

FOR OFFICIAL USE ONLY



DEPARTMENT OF THE ARMY
YOUR ORGANIZATION HEADING

REPLY TO
ATTENTION OF:

EXXX-D

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unit Victim Advocate Collateral/Additional Duty Appointment
Order/Delegation Letter

1. Effective the graduation date from UVA Certification Training Course and a successful background check, the following individual is appointed as a Unit Victim Advocate (UVA).

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:

2. Authority:

a. JTF-SAP-008

b. AR 600-20, Chapter 8

c. USFK 600-20

3. Purpose: To serve as the Sexual Assault Unit Victim Advocate (UVA) in both the 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.

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5. Special Instructions:

a. Garrison:

1. Provide crisis intervention, referral, and ongoing non clinical support to active duty service members who are victims of sexual assault, when assigned a case by an Area SARC. The UVA will accompany the victim, at the victim's request, during the investigative interviews and medical examinations and any other case related support at the victim's request. The UVA's mission is to support, assist and guide the victim through the process.

2. The UVA must be available immediately when on call and released from duties that will interfere with the victim's support when assigned a case by the Area SARC. Note: A UVA cannot serve as a UVA for a victim within their organization.

3. Assist Battalion and subordinate Commanders in Sexual Assault prevention and training. Serve as a Subject Matter Expert (SME) and resource to assist with the Semi-Annual Unit Level training, Holiday and Safety Briefings, Prevention Planning and Pre and Re-Deployment Plans and Briefings.

4. Track, report and provide the BDE or Higher Level DSARC, the UVA personnel status and Battalion and Subordinate command's training status.

b. Deployed:

1. Provide crisis intervention, referral, and ongoing non clinical support to active duty service members who are victims of sexual assault, when assigned a case by a DSARC. The support responsibilities are the same as they are in garrison.

2. The UVA must be available immediately when on call and released from duties that will interfere with the victim's support when assigned a case by the DSARC.

3. Same as Garrison Responsibilities 3 and 4.

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
LTC, AD
Commanding

DISTRIBUTION
EUSA SAPRP Executive Agent
IMA-KORO SAPRP Trainer
Area Sexual Assault Response Coordinator (SARC)
Deployable SARC (DSARC), File
Battalion and Company/Battery, CDR File
Appointed UVA File