



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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WASHINGTON DC 20350-1000

SECNAVINST 5420.198  
DON SAPRO  
1 March 2011

SECNAV INSTRUCTION 5420.198

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY SEXUAL ASSAULT ADVISORY COUNCIL

Ref: (a) SECNAVINST 1752.4A  
(b) SECNAVINST 5430.108

1. Purpose. To formally establish the Department of the Navy (DON) Sexual Assault Advisory Council (SAAC), chaired by the Under Secretary of the Navy with membership and processes defined herein.

2. Cancellation. Charter, Department of the Navy Sexual Assault Advisory Council, of 17 March 2009.

3. Scope and Applicability. The goals of the DON Sexual Assault Prevention and Response (SAPR) program are to reduce the incidence of sexual assault, improve support for victims of sexual assault, to promote a culture of gender respect and individual responsibility, and to identify programmatic best practices for preventing sexual assaults. The DON-SAAC provides a forum for senior leadership to periodically assess the implementation of the Navy and Marine Corps SAPR programs, learn about new initiatives, evaluate resources, and to ensure that DON has an overarching prevention strategy to reduce the incidence of sexual assault.

4. Background. The DON-SAAC actively engages key senior-level stakeholders in oversight of DON SAPR programs and in cultivating a Department-wide culture of gender respect where sexual assault is never tolerated. The structure and focus of DON-SAAC resemble those of the analogous Department of Defense (DoD) SAAC, which is a senior forum to oversee SAPR programs and prevention strategies, and to identify cross-cutting issues and solutions regarding sexual assault.

5. SAAC Membership. The DON-SAAC shall be composed of principal and advisory members as well as an executive secretary.

a. Principal members include:

- (1) Under Secretary of the Navy - DON-SAAC Chair;
- (2) Vice Chief of Naval Operations;
- (3) Assistant Commandant of the Marine Corps;
- (4) Director, Sexual Assault Prevention and Response Office;
- (5) Judge Advocate General of the Navy;
- (6) Chief of Naval Personnel - Executive Agent for Navy SAPR;
- (7) Director, Naval Criminal Investigative Service;
- (8) Commander, Naval Installations Command;
- (9) Chief, Bureau of Medicine and Surgery;
- (10) Deputy Commandant for Marine and Family Services;
- (11) Staff Judge Advocate to the Commandant of the Marine Corps;
- (12) Master Chief Petty Officer of the Navy; and
- (13) Sergeant Major of the Marine Corps.

b. Attendees as invited:

- (1) Office of the General Counsel;
- (2) Assistant Secretary of the Navy (Manpower and Reserve Affairs);
- (3) Chief of Chaplains;

- (4) Commander, Naval Reserve Command; and
- (5) Commander, Marine Forces Reserve.

c. The function of the DON-SAAC executive secretary shall be performed by DON-SAAC.

d. In addition to the members identified above, other personnel may be invited in an advisory capacity, as appropriate, based upon the topics to be discussed.

#### 6. DON-SAAC Procedures

- a. The DON-SAAC shall meet quarterly.
- b. Agenda topics will be predetermined.

#### 7. Responsibilities

- a. The DON-SAAC shall:

- (1) Advise the Secretary of the Navy (SECNAV) on Departmental SAPR activities and their effectiveness in preventing sexual assaults and in ensuring compassionate support of sexual assault survivors.

- (2) Provide a forum for senior-level stakeholder discussion and recommendations on issues and perspectives linked to the operational implementation of DON and DoD SAPR policy, new initiatives, and pending legislative proposals.

- b. Each DON-SAAC member shall provide summary updates of relevant activities under their cognizance for all DON-SAAC meetings.

- c. The executive secretary shall:

- (1) Coordinate the DON-SAAC agenda.

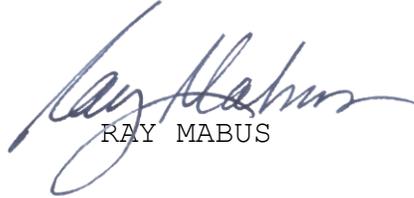
- (2) Publish the DON-SAAC agenda to members in advance of each meeting.

- (3) Control access to meetings and record all decisions, guidance, and directed actions.

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(4) Archive all briefs and feedback memorandums and make them available online to all members and their staff. Many of these archives will meet the definition of a Federal record. They must be managed per paragraph 8 of this instruction.

8. Records Management. All records created by this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.



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