

Department of the Army
United States Army Garrison Grafenwoehr
Unit 28038
APO, AE 09112

IMEU-GFW-MWA

21 October 2005

MEMORANDUM FOR All Charge of Quarters (CQ) and Staff Duty Offices (SDO)

SUBJECT: Immediate response procedures in support of victims of sexual assault

1. Ensure the physical safety of the victim. Determine if the alleged assailant is still nearby and if the victim needs protection. Advise the victim of the need to preserve evidence (for example, by not bathing, showering, or washing garments).
2. Notify the **Sexual Assault Response Coordinator (SARC) at 476-3217 or 09662-833217** (*this number is accessible 24/7 with on-call personnel ready to respond immediately*), who will explain to the victim the victim advocacy services available. If a soldier requests to contact the SARC directly for a possible report of a **restricted reporting** of a sexual assault, do not inform any other person until the SARC has authorized it. This is particularly important with respect to chain of command. Do not inform Unit Commander or Command Sergeant Major/ First Sergeant or anyone else without getting clearance from the SARC. This process enforces the restricted reporting procedures. If the SARC authorizes 'informing', continue with the following steps.
3. Notify the Unit Commander or Command Sergeant Major/First Sergeant then notify the **Criminal Investigation Command (CID) at 475-7110 or 09641-837110 or Military Police (MP) at Graf 475-8319 / 09641-838319 or Vilseck 476-2890 / 09662-832890.**
4. Notify the **Medical Treatment Facility at Graf 475-7152 / 09641-837152 or Vilseck 476-2936 / 09662-832936)** during duty hours, after duty hours contact the MPs above to activate the medical personnel for support services.
5. Make appropriate administrative and logistical coordination for the movement of the victim to receive care. (Involve the minimum number of personnel possible and only on a need-to-know basis.)
6. Ask if the victim needs a support person (for example, a friend, victim advocate, chaplain, or other professional) to immediately join the victim.
7. Point of contact for this action is the SARC at DSN 476-3217 or 09662-833217, e-mail saprcoordinator@graf.eur.army.mil