

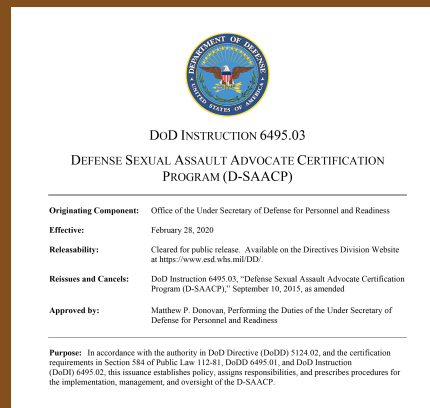


DEPARTMENT OF DEFENSE SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE



DoD Sexual Assault Advocate Certification Program (D-SAACP) Credential Suspension and Revocation Process Guidelines

The DoD Sexual Assault Advocate Certification Program (D-SAACP) was established to professionalize the victim advocacy roles of Sexual Assault Response Coordinators (SARCs) and Sexual Assault Prevention and Response (SAPR) Victim Advocates (VAs). Department of Defense Instruction (DoDI) 6495.03 establishes policy, assigns responsibilities, and prescribes procedures for the standardized oversight, management, and implementation of the D-SAACP. Suspension or revocation of a D-SAACP certification must be accompanied by justification. A commander, supervisor, or other appointing authority must follow the outlined process in DoDI 6495.03 Section 3.6. Below is a step-by-step summary of the process. More details for each step are identified in DoDI 6495.03, pages 11 through 14.



For more information, please refer to DoDI 6495.03, available at <https://www.esd.whs.mil>, or visit <https://sapr.mil/d-saacp>.

A commander, supervisor, or other appointing authority:

Can suspend the duties of a SARC, SAPR VA, and SAPR Program Manager (PM), if information is received that personnel engaged in alleged misconduct pursuant to violation of local, state, or federal law; violations of the UCMJ; professional misconduct in conflict with the SAPR Code of Ethics; or other applicable reasons listed in DoDI 6495.03, Section 3.6e (page 11)

Must notify the individual in writing of the allegation, that there will be an investigation, that they are suspended from performing SAPR duties, and to obtain the individual's signature acknowledging the suspension. Refusal to sign does not negate the suspension or revocation action (page 12)

Must provide written notification to the Service SAPR Program Office upon the initial suspension of performing SAPR duties in accordance with DoD and Service regulations. Please note that the initial suspension of duties requires only the SAPR/SHARP HQ to be notified (page 12)

Must follow the DoD components established administrative inquiry or investigative procedures to determine if the SAPR Code of Ethics was violated, or an applicable adverse action occurred as outlined in DoDI 6495.03, Section 3.6e. DoD civilian personnel action differ from military personnel, and must follow established civilian human resources procedures and policies (page 12)

***Note: Page numbers in parentheses correspond to information in DoDI 6495.03.**



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Suspension

 For suspension of credentials, a commander, supervisor, or other appointing authority:

Can determine, in consultation with the servicing legal office and human resources office, whether there is enough evidence in support of taking action, including the suspension or revocation of certification, based on the connection of the alleged misconduct to the individual's SAPR duties (pages 12-14)

Must notify the individual in writing of a decision to suspend or revoke certification and obtain the individual's signature following the procedures identified in DoDI 6495.03, Section 3.6. Refusal to sign does not negate the suspension or revocation action (pages 13-14)

Must provide the D-SAACP administrator and DoD SAPRO, through the Service SAPR program office, with written notification within five (5) business days, of the request to suspend or revoke certification. The request for suspension or revocation after the investigation or administrative inquiry is completed must contain reason(s) for the decision accompanied with the final report of investigation based on DoDI 6495.03, Section 3.6f (page 14)

Must provide a copy of the final report of investigation to the servicing security office for the SARC, SAPR VA, or SAPR PM's security file (page 14)

Must request reinstatement of a SARC, SAPR VA, or SAPR PM if the complainant is later proved unfounded and/or an administrative error occurred in accordance with the guidance in Paragraph 3.7 by submitting a DD Form 2950-1 (pages 14)


Reinstatement

 A commander, supervisor, or other appointing authority will take the following steps for reinstatement actions:

Review the request for reinstatement, including the allegations, complaints, and related actions, if any, for which the D-SAACP certification was previously suspended or revoked.

Issue a reinstatement letter to the D-SAACP administrator to reinstate the individual, for instances where a suspension or revocation of D-SAACP certification is due to administrative error (e.g., the command revoked the wrong applicant). A copy of the letter will also be forwarded to the Service SAPRO program office within five (5) business days. A DD Form 2950-1 is not required in these instances.

The Service SAPR program office will provide DoD SAPRO and the D-SAACP administrator with a copy of the reinstatement appointment letter within five (5) business days of receipt.

 When a SARC, SAPR VA, or SAPR PM's certification has been revoked or suspended for reasons other than administrative error, reinstatement may be requested by re-applying through the D-SAACP application process with a DD Form 2950-1.

The Service SAPR program office will provide DoD SAPRO with written notification to reinstate the D-SAACP certification from the commander, supervisor, or appointing authority. DoD SAPRO will forward the reinstatement appointment letter to the D-SAACP administrator for review with the DD Form 2950-1.

The D-SAACP administrator will process requests and communicate directly with the applicant about the final disposition of request for reinstatement. Conditions for reinstatement (e.g., additional training or supervision) may be required on a case-by-case basis.

DoD SAPRO will notify the Service SAPR program office of reinstatements monthly.

**Note: Page numbers in parentheses correspond to information in DoDI 6495.03.*