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**DEPARTMENT OF THE ARMY
YOUR ORGANIZATION HEADING**

REPLY TO
ATTENTION OF:

EXXX-D

Date

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Deployable Sexual Assault Response Coordinator (DSARC)
Collateral/Additional Duty Appointment Order/Delegation Letter**

1. Effective the graduation date from DSARC Certification Training Course, completion of UVA Certification Course and a successful background check, the following individual is appointed as a Deployable Sexual Assault Response Coordinator (DSARC).

RANK/GRADE:
NAME: (FIRST, MI, & LAST)
SSN:
UNIT: (CO/BTRY of BN of BDE/MSC NAME)
AREA: (I, II, III, or IV)
CAMP or LOCATION:
DUTY PHONE:
CELL PHONE:
E-MAIL ADDRESS:
UVA COURSE DATE:
DSARC COURSE DATE:

2. Authority:

- a. JTF-SAP-008
- b. AR 600-20, Chapter 8
- c. USFK 600-20

3. Purpose: To serve as the DSARC in both garrison and deployed SAPR Programs. To serve as a resource and subject matter expert for commanders and leaders in Sexual Assault prevention and training.

4. Period: Until officially relieved or released from appointment.

5. Special Instructions:

- a. Garrison:

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1. Serve as the Advisor, Subject Matter Expert (SME) and resource for the BDE or higher Commander. Execute overall management of sexual assault awareness, prevention, and training for the BDE or higher Command. Execute the management, tracking and reporting of UVA Status and training for units within the BDE or higher MSC and provide to the Eighth Army SAPRP Executive Agent Office (EO Office).

2. Serve as the primary point of contact for the Eighth Army SAPR Program Executive Agent and a liaison for the Area SARC.

3. Assist the Brigade or higher MSC Commander and subordinate Commanders, and units in the prevention of Sexual Assault. Serve as a SME and resource to assist with the Semi-Annual Unit Training, Holiday and Safety Briefings, Prevention Planning and Pre and Re-Deployment Plans and Briefings.

b. Deployed:

1. Serve and take on all the responsibilities of a SARC during the deployment. The DSARC is overall responsible for victim advocacy during the deployment. All case files will be turned over to each respective Area SARC upon return to garrison.

2. Same as Garrison responsibilities 1, 2, and 3.

c. Appointee must meet the suspense for all required reports.

6. Information contained in this memorandum is subject to the Privacy Act of 1974, and will not be disclosed without the consent of the individual.

JANE D. DOE
COL, AD
Commanding

DISTRIBUTION
EUSA SAPRP Executive Agent
IMCOM-K SAPRP Trainer
Area SARC
Deployable SARC (DSARC), File
Battalion and Company/Battery, CDR File
Appointed DSARC File