



PERSONNEL AND
READINESS

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

FEB 15 2022

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
SUPERINTENDENTS OF THE MILITARY SERVICE ACADEMIES**

SUBJECT: Actions to Address and Prevent Sexual Assault at the Military Service Academies

The defense of our Nation requires safeguarding the wellbeing of our future military leaders. During Academic Program Year (APY) 2020-2021, our Military Service Academies (MSAs) made meaningful progress in developing and carrying out programs to prevent and respond to sexual assault and sexual harassment. Yet, despite gains, sexual violence remains a formidable challenge. Sexual assault and sexual harassment have no place at our MSAs, and we must continue efforts to prevent and reduce these behaviors and foster academy climates of dignity and respect.

After reviewing this year's APY 2020-2021 Annual Report on Sexual Harassment and Violence at the MSAs, as well as the findings and recommendations from the Independent Review Commission on Sexual Assault in the Military, I remain committed to moving the needle on sexual assault and sexual harassment in a positive direction. Eliminating sexual assault and sexual harassment at the MSAs is achievable through refinements in prevention, sexual assault reporting, and victim support. To that end, I direct the Secretaries of the Military Departments to require their respective MSA to complete the following and submit their responses to me through the DoD Sexual Assault Prevention and Response Office (SAPRO) not later than the dates specified below:

- **Identify and empower prevention decision-makers.** Consistent with the findings of the Independent Review Commission on Sexual Assault in the Military and the need to further develop a specialized prevention workforce, the Academies will appoint and/or hire a senior, civilian full-time Violence Prevention Program Integrator with sufficient grade and authority to be a peer of O-6 officers and their civilian equivalents. This Violence Prevention Program Integrator will lead other MSA programs and cost centers to direct coordination, integration, and recommend resource decisions to the Superintendent across programs addressing sexual assault, sexual harassment, suicide prevention, and other harmful behaviors. The Military Departments will program this position at each MSA and hire or re-align personnel into the position before September 30, 2023. In the interim, each MSA will designate an individual with sufficient seniority and/or authority as well as future time on station to perform such duties as described until the newly assigned official is in place. Plans to effect such a personnel action and interim appointment letters are to be provided to DoD SAPRO by March 31, 2022.
- **Revise academy policy to codify prevention elements.** The MSAs will use DoD Instruction 6400.09 as a framework to issue a local policy or operating instruction

that ensures their comprehensive prevention plans become permanent, resourced programmatic requirements in APY 2021-2022. The MSAs will submit their draft, proposed policy document through their respective Military Departments to the Office of Force Resiliency Violence Prevention Cell, with DoD SAPRO on correspondence for oversight purposes, by May 31, 2022. All policies and instructions will be approved for implementation by the Superintendent concerned by September 30, 2022.

- **Evaluate individual prevention activities within the overall comprehensive prevention approach.** To sustain progress made in sexual assault prevention, the MSAs will create an evaluation plan that identifies a strategy for monitoring and evaluating the outcomes of prevention activities within their comprehensive prevention plan, as well as how evaluation results will be used for prevention activity improvement and decision-making. The MSAs shall develop an outcome evaluation plan that includes the following: (1) evaluation narrative, which describes plans for evaluating a select prevention activity; and (2) evaluation logic model. Furthermore, the MSAs will identify three prevention activities within the plan that are either undergoing evaluation or will be evaluated for their outcomes within the next 2 years. See the attachment of this memorandum for more details on the main components of the Evaluation Plan and Logic Model. The MSAs will submit the overall outcome evaluation plan and the three activities to be evaluated to DoD SAPRO by September 30, 2022.
- **Facilitate greater access to the Catch A Serial Offender (CATCH) Program.** The MSAs will encourage greater access to the CATCH Program by establishing a private computer space for cadets and midshipmen to enter CATCH submissions, and expand eligibility to the program as outlined in the November 10, 2021 Deputy Secretary of Defense Memorandum. The MSAs will report compliance with this action in the self-assessment planned for APY 2021-2022.
- **Track sexual assault reports associated with the Safe to Report policy.** To further support cadet and midshipman survivors of sexual assault, I direct the MSAs to track cases of cadets and midshipmen who report under the Department's Safe to Report Policy as directed in section 539A of the National Defense Authorization Act (NDAA) for Fiscal Year 2021. Until the Secretaries of the Military Departments issue their implementing guidance, the United States Military Academy and United States Naval Academy shall update victim intake documentation to capture reports by cadets and midshipmen who request to make a report using the "Safe to Report Policy" or other such means or the current MSA program that addresses collateral misconduct of reporting victims. The MSAs will report steps taken to comply with this action in the self-assessment planned for APY 2021-2022.
- **Develop localized Case Management Group (CMG) operating instructions.** To better document how the MSAs' local CMG practices align with Department policy to protect victim privacy and keep to keep case information consolidated to those parties who have a demonstrable "need-to-know," the MSAs will author a local CMG

operating instruction, submitted in draft to DoD SAPRO, through their respective Military Departments, no later than September 30, 2022.

- **Provide Military Department leadership and CMG participant training curriculum to the DoD Sexual Assault Prevention and Response Training and Education Center of Excellence.** Leadership and CMG participant training could be strengthened to allow for greater understanding of roles and participation in meetings. To assess Service CMG training best practices, the Department directs the Military Departments to provide a copy of their respective leadership and CMG participant training curricula to the DoD Sexual Assault Prevention and Response Training and Education Center of Excellence within DoD SAPRO no later than March 31, 2022.
- **Update Climate Assessment Reporting and Action Plans.** The Department directs the MSAs to align their climate assessment process with the Secretary's Immediate Actions (February 2021) and develop an accountability process by which cadet and midshipman risk factors can be identified, addressed, and reported by class year and by cadet/midshipman organizational unit structure. Cadets and midshipmen will be required to participate in both development of actions to address and oversight of solutions for risk factors identified in climate survey results. The MSAs will regularly assess cadet and midshipman leadership achievements with climate and include related plans and outcomes in annual data provided to the Department. The MSAs will report steps taken to comply with this action in the self-assessment planned for APY 2021-2022.
- **Provide extended class schedule deconfliction.** Cadet and midshipman survivors of sexual assault shared with the Department that being in the same classroom with their alleged offender can cause setbacks in their recovery even after the military justice process has concluded. Therefore, to the extent practicable, the MSAs will extend class schedule deconfliction of victims' and alleged perpetrators' schedules to cadets and midshipmen who have reported a sexual assault and request that such assistance continues. This schedule deconfliction will align with steps currently undertaken in support of Military Protective Orders. The MSAs will report steps taken to comply with this action in the self-assessment planned for APY 2021-2022.

We must work to eliminate sexual assault and sexual harassment at our MSAs. Continued refinements to our prevention, reporting, and support efforts will emphasize the Department's message that sexual violence will not be tolerated.



Gilbert R. Cisneros, Jr.

Attachment:
As stated

Attachment

Prevention Activity Evaluation Plan and Logic Model Components

The main components of the Evaluation Plan and Logic Model are described below:

1. The **Evaluation Narrative** describes the plan for evaluating a select prevention activity. Not every prevention activity within the comprehensive plan requires an evaluation. Instead, focus the evaluation on select activities that are: (a) expected to be high impact or produce change in sexual assault/sexual harassment or other forms of violence; (b) innovative; and (c) of high interest to your Academy. This will include at least three prevention activities that are being implemented or are ongoing in the next Academic year. The Evaluation Narrative will include the following components:
 - a. **Program/prevention activity description:** briefly summarize the major prevention activities being evaluated. Note whether the activities are evidence-based or innovative.
 - b. **Evaluation purpose:** provide a short description of the scope, focus, and goal of the evaluation. This section will include evaluation questions.
 - c. **Evaluation design:** describe the methods and data sources that will be used for the evaluation. This section will include the indicator(s) being measured, as well as data sources. Academies may need to establish workgroups to determine what data are available and what remains to be collected to properly assess prevention activities.
 - d. **Data analysis plan:** describe plans for analyzing the evaluation data. Analysis plans should address how Academies intend to assess the relative impact of the prevention activity and how this will be used to inform the overall comprehensive approach. The plans for continuing and discontinuing prevention activities should be outlined in this section.
 - e. **Dissemination plans:** briefly describe the approach to translating, communicating, and disseminating the results of the evaluation and facilitating the use of lessons learned. The role of the prevention integrating bodies should be clearly outlined.
 - f. **Evaluation timeline:** the evaluation timeline identifies what evaluation activities will be conducted by when, and by whom, and what resources will be needed. This should include a timeline for baseline and follow-up data collections. The data collection timeline should ensure, to the extent possible, the evaluation data capture the impact of the prevention activities. All documents (e.g., instruments, questionnaires) that will be used for assessing prevention activities should be included as appendices to the evaluation plan.
 - g. **Evaluation staffing plan:** identify, by name and position, the individuals who will be working on the evaluation.

2. The **Evaluation Logic Model** should specify the prevention activities and their anticipated short, intermediate, and long-term impacts on behaviors and outcomes. Academies are encouraged to develop separate logic models for each prevention activity in order to provide sufficient detail regarding expected impacts.