

Headquarters  
United States Forces Korea  
Unit #15237  
APO AP 96205-5237

United States Forces Korea  
Regulation 600-20

20 May 2011

Personnel-General

SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

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**\*This regulation supersedes USFK Regulation 600-20, dated 8 August 2005.**

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FOR THE COMMANDING GENERAL:

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**Summary.** This regulation establishes policies and procedures for the United States Forces Korea (USFK) Sexual Assault Prevention and Response (SAPR) Program.

**Applicability.**

a. This regulation applies to all active duty personnel and Reserve Component (Reserve and National Guard) personnel on active duty and assigned to U.S. military organizations in the Republic of Korea (ROK). This Regulation does not apply to Korean Augmentees to the United States Army (KATUSAs).

b. Victims who are active duty family members and retired military, of any component, Department of Defense (DOD) civilians, contracted, and technical representative employees will receive services through the military Medical Treatment Facility (MTF) and the Family Advocacy Program (FAP) in accordance with (IAW) their eligibility status and at a cost based on this status.

**Supplementation.** Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from USFK J1 (FKJ1-12), Unit #15237, APO AP 96205-5237, at [J11workflow@korea.army.mil](mailto:J11workflow@korea.army.mil).

**Forms.** USFK forms are available at <http://www.usfk.mil>.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is USFK J1 (FKJ1-12). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the USFK J1 (FKJ1-12), Unit #15237, and APO AP 96205-5237, email: [J11workflow@korea.army.mil](mailto:J11workflow@korea.army.mil).

**Exception Authority.** Requests for exceptions to policy or waivers will be submitted through the USFK J1 and coordinated with the USFK Office of the Judge Advocate. Only the Commander and Chief of Staff, USFK, have the authority to approve exceptions or waivers to this regulation.

**Distribution.** Electronic Media Only (EMO).

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### **Glossary**

## **1. Purpose**

This regulation establishes policies and procedures for the United States Forces Korea (USFK) Sexual Assault Prevention and Response Program (SAPR).

## **2. References**

Required publications and websites are listed in appendix A.

## **3. Explanation of Abbreviations and Terms**

Abbreviations and terms used in this regulation are explained in the glossary.

## **4. Concept**

a. USFK's SAPR Program has four components: Sexual Assault Prevention and Response (SAPR) Training; Response; Reporting; and Data Collection.

b. The first component is the SAPR Training Program.

(1) This program is designed to educate personnel on respective Services' and Commands' sexual assault policies, help Service members to understand the complex and serious nature of sexual assault in the military, and define the Korea specific challenges being overseas in a foreign country.

(2) SAPR involves small-group training that is scenario based and uses real-life situations to demonstrate the entire cycle of training, reporting, response, and data collection procedures. SAPR training is a process of educating all USFK personnel on sexual assault prevention and response and includes sexual assault myths, perceptions and attitudes.

(3) SAPR includes sexual assault training for all USFK personnel assigned to USFK organizations and specific training for the Sexual Assault First Responder Group (SAFRG), such as Sexual Assault Victim Advocates (SAVA), Sexual Assault Response Coordinator (SARC), Law Enforcement, Military Criminal Investigative Organizations (MCIO), Religious Support Teams and Health Care Providers (HCP). SAPR training will be conducted IAW Service component guidance.

(4) All USFK personnel (military and DOD civilian - contractors highly encouraged to attend) will receive annual SAPR training.

c. The second component is the Response Program, which has two parts.

(1) The SAVA Program is the first part of the Response Program. Commanders select qualified personnel to attend a 40-hour SAVA Training Course. The SAVA Training Course is designed to provide personnel from all Component's with the skills, knowledge and abilities required to support and prepare victims for actions by the medical, investigative, and legal systems, and help the sexual assault victim with support for his/her life. Selected SAVA students will have at least 6 months retainability after graduating from the course.

(2) The second part of the Response Program mandates, upon request and approval of the victim, the immediate assignment of a trained SAVA by the SARC to victims of sexual assault who are Service members. It initiates the SAFRG for sexual assaults reported under the unrestricted option. The SARC, SAVA and SAFRG work in concert, as applicable, to ensure victims are informed of available reporting options, support services, victim rights, and ensure the victim's privacy is protected. This assistance begins from the initial report and continues through disposition and resolution of the victim's health and well-being. The victim's use of the SAVA

services is optional. However, commanders must ensure that victims have access to a well-coordinated, highly-responsive sexual assault response care program that is available 24 hours per day and 7 days per week both in non-deployed and deployed theaters.

d. The third component is Reporting. Service members who are sexually assaulted have two reporting options. The victim makes the decision of which reporting option they plan to select. The victim may elect either the Restricted or Unrestricted Reporting option. If the report is unrestricted, SARCs will immediately notify law enforcement of a sexual assault. Third party reporters may trigger an independent investigation and it does not take away the victim's choice of restricted or unrestricted reporting.

(1) The restricted reporting option is for the Service member who is sexually assaulted and desires medical care and treatment, counseling, SAVA services, and do not desire an investigation.

(2) The unrestricted reporting is for the Service member who is sexually assaulted and desires medical care and treatment, counseling and/or SAVA services, along with an official investigation.

e. The fourth component is Data Collection. Data Collection begins when the initial report of sexual assault is made to the SARC. Data Collection will be IAW Service component guidance.

f. All USFK civilian and military personnel should report cases of sexual assault with the exception of SARCs, assigned SAVAs, Health Care Providers (HCP) and Chaplains, who are ***not*** mandatory reporters.

g. The restricted and unrestricted reporting options mandated by DOD and outlined in DOD and Service component policies do not apply to family members of active duty or retired military or any component or DOD civilians, invited contractors, or KATUSAs. Sexual Assault victims in these categories may elect to report the incident to law enforcement. Care and support services will be provided based on their beneficiary status.

## **5. Responsibilities**

a. COMMANDER, USFK will -

(1) Implement DOD sexual assault policies and ensure Service component commanders are incorporating this regulation and applicable Services' SAPR Program guidance.

(2) Designate USFK, Assistant Chief of Staff (ACofS), J1, with the responsibility for managing and overseeing the USFK SAPR Program regulatory and policy guidance.

b. USFK J1, ASSISTANT DEPUTY CHIEF OF STAFF will -

(1) Publish, update and maintain all USFK regulatory and policy guidance pertaining to the USFK SAPR Program.

(2) Designate a USFK J1 SAPR primary/alternate Program Managers.

(3) Monitor the demographics of sexual assault incidents through demographics reports provided by USFK Provost Marshall's Office (PMO) and Service components.

c. SERVICE COMPONENT COMMANDERS (CC) will -

(1) Incorporate the policies outlined in this regulation into respective Service component's SAPR programs within Korea.

(2) Ensure SAPR Program is executed and monitored IAW established DOD and Service component policies and programs as identified in the appendix.

(3) Ensure SARCs and SAVAs are fully trained and identify annual refresher training opportunities for SARCs, SAVAs and SAFRG members IAW Service component guidance.

(4) Monitor installations to ensure SAPR training is being conducted IAW DOD, Service component, and USFK SAPR regulatory guidance.

(5) Ensure SARC representatives train all newly arriving SAFRG personnel upon in-processing to installations.

(6) Ensure SARCs meet with and train all newly assigned commanders on their roles and responsibilities as the commander with regards to the SAPR program within 60 days of a commanders' assumption of command.

(7) Ensure installation personnel receive annual Sexual Assault training.

(8) Ensure Sexual Assault training is conducted in a way that promotes active audience participation, dialogue, discussion, and is scenario based.

(9) Conduct an annual Sexual Assault Review Board (SARB) IAW established Service component SAPR Program guidance. Provide minutes to the USFK J1 SAPR Program Managers at [J1-SAPR@korea.army.mil](mailto:J1-SAPR@korea.army.mil). Service component annual SARBs will be conducted in January of each year and will consist of SAPR data collected IAW Service component and DOD SAPR guidance.

(10) Ensure all unrestricted sexual assaults are reported to the USFK Provost Marshall's Office for continuity and historical data.

(11) Provide a 40-hour SAVA training course, IAW Service component SAPR regulatory and policy guidance, to train victim advocates within each Service component.

(12) Foster a climate of confidence where Service members are not forced to disclose their incident of sexual assault and encourage the Service member to receive sensitive, confidential and immediate care and services.

(13) Develop and ensure procedures for assuming custody, storing, and preserving of Sexual Assault Forensic Evidence (SAFE) are being enforced within USFK IAW DOD and Service component policies and guidance.

(14) Ensure personnel serving as evidence custodians are trained in assuming custody, storing, and preserving SAFE IAW Service component and policy guidance.

(15) Ensure Law Enforcement and MCIO (Criminal Investigation Division (CID), Air Force Office of Special Investigations (AFOSI) and Naval Criminal Investigative Service (NCIS)) report no later than 48 hours upon notification of any sexual assault that occurs at, on, or around their

respective component installations. The information will be provided to the USFK Provost Marshal IAW the reporting instructions contained in Serious Incident Reports (SIR's) as outlined in USFK Regulation 190-50 (Law Enforcement Procedures in Korea).

d. USFK PROVOST MARSHAL will -

(1) Support the joint exchange of information between Service components' Law Enforcement, MCIO and Staff Judge Advocate (SJA). All information exchanged will be in terms of unrestricted sexual assault reports.

(2) Develop an annual statistical report and analysis for the USFK Commander on all unrestricted sexual assaults and for input for the annual congressional testimony from the USFK Commander to Congress. Provide statistical analysis to the USFK J1 SAPR Program managers at [J1-SAPR@korea.army.mil](mailto:J1-SAPR@korea.army.mil) and the 8<sup>th</sup> Army G1 SAPR Program manager at [EUSAG1UVA@korea.army.mil](mailto:EUSAG1UVA@korea.army.mil).

(3) Send all Serious Incident Reports (SIR) on unrestricted Sexual Assaults incidents to key agencies deemed appropriate by the USFK Provost Marshal. These agencies will include, but not limited to, the USFK Chief of Staff (CofS), USFK PMO, USFK SJA, USFK J1 SAPR Program Manager, 8<sup>th</sup> Army G1 SAPR Program Manager and the Installation Management Command-Korea (IMCOM-K) SAPR Program Manager. All SIRs will be digitally signed until a means of encrypting the SIR to all service components is possible.

e. USFK STAFF JUDGE ADVOCATE (SJA) will -

(1) Support the joint exchange of information between Service component SJA offices, Law Enforcement, and MCIOs.

(2) Ensure all judge advocates within USFK receive SAPR training IAW DOD Memo, dated 26 Apr 05, Essential Training Task for a Sexual Assault Response Capability (JTF-SAPR-013).

(3) Ensure victims who testify will be provided support consultation in matters such as courtroom procedures and other legal procedures IAW applicable Service component policies and guidance.

f. PUBLIC AFFAIRS OFFICE will -

(1) Develop a USFK SAPR Media Campaign which continually publicizes the USFK SAPR program policies through public service announcements, local print media, television infomercials, radio programming, and social media websites.

(2) Publicize sexual assault case dispositions.

(3) Assist with posting USFK SAPR Program training materials and information on the USFK SAPR homepage.

g. USFK SURGEON will -

(1) Support the joint exchange of medical information between installation medical facilities.

(2) Designate a sexual assault point of contact (POC) to interact with the USFK SAPR Program manager.

(3) Ensure HCPs receive SAPR training IAW DOD Memo, dated 26 Apr 05, Essential Training Task for a Sexual Assault Response Capability (JTF-SAPR-013).

(4) Ensure HCPs use the response protocol for Sexual Assault Examinations IAW DOD and Service component policies.

(5) Develop memoranda of agreement/understanding with installation Medical Treatment Facilities (MTF) on administering medical care and treatment to victims of sexual assault and performing SAFE.

(6) Develop procedures for ensuring funding for “no-cost to the sexual assault victim” transportation. Transportation will be for the sole purpose of returning the victim back to his/her area of assignment. This requirement takes on added significance when the victim has elected restricted reporting.

(7) Ensure when a victim reports directly to the MTF that the assigned staff notifies the SARC and clinical counselor on-call. The SARC or assigned victim advocate, upon arrival to the MTF, will explain to the victim the differences between the reporting options, ascertain the victim’s reporting election, and notify law enforcement of unrestricted reports.

(8) Ensure the sexual assault victim is given priority as an urgent case and provide the victim with as much privacy as possible, and ensure they are supported.

(9) Establish policy that the sexual assault forensic examiner, when not already at the MTF, will arrive at the MTF within 45 minutes of being notified of a victim being brought to the facility.

(10) Ensure HCPs are trained to provide a full explanation of the SAFE process to the victim, obtain written consent from the victim and process according to the victim’s elected reporting option.

(11) Ensure adequate unexpired supplies of SAFE Kits are available at MTFs authorized to perform and collect SAFE from sexual assault victims.

(12) Establish procedures to ensure sexual assault victims and suspects receive medical, psychological and counseling services. Additionally, upon the victim’s rotation from Korea; and if still required/desired, ensure HCPs work with the SARC to coordinate for continued medical care with the new location (military base/installation or local community) or Veterans Administration, as applicable.

(13) Ensure that a fluent English speaking representative will be available to screen (or interpret) for all incoming emergency room patients at all times.

## **Appendix A References**

### **Section I. Required Publications**

#### **DOD References and Policy:**

United States Department of Defense Sexual Assault Prevention and Response official\_website:  
<http://www.sapr.mil/>

[DOD Directive 6495.01 – Sexual Assault Prevention and Response \(SAPR\) Program](#)

[DOD Instruction 6495.02 – Sexual Assault Prevention and Response Procedures](#)

[DOD Memo, Essential Training Task for a Sexual Assault Response Capability \(JTF-SAPR-013\),  
26 April 2005](#)

#### **USPACOM Policies:**

United States Pacific Command official website on Quality of Life  
[http://www.pacom.mil/web/site\\_pages/newcomers/Quality%20of%20Life%20QoL.shtml](http://www.pacom.mil/web/site_pages/newcomers/Quality%20of%20Life%20QoL.shtml)

#### **AIR FORCE Policies:**

United States Air Force official website on Sexual Assault:  
<http://www.afpc.randolph.af.mil/library/sapr/policyandguidance.asp>

[Air Force Policy Directive 36.60 Sexual Assault Prevention and Response \(SAPR\) Program](#)

[Air Force Instruction 36-6001 Sexual Assault Prevention and Response \(SAPR\) Program](#)

#### **ARMY Policies:**

United States Army official website on Sexual Assault:  
[http://www.sexualassault.army.mil/policy\\_reg.cfm](http://www.sexualassault.army.mil/policy_reg.cfm)

[Army Regulation 600-20 Army Command Policies \(specifically chapter 8 and Appendix F-K\)](#)

[US Army MEDCOM 40-36 Medical Facility Management of Sexual Assault](#)

#### **NAVY Policies:**

United States Navy official website on Sexual Assault:  
[http://www.cnic.navy.mil/CNIC\\_HQ\\_Site/WhatWeDo/FleetandFamilyReadiness/FamilyReadiness/FleetAndFamilySupportProgram/SexualAssaultPreventionandResponse/index.htm](http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/FleetandFamilyReadiness/FamilyReadiness/FleetAndFamilySupportProgram/SexualAssaultPreventionandResponse/index.htm)

[OPNAV INSTRUCTION 1752.1B Navy Sexual Assault Victim Intervention \(SAVI\) Program](#)

[BUMED INSTRUCTION 6310.11 Sexual Assault Prevention and Response \(SAPR\) Program](#)

**MARINE CORPS Policies:**

United States Marine Corps official website on Sexual Assault:

<http://www.usmc-mccs.org/sapro/policy.cfm?sid=ml&smid=4>

[MCO 1752.5A – Sexual Assault Prevention and Response \(SAPR\) Program](#)

**USFK Regulation:**

USFK Regulation 190-50 (Law Enforcement Procedures in Korea)

**Section II. Required forms**

This section contains no entry.

## **Glossary**

### **Section I. Abbreviations**

AFOSI	Air Force Office of Special Investigations
ASAP	Alcohol and Substance Abuse Program
CC-Seoul	Command Center Seoul
CFC	Combined Forces Command
CID	Criminal Investigation Division
DOD	Department of Defense
FAP	Family Advocacy Program
HCP	Health Care Provider
IAW	In Accordance With
IG	Inspector General
IMCOM-K	Installation Management Command Korea
JPIC	Joint Police Information Center
KATUSA	Korean Augmentee to the United States Army
MCIO	Military Criminal Investigation Organization
MTF	Medical Treatment Facility
NCIS	Naval Criminal Investigative Service
PMO	Provost Marshal's Office
POC	Point of Contact
SAFE	Sexual Assault Forensic Examination
SAFRG	Sexual Assault First Response Group
SAPR	Sexual Assault Prevention and Response
SARB	Sexual Assault Review Board
SARC	Sexual Assault Response Coordinator
SAVA	Sexual Assault Victim Advocate

SIR	Serious Incident Report
SJA	Staff Judge Advocate
UCMJ	Uniform Code of Military Justice
UNC	United Nations Command
USFK	United States Forces Korea
USPACOM	United States Pacific Command
VA	Victim Advocate

## Section II. Terms

**Healthcare Provider (HCP).** For purposes of this policy, HCP includes those individuals who are employed or assigned as healthcare professionals, or are credentialed to provide healthcare services, at medical or dental treatment facilities or to clinical counseling facilities such as the Army Social Work Services or Air Force Life Skills Support Centers.

**Military Criminal Investigation Organization (MCIO).** Refers to the Army's Criminal Investigating Division (CID), Air Force Office of Special Investigations (AFOSI) and Naval Criminal Investigation Service (NCIS).

**Restricted Reporting.** A reporting option that allows a Service member who is sexually assaulted, to confidentially disclose details of the assault to specifically identified individuals (SARC, healthcare provider or chaplain) and receive medical treatment and counseling without an investigation being initiated.

**Sexual Assault.** Includes rape, forcible sodomy, indecent assault, and any attempt to commit these crimes as defined by the UCMJ. Attempts to commit the offenses of rape or forcible sodomy under Article 80, UCMJ, and the offenses of, or assaults with intent to commit rape or sodomy under Article 134, UCMJ, are also considered sexual assault.

**NOTE:** The following definition of sexual assault has been directed by DOD and is for training and educational purposes only. This definition does not affect in any way the definition of any offenses under the Uniform Code of Military Justice (UCMJ). Commanders are encouraged to consult with their Staff Judge Advocate (SJA) for complete understanding of this definition in relation to the UCMJ.

a. Sexual Assault is a crime. Sexual assault is defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, unconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender or spousal relationship or age of victim.

b. **Sexual Assault Forensic Examination Kit (SAFE Kit)** includes the items and instructions used by healthcare providers (HCP) to collect and to preserve the physical evidence of the assault.

**Sexual Assault First Responders Group (SAFRG).** Represents those individuals from functional communities who are normally the first to respond to a sexual assault incident. SAFRG normally includes as a minimum: law enforcement personnel, criminal investigators, SARC, assigned VA, HCP, clinical counselor, Staff Judge Advocate (SJA) personnel to include the Victim Witness Assistance/Liaison Program (VWAP/WVLP) and chaplain. Under restricted reporting, the SAFRG membership is limited to the SARC, assigned VA, HCP, Counselor and Chaplain, if applicable.

**Sexual Assault Prevention and Response (SAPR) Program.** A program based on a victim-centered model and coordinates medical, law enforcement, legal, counseling, and chaplain services for the victim using a case management system.

**Sexual Assault Response Coordinator (SARC).** A DOD or contracted civilian employee or active duty Service member (E-7 or higher) who reports directly to and has unhindered access to the Area/Vice Wing Commander. The SARC implements and manages the area level SAPR program.

**SAVA.** Refers to the individual trained and certified as a Sexual Assault Victim Advocate. The VA is assigned to victims of sexual assault to provide quality support and assurance. Also serves as a companion and provides emotional and administrative support to victims of sexual assault during law enforcement, medical, legal, Victim Witness Liaison and/or judicial non-judicial proceedings.

**UCMJ.** Uniform Code of Military Justice is an act of Congress setting forth laws that govern the conduct of the Armed Forces of the United States.

**Unrestricted Reporting.** A reporting option that allows a Service member who is sexually assaulted and desires medical treatment, counseling and an official investigation of his/her allegations.

**Victim.** A victim is any person who reports a sexual assault upon him or herself, or is identified upon the report of another person or other information, as a person who has been subjected to a sexual assault.

**Victim Advocate (VA).** DOD or contracted civilian employees, active duty Service member or volunteer who receives guidance and mentoring from the SARC while assigned as a VA to a victim. Military Services member who are VA are assigned in a collateral duty in a non-deployed or deployed theater and may only be assigned to victims of sexual assault who are Service members. VA provides crises intervention, referral and on-going non-clinical support including information on available options and resources to assist the victim in making informed decisions about the case. VA services will continue until the victim states support is no longer needed.