



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
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WASHINGTON, D.C. 20301-4000

APR 26 2023

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
CHIEFS OF THE MILITARY SERVICES
CHIEF OF THE NATIONAL GUARD BUREAU
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Actions to Address and Prevent Sexual Assault and Sexual Harassment in the
Military

Sexual assault and sexual harassment remain persistent and corrosive problems across the Total Force. It is for this reason the Secretary of Defense has made countering these harmful behaviors a top strategy goal in taking care of our people. Consistent with Secretary Austin's direction to accept the Independent Review Commission (IRC) on Sexual Assault in the Military's recommendations wherever possible, the Department set into motion the means to produce the cultural and organizational change required to improve accountability, prevention, culture and climate, and victim care and support.

Since December 2021, the Department has made progress on implementing historic reforms in this mission space. This year's *Annual Report on Sexual Assault in the Military* highlights the Department's major implementation efforts, including: readying the Offices of Special Trial Counsel to take over prosecutorial decisions in December 2023; hiring, training, and empowering the Prevention Workforce; and professionalizing and strengthening the Sexual Assault Response Workforce. The unprecedented investments we are making now and in forthcoming years are intended to restore the trust of our Service members, as well as those considering military service.


To ensure sustained progress, I require your personal attention and commitment to the following actions:

- **Continue executing the approved IRC recommendations according to the implementation guidance issued in 2021:** Implementation of the approved IRC recommendations represents the most historic and substantial changes to the Department's efforts to eliminate sexual assault and sexual harassment from our ranks. Consistent with the Secretary of Defense's direction and Implementation Roadmap, the Secretaries of the Military Departments and Chief of the National Guard Bureau must remain keenly focused on implementing reforms in an expedient and deliberate manner and will timely elevate any barriers to implementation to the DoD Sexual Assault Prevention and Response Office (SAPRO).

- **Employ tracking mechanisms which identify civilian positions in the prevention, sexual assault response, and military justice workforces and facilitate reporting on their staffing levels:** To ensure sustained progress on staffing the civilian positions which were recently established to address sexual assault in the military, the Military Departments and the National Guard Bureau will utilize position designator codes for these positions. The codes will facilitate timely and accurate tracking of workforce staffing levels by the Office of Force Resiliency (OFR).
- **Develop strategies to support the 2023 Force-wide climate assessment:** Consistent with Secretary Austin’s direction in his September 1, 2022 memorandum, “Actions to Address and Prevent Sexual Assault and Sexual Harassment in the Military,” I direct the Secretaries of the Military Departments and Chief of the National Guard Bureau to develop strategies that encourage Service member participation in the Force-wide climate assessments, including the *Workplace Gender Relations Survey of Military Members (WGR)* and the *Defense Organizational Climate Survey (DEOCS)*, and provide the plan of action to OFR with DoD SAPRO copied by June 30, 2023.
- **Implement new measures to enhance victim care and support:** The IRC noted the Department’s commitment to survivors of sexual assault, but also noted where we could further expand our support. The safety and treatment of Service members making the bold decision to report crime must remain paramount. To standardize and facilitate your oversight and management of the support rendered to Service members making Unrestricted Reports of adult sexual assault and associated retaliation allegations, I direct the mandatory use of three new DoD Forms:
 - Department of Defense (DD) Form 2910-5, “Monthly Case Management Group Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program;”
 - DD Form 2910-6, “Quarterly Case Management Group (QCMG) Meeting Notes for the SAPR Program;” and
 - DD Form 2910-7, “High Risk Response Team Meeting Notes for the SAPR Program.”

Several Defense Sexual Assault Incident Database (DSAID) enhancements are coming early in calendar year 2024 to allow for the upload and retention of the forms. Until that time, the original paper copy of the forms will be retained in accordance with policy and uploaded when the DSAID enhancements come online.

Our efforts will produce the conditions needed to prevent and respond effectively to sexual assault and sexual harassment in our Nation’s military. We will use the authorities and resources entrusted to us as part of the National Defense Strategy to take care of our people.



Gilbert R. Cisneros, Jr.