

## Sexual Assault Prevention & Response Victim Advocate Checklist

(Must be completed prior to beginning advocacy services.)

- 1. Complete 40-Hour Sexual Assault Victim Advocacy Training
- 2. Local Background Check done at Provost Marshal's Office (PMO): Local Records Check (1600) NAVMC 10482
- 3. Letter stating the date of your most recent National Agency Check (NAC) indicating the check is free from ANY disqualifying crimes. May be attained from your Security Officer, S-2, Career Planner, etc.
- 4. Complete DD Form 2950: Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) APPLICATION PACKET:  
<http://www.dtic.mil/whs/directives/forms/eforms/dd2950.pdf>
  - Ensure all information is filled out on page 2 and sign/date
  - Read page 4-5 and sign/date page 5
  - Fill out page 9, Recommendation from DoD Sexual Assault Response Coordinator, and have ready for your Sexual Assault Response Coordinator (SARC) to sign (Ensure you have your local background check and NAC certification letter for your SARC to view)
  - Fill out page 10, Recommendation From Supervisor and/or Senior Commanding Officer, and have your Supervisor or Commanding Officer sign and date
  - Copy of Sexual Assault Victim Advocacy Training Certificate stating 40-hours
  - Send information to:  
**Mail:** D-SAACP Review Committee  
c/o National Organization for Victim Assistance  
510 King Street, Suite 424  
Alexandria, VA 22314  
Or  
**Email:** [dsaacp@trynova.org](mailto:dsaacp@trynova.org) . The email must be sent from a .mil or other official government email address to be accepted.
- Once you have received your D-SAACP Certification confirmation number via email, proceed to the next step
- Appointment Letter signed by your Commanding Officer appointing you as a Uniformed Advocate (UVA)
- Meet with your SARC to receive turnover brief and binder
- Ensure that you give your SARC a copy of your training certificate, appointment letter, and a copy of your D-SAACP Certification
- Gain access to Headquarters' SharePoint site and UVA Workspace: Directions found in your training manual directly in front of the Take A Stand Instructor Guide

- Coordinate with the other UVAs in your unit to get a Command Photo and add to posters
- Prominently display posters in common areas, barracks, read boards, etc.
- Ensure that you continue your education to meet the requirements stated in MCO 1752.5B Chp 7, Pag 2. (7-1): 16 hours of annual refresher training; 32 CEUs needed for re-certification
- Coordinate with your unit SAPR VA staff to schedule and conduct all SAPR training requirements for your unit
- **When in doubt, call your SARC**