

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE**

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 36-6001**

7 MARCH 2013

Personnel



**SEXUAL ASSAULT PREVENTION AND
RESPONSE OFFICE (SAPRO) STUDENTS
AGAINST SEXUAL ASSAULT AND
HARASSMENT (SASH) PROGRAM**

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This instruction implements AFI 36-6001, *Sexual Assault Prevention and Response (SAPR) Program*, Section 2A, by increasing effective access of SAPRO services to students and by establishing a standardized policy and procedures for the SASH Program at Goodfellow Air Force base and the Presidio of Monterey (PoM). This instruction applies to all technical training courses located at Goodfellow Air Force Base and the PoM. It also applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) members attending training at Goodfellow Air Force Base and the PoM. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records*, and disposed of according to the Air Force Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims/cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

1. Purpose.

1.1. Teal Aiguillettes. AETC installations use aigillettes to differentiate various leaders within the student population as outlined in AETCI 36-2216, *Administration of Military Standards and Discipline Training*. The introduction of the teal aiguillette/rope to the 17 TRW will identify enlisted Air Force members who have completed additional SAPR training and can provide information and connect students with installation SAPR services. The teal aiguillette is a visible reminder of the availability of the program to all students assigned to the 17 TRW.

2. Introduction.

2.1. The 17 TRW SASH Program is a commander's program. The commander's emphasis on the importance of preventing and reporting sexual assaults, both at the wing and unit level, drives the level of effort dedicated to a successful SAPR program. The SASH Program is managed by the SAPRO, specifically, the Sexual Assault Response Coordinator (SARC).

3. Assignment Requirements.

3.1. All SASH members will participate in a one-hour training session taught by the SARC and will report to the SARC when performing the duties of a SASH member. Any SASH member who completes the required training and maintains academic and disciplinary standards outlined by their Training Group and **Attachment 2** will wear the teal aiguillette/rope in accordance with AETCI 36-2216.

3.2. The SASH program is open to enlisted students in the 17 TRW.

3.3. The teal rope indicates students who are active in the program.

3.4. Teal ropes will be distributed to SASH members who score a 90% or higher on the SASH/SAPRO examination and undergo a four-week probation period. This is to ensure that SASH members understand the SAPR mission and can answer questions about the program's policies and services.

4. Wing Commander.

4.1. The Wing Commander (WG/CC) will support the SASH Program as part of the overall implementation of local sexual assault prevention and response programs in accordance with AFI 36-6001.

5. Training Group Commanders.

5.1. The Training Group Commanders will support the SASH Program as part of the overall implementation of local sexual assault prevention and response programs in accordance with AFI 36-6001.

6. Military Training Leaders (MTL).

6.1. MTLs will review SASH applications and submit them to SAPRO with recommendations or justifications for non-recommendation.

6.2. Inform SAPRO of academic and disciplinary issues affecting students' participation in the SASH Program.

7. Unit Commanders.

7.1. Unit/Squadron Commanders will support the SASH Program as part of the overall implementation of local sexual assault prevention programs in accordance with AFI 36-6001.

7.2. Each unit/squadron will have access to a minimum of one SASH member.

8. Sexual Assault Prevention & Response Office (SAPRO).

8.1. Manages the installation SASH program and is responsible for program operations.

8.2. Coordinates with Training Groups to monitor SASH members' academic and disciplinary standing.

8.3. Conducts initial training, coordinates meetings, distributes applications, interviews applicants and provides information regarding the program to individuals interested in becoming SASH members.

8.4. Issues and collects teal aiguillettes.

8.5. Works closely with the Training Groups to provide oversight and leadership of the SASH program.

8.6. Advertises the program to Airmen and distributes applications to interested students.

8.7. Briefs all students and permanent party personnel during in-processing on the designation and purpose of the teal aiguillettes.

9. Program Requirements.

9.1. SASH members cannot hold a formal leadership position within the unit because members of the chain of command may not assist someone in making a confidential restricted report to SAPRO.

9.2. If the SAPRO or Training Group staff is made aware of conduct unbecoming of a SASH member, the SARC will counsel the member and take appropriate action, including the removal of the individual from the program.

9.3. SASH members may assist the SAPRO staff with various SAPRO-sponsored activities on a voluntary basis.

10. SASH Members.

10.1. All SASH members are required to attend an initial SASH training session, along with any other required SASH meetings where additional training may occur. Members are required to spend a minimum of 2 hours per month (including monthly meetings) participating in various SAPRO trainings, events, or activities.

10.2. To maintain proficiency in providing liaison services, SASH members are required to attend monthly meetings. If a SASH member misses more than three monthly SASH meetings without an excused absence, the SARC will counsel the member and take other appropriate action, to include removal from the program.

10.3. SASH members provide students with clear, accurate information on the avenues for reporting sexual assault, referring the student to SAPRO if additional information is needed. SASH members are not trained or certified counselors. SASH members will provide information and referral services only. They must have the hotline number on-hand to obtain

further guidance regarding any situation. SASH members act as a conduit between the student population and the SARC.

10.4. Inform SAPR of their graduation date 30 days in advance of graduation. SASH members are responsible for returning the teal aiguillette to their MTL prior to departing technical training. The SASH Liaison will collect all aiguillettes and return them to SAPRO.

10.5. SASH members serve as an example of good ethics/morals in words and actions. They should, at all times, conduct themselves in a manner that would maintain a positive perception and program integrity. SASH members must exemplify the Air Force Core Values: Integrity, Service, and Excellence. As representatives of the SAPRO staff, they should uphold the highest standards of professionalism as outlined in this instruction and the "Expectations and Guidelines" in [Attachment 2](#). SASH members will maintain professional decorum when volunteering in other capacities.

10.6. SASH members will promote the SAPR program and the benefits it offers to individuals who utilize SAPR services.

10.7. SASH members will brief SAPR prevention topics by the SARC at final formations, dorm meetings, etc.

10.8. SASH members will be supervised by the SAPRO and will assist as needed in various program areas and will follow the guidelines delineated in [Attachment 2](#).

10.9. All SASH members will abide by the SASH privacy pledge delineated in [Attachment 3](#).

11. Letter of Appreciation.

11.1. After successful completion of the minimum requirements of the program all Airmen will be eligible to receive a certificate and Letter of Appreciation (LOA). The certificate can be revoked for substandard duty performance and/or infractions of duty responsibilities while on or off duty. If requested, the SARC or designee can provide a recommendation to the gaining command's SAPRO for continuation as a SASH member or application to the Victim Advocate program.

12. Volunteer Projects.

12.1. When opportunities are available, the SAPRO will plan and execute various SAPRO and/or Integrated Delivery System events. SASH members volunteering for projects/events will be eligible to receive an LOA.

13. Program Efficiency.

13.1. Overview. The goal of the SASH program is to reduce the stigma associated with reporting sexual assault and to help create a training atmosphere free from sexual assault and harassment. Personnel working and interacting with the student population have the greatest access and are a direct link to the most at-risk population, those in the 18-25 year age group. The overall success or failure of the SASH program hinges on Non-Prior Service (NPS) students at the unit level.

13.2. Measurement. On a monthly basis, each SASH member will track the number of queries he or she has received and the number of contacts that have resulted in a sexual

assault report. SARC will gather and compile stats to reflect how effectively the SASH members are being utilized by the student population.

13.3. Program Effectiveness. The SARC will inform base leadership of program effectiveness. The SARC will provide trend information that may be useful for making informed decisions concerning the training environment. Individual questions may be added at base level to identify areas needing closer analysis.

MARK T. DAMIANO, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-6001, *Sexual Assault Prevention and Response (SAPR) Program*, 14 Oct 2010

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AETCI36-2216, *Administration of Military Standards and Discipline Training*, 6 Dec 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 1 Aug 1998

Abbreviations and Acronyms

LOA—Letter of Appreciation

MTL—Military Training Leaders

NPS—Non-Prior Service

PoM—Presidio of Monterey

SAPR—Sexual Assault Prevention and Response

SAPRO—Sexual Assault Prevention and Response Program Office

SARC—Sexual Assault Response Coordinator

SASH—Students Against Sexual Assault and Harassment

Attachment 2

SASH PROGRAM EXPECTATIONS AND GUIDELINES

1. Be a good example in word and deed.

A SASH member represents the SAPRO staff within the Military Training Flight. The position requires a high level of maturity, and students and Military Training Leaders must be able to trust their squadron's SASH member as a link to the SAPRO. Remaining a good example means examining your actions and words, and making sure your behaviors are congruent with your role as a SASH member.

2. Attend all regularly scheduled meetings.

This program requires initial training taught by the SAPRO staff. SAPRO will hold regular meetings and will provide advance notice either via e-mail or by class/MTL. **Meetings are mandatory. If not previously excused from meetings, SAPRO will issue a warning. Any further infraction will result in the suspension of teal aiguillette.**

3. Be a contact for SAPRO concerns.

SASH members are designated by the aiguillette they wear. Whenever an individual approaches you with a question or concern regarding sexual assault, follow the guidelines set forth in your training.

4. Find a place to volunteer your time.

Service is a keystone of the SASH program. SASH members actively serve base personnel and the community by donating the minimum of 2 hours per month participating in various activities. SASH members can volunteer their time by aiding the SAPRO staff and participating/assisting in other base or community activities.

5. Know the rules and follow them.

If someone makes sexually offensive remarks or attempts to isolate someone for a potential assault, SASH members will intervene as a bystander in a safe and non-confrontational manner.

6. Practice the Air Force Core Values and the Four Pillars of Comprehensive Airmen Fitness.

Display the Air Force Core Values at all times: *"Integrity first, Service before self, and Excellence in all we do,"* while promoting resiliency through the Four Pillars of Comprehensive Airmen Fitness: Mental, Physical, Social, and Spiritual.

7. Wear of teal aiguillette.

While in uniform, SASH members must wear their teal aiguillette. Wear of the aiguillette in service dress is optional. All SASH members will be in uniform or wear an approved SAPRO t-shirt when performing volunteer service at a SAPR- or SASH-sponsored event.

Attachment 3

SASH PRIVACY PLEDGE

SASH Privacy

I, _____, pledge to be an ambassador for the SAPR office.

I will actively aid in preventing sexual harassment and assault by providing feedback on the current training climate and assisting in creating and distributing prevention materials.

I will aid in assisting those who approach me by providing information about the SAPR office and its benefits as well as on-base referral agencies.

If approached by a peer, I will at no time ask an individual for details about his/her incident, nor will I keep the incident to myself. I will ensure the individual speaks with a member of the SAPR staff in order to provide a choice for the individual.

One Fight, Same Team. Hurts One—Affects All!

Signature

Date