



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227

REPLY TO
ATTENTION OF

NOV 03 2011

IMEU-KAI-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter #31-Sexual Assault

1. References:

- a. Army Regulation 27-10, Military Justice, 16 November 2005.
- b. Army Regulation 600-20, Army Command Policy, 7 June 2006

2. Purpose: To establish the USAGK Command policy on sexual assault and maintain an environment free of sexual assault.

3. Applicability: This policy applies to all military and civilian personnel assigned, attached to, or living in the USAGK community.

4. Responsibilities: Commanders, Supervisors, and Leaders:

- a. Are responsible for maintaining an environment free of sexual assault.
- b. Will ensure newly arriving Soldiers are assigned a sponsor and receive Sexual Assault Prevention and Response Program (SAPRP) briefings, to include orientation with the Unit Victim Advocate (UVA).
- c. Will respond immediately to any incidents of sexual assault and inform the Sexual Assault Response Coordinator (SARC), the Office of the Provost Marshal, the Military Police or the Criminal Investigation Division.
- d. Will establish and post a command policy letter regarding "zero tolerance" of any incidents resulting in sexual assault. Include consequences for violations such as adverse administrative actions or UCMJ.
- e. Will emphasize sexual assault risks, prevention and response in all holiday briefings.

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f. Will become familiar with the Commander's Sexual Assault Victim Assistance Checklist and utilize it when a sexual assault incident is reported. The checklist is available at www.sexualassault.army.mil under the "Leader's" tab.

g. Within 45 days of assuming command, must contact the SARC or Installation Victim Advocate (IVA) to conduct a unit specific commander's briefing.

h. Will implement the USAREUR Commander's guidance contained in Command Policy 24 and visit unaccompanied personnel housing and single Soldiers' barracks in order to promote a safe environment.

i. Will ensure all personnel attend mandatory sexual assault prevention training. This training may be conducted by the SARC or IVA. The SARC/IVA is responsible for all sexual assault training.

j. Will appoint, on orders, a minimum of one Deployable SARC (DSARC) per brigade and two UVAs per battalion or at least one UVA per company-sized unit IAW AR 600-20, chapter 8. Ensure DSARC and UVA attend at least 40 hours of initial training and 32 hours of continuing education training per year.

5. Responsibilities: SARC, IVA

a. Will provide yearly, or as requested, unit and command-level training on SAPRP.

b. Will provide at least 40 hours of yearly training to UVAs.

c. Will ensure UVAs respond promptly to victims of sexual assault.

d. Will report any incidents of sexual assault to the installation commander within 24 hours of report using non-identifying information.

e. Will create a community on-call roster of UVAs and provide schedule to advocates at least one month prior to on-call duties.

f. Will track what units need UVAs, UVA training needs, and rotation dates of UVAs.

g. Will monitor community needs and trends with regard to sexual assault.

h. Will complete Garrison Sexual Assault incident report and upload report to SADMS monthly.

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6. Responsibilities: UVA

a. Will report to and coordinate directly with SARC/IVA when assigned a victim of sexual assault.

b. Will respond promptly to victims of sexual assault when assigned by the SARC/IVA.

c. Will attend annual trainings on UVA duties and the SAPRP.

d. Will provide support to victim throughout medical, investigative, and legal process with permission from the victim.

7. The point of contact is USAGK SARC at DSN 493-4148.



LARS N. ZETTERSTROM
LTC, EN
Commanding

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