>Recommendations:</b>
<b>Required Actions:</b>