

General Screening Requirements

Overview:

- Must be a GS 7, E-4, O-2 or O-1E and above
- Must be 21 years of age
- Career fields that are ineligible:
 - Members on G-Series orders
 - First Sergeants
 - Chief Master Sergeants
 - Individuals assigned with or working in:
 - law enforcement or investigations (to include administrative or training personnel assigned to SFS or AFOSI)
 - The Office of the SJA, SVC, or ADC
 - Healthcare providers involved in direct patient care
 - Equal Opportunity
 - Office of the Wing Chaplain or equivalent
 - Firefighters
 - Emergency technicians
 - Inspector General
 - Instructor
- No convictions of sexual assault, sexual harassment, unprofessional relationships, physical abuse, child abuse, substantiated complaint of reprisal/retaliation/abuse of authority
- No record of court-martial, non-judicial punishment, negative LOR, negative LOC, or LOA within the previous 5 years
- Received favorable ratings in all areas of the past three performance report
- Have, at a minimum, a Tier 2 background check or Secret and above security clearance in the last 5 years
- Other criteria will be covered during application, interview, and on-going reassessment process.

WPAFB SAPR Team

SARC: April Barrows

Deputy SARC: Capt William Bolton

Victim Advocate: Annamae Willis

SAPR Office Location



The WPAFB SAPR Office is located in Building 70, Door 10. We are co-located in the same door as Equal Opportunity and the Special Victims Counsel.

Contact Information

Phone: (937) 257-7272

E-mail: 88abw.cvk@us.af.mil



**WRIGHT-
PATTERSON
AFB SEXAUL
ASSAULT
PREVENTION
& RESPONSE
VOLUNTEER
VICTIM
ADVOCATE
PROGRAM**



Updated July 2019

What is a Victim Advocate (VA)?

Military or Civilian members who are selected, trained, and credentialed. VAs provide non-clinical crisis intervention, referral, and ongoing non-clinical support to adult sexual assault victims. The VVA provides liaison assistance with other organizations, agencies on victim care matters, and reports directly to the SARC when performing victim advocacy duties.

What does the application process look like?

1. Potential volunteer contacts SAPR office via e-mail to express interest.
2. SAPR staff sends screening questionnaire to applicant.
3. Applicant answers and returns questionnaire to SAPR office.
4. If applicant meets requirements, SAPR office sends application package to the potential volunteer.
5. SAPR office schedules interview with applicant when paperwork is returned.
6. After interview, potential volunteer is notified of acceptance or denial of attendance to the Initial Volunteer Victim Advocacy Course.
7. After completion of the Initial Volunteer Victim Advocacy Course and approval from SARC, applicants must submit application for and be approved to hold the D-SAACP certification through the National Organization for Victim Assistance (NOVA).

Initial Volunteer Victim Advocacy (VVA) Course

All new volunteers are required to attend and successfully complete the Initial Volunteer Victim Advocacy Course that is held by the local SAPR Office. The initial course is 40 hours and completed in one week (Monday-Friday); volunteers must attend all 40 hours to earn the certificate. Wright-Patt SAPR Office hosts courses throughout the year with limited seating per class.

Topics include but are not limited to:

- Case Management Group
- Communication and Briefing Skills
- Confidentiality
- Ethics
- Helping Skills
- History of Sexual Assault and SAPR
- Reporting Options
- Trauma

Additional Requirements for VVAs

- 5 on-call shifts a year
(Shifts: Monday to Friday & Friday to Monday; exceptions include holidays and family days)
- 7 tables & briefings a year
- Required monthly meeting for one hour
- Participation in the Case Management Group meeting may be required.

D-SAACP Certification

All volunteers and full-time staff members of the SAPR Office are required to obtain and maintain the Department of Defense Sexual Assault Advocate Certification Program (D-SAACP). This certification allows SARCS, SAPR VAs, and volunteers to function in the capacity of a victim advocate with confidentiality as outlined in AFI 90-6001, DoDI, 6495.01, 6495.02 & 6495.03, and MRE 514.

Initial certification:

Volunteers must meet all requirements as outlined within AFI 90-6001, DoDI 6495.01, 6495.02, & 6495.03. They must successfully complete the Initial Volunteer Victim Advocacy Course, be appointed by their commander and the local SARC.

Ongoing active certification:

Volunteers must continue to meet all requirements as outlined within AFI 90-6001, DoDI 6495.01, 6495.02, & 6495.03. They must maintain active participation throughout the year in order to remain a volunteer.

Renewal of certification:

D-SAACP certifications must be renewed every 2 years.

32 continuing education units are required to be completed every two years:

- 30 hours of *prevention and victim advocacy* courses in topics relevant to their role as a VVA. Training courses are not limited to sexual assault advocacy and could be more general victim advocacy and prevention.
- 2 hours of approved victim advocacy *ethics* training.