



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



**PERSONNEL AND
READINESS**

NOV 22 2004

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
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DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES**

SUBJECT: Review of Administrative Separation Actions Involving Victims of Sexual Assault (JTF-SAPR-004)

This directive-type memorandum implements Section 577(b)(8) of the National Defense Authorization Act for Fiscal Year 2005, as part of the Secretary of Defense's comprehensive policy for the Department of Defense on the prevention and response to sexual assaults involving members of the Armed Forces. The comprehensive DoD policy is to address several matters, including a requirement for the review by appropriate authority of administrative separation actions involving victims of reported sexual assault.

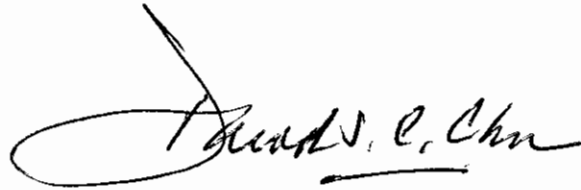
Circumstances associated with a reported sexual assault incident may ultimately result in a determination that the administrative separation of the victim is in the best interests of either the Armed Forces or the victim, or both. Regardless of the reason for initiating the separation action, each victim is entitled to a full and fair consideration of the victim's military service and particular situation. It is vital that all such separation actions and ultimate determinations be consistent and appropriate, and be viewed as such. Accordingly, all Military Services shall designate a level of command, commensurate with the maturity and experience needed, to review all administrative separation actions involving victims of sexual assault and to exercise the responsibilities involved.

All Military Services shall submit the proposed level of command identified, along with the rationale for the selection not later than 10 January 2005. My POC for this



action is Brigadier General K.C. McClain, Commander, Joint Task Force for Sexual Assault Prevention and Response.

This guidance establishes DoD policy on sexual assault matters. This memorandum is effective immediately. This and other sexual assault policies will be consolidated into a DoD issuance within 180 days.

A handwritten signature in black ink, appearing to read "David S. C. Chu". The signature is fluid and cursive, with a large loop at the beginning and a horizontal line underlining the name.

David S. C. Chu