



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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WASHINGTON, D.C. 20350-1000

SECNAVINST 1752.4 CH-1  
NPC-661F

JAN 22 1999

SECNAV INSTRUCTION 1752.4 CHANGE TRANSMITTAL 1

From: Secretary of the Navy  
To: All Ships and Stations

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE

Encl: (1) Revised page 2

1. Purpose. To change the due date for the annual sexual assault report.
2. Action. Remove page 2 and replace with enclosure (1) of this change transmittal.

A handwritten signature in cursive script, reading "Carolyn H. Becraft".

CAROLYN H. BECRAFT  
Assistant Secretary of the Navy  
(Manpower and Reserve Affairs)

Distribution:  
SNDL Parts 1 and 2

2 July 1996

reported under the DON's Family Advocacy Program.

d. This instruction is not intended to, and does not, create any entitlement, cause of action, or defense in favor of any person arising out of a failure to accord to a victim the assistance outlined in this instruction. No limitations are hereby placed on the lawful prerogatives of the DON or its officials.

4. Action

a. Chief of Naval Operations/Commandant of the Marine Corps shall:

(1) Establish an Integrated Database (IDB) to capture and track reported incidents of sexual assault against persons who are over the age of 18 who are not married to their alleged perpetrators, and to track subsequent investigative and/or legal actions as defined in enclosure (2). This database will provide policy makers, developers of training, and other key leadership personnel with reliable statistical information to quantify and categorize incidents, as well as to analyze the effectiveness of policies, training, and the command climate with relation to the identification and prevention of sexual assaults.

(2) Establish policy and procedures by which the sexual assault incident information contained in appendix A to enclosure (2) will be collected, reported, and entered into the DON IDB.

R) (3) Provide an annual report to SECNAV by 31 January for the preceding fiscal year, using the format in enclosure (3).

(4) Develop and conduct a sexual assault awareness and prevention program at both junior and senior levels, and at key career progression points (officer and enlisted) for all service members. Training will be commensurate with a member's seniority and level of command responsibility/supervision.

(5) Establish a sexual assault victim assistance program that maximizes coordination of local resources, provides victim advocates, and minimizes re-victimization.

(6) Ensure installation commanders provide the safest possible environment for all service members, with particular emphasis on proper street lighting, enhanced barracks safety and base security, and the responsible use of alcohol on board Navy and Marine Corps installations. This environment also requires diligent efforts by commanders to provide protection for victims from alleged perpetrators and a command climate that encourages the reporting of sexual assaults without fear of reprisal.

(7) Maximize cooperation between law enforcement and victim advocate personnel.

b. Director, Naval Criminal Investigative Service (NCIS) and Director, Marine Corps Criminal Investigation Division (CID) have key roles in management of sexual assault cases and shall:

(1) Provide technical guidance and training for military security forces and DON civilian law enforcement personnel involved in prevention of, and response to, sexual assault. In order to keep re-victimization to a minimum, appropriate training in understanding sexual assault victims' needs and concerns shall be an essential component of this guidance and training.

(2) Provide training in the sensitive handling of sexual assault victims in both the Special Agent Basic Training course and in-service criminal investigative courses. Include in the Special Agent Basic Training course a review of Federal statutes and Navy and Marine Corps policies regarding the handling of sexual assault victims. Ensure all criminal investigators are included in the in-service training.

(3) Ensure that Naval Criminal Investigative Service Resident Agencies (NCISRAs) and Marine Corps Criminal Investigation Division Offices (CIDs) provide necessary information to the appropriate command data collection coordinator to allow accurate completion of sexual