

**APPENDIX F:  
WORKING IPT CHARTER**



**APPENDIX F: WORKING IPT CHARTER**PERSONNEL AND  
READINESSOFFICE OF THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-4000

**Charter**  
**DEPARTMENT OF DEFENSE**  
**Sexual Assault Prevention and Response**  
**Working Integrated Product Teams**

- A. **Official Designation:** The Sexual Assault Prevention and Response Working Integrated Product Teams (hereinafter referred to as SAPR WIPT or WIPT).
- B. **Objectives and Scope of Activities:** The Department of Defense Sexual Assault Prevention and Response Integrated Product Team (hereinafter referred to as SAPR IPT or IPT), in accordance with DoD Instruction 6495.02, Sexual Assault Prevention and Response Program Procedures, shall advise the Secretary of Defense, through the Under Secretary of Defense (Personnel and Readiness) on policies, programs and practices across the full range of sexual assault prevention and response issues relating to members of the Armed Forces.

In support of the SAPR IPT efforts, periodically issues arise which require an in-depth review and recommendation from multiple sources within the SAPR community. When such issues arise in response to SAPR Program needs, Congressional Reports, or other Department reports, formal recommendations or requests, the Director (RSI), who shall serve as the Chair of the SAPR IPT, has the authority to form a topic-specific study group known here as Working Integrated Product Team (WIPT).

Each WIPT will be governed by a Work Plan that will provide the following information:

- Topic
- Chairs or co-chairs as proposed by the Director of the Sexual Assault and Response Office (SAPRO) and approved by the Director (RSI) who serves as the chair of the SAPR IPT
- Participants as identified by the WIPT chair
- Problem statement
- Key issues to address
- Issues outside scope of WIPT
- Timeline
- Deliverables
- Expenses

The Work Plan should include approval signature from the SAPR IPT Chair and should be revised if timeline or deliverables change. (Template is provided in Attachment 1).

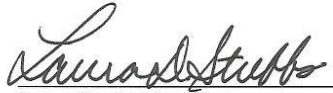
- C. **Membership:** WIPT membership shall be comprised of full-time or permanent part-time federal employees. Membership will be laid out in individual WIPT Work Plans.
- D. **Meetings:** As laid out in respective WIPT Work Plan
- E. **Duration:** As laid out in respective WIPT Work Plan
- F. **Agency Support:** The Department of Defense, through the Under Secretary of Defense



(Personnel and Readiness), shall provide support as deemed necessary for the performance of the WIPT's functions. The Secretaries of the Military Departments shall provide chairs or co-chairs for the WIPTs, as requested.

- G. Operating Costs: As laid out in respective WIPT Work Plan
- H. WIPT Termination Date: As laid out in respective Work Plan
- I. Charter Filed: September \_\_\_\_, 2010

Approved:



Laura D. Stubbs, Ph.D.  
Director, Requirements and  
Strategic Integration (RSI)

Date: 27 SEP 2010

**ATTACHMENT 1**

**WIPT Work Plan**

Please complete this form as a summary of your WIPT's project and return completed form to SAPRO.

|   |   |  |
|---|---|--|
| Topic   |   |  |
| Date WIPT topic approved  |   |  |
| Chair or Co-chairs  |   |  |
| Participants  |   |  |
| Problem statement<br>(Why is this topic a concern to DoD SAPR efforts?) |   |  |
| Key issue(s) to address   |   |  |
| Issues outside scope of this WIPT (if relevant)                         |   |  |
| Timeline<br>(Include first meeting and projected closure)               |   |  |
| Cost Estimate<br>(Admin support, travel expenses, etc)                  |   |  |
| Deliverables  |   |  |
| Expenses  |   |  |
| Prepared by<br>Date   |   |  |
| Indicate if this is a revision of an earlier Work Plan                  | <input type="checkbox"/> No<br><input type="checkbox"/> Yes | If yes, indicate date of earlier Work Plan |
| Approved by<br>Date   | Initial approval  | Review approval                            |

Suspense - Review and update of form no later than: \_\_\_\_\_