MEMORANDUM FOR ASSISTANT SECRETARIES OF THE MILITARY DEPARTMENTS
FOR MANPOWER AND RESERVE AFFAIRS
DIRECTOR, DEPARTMENT OF THE NAVY SEXUAL ASSAULT
PREVENTION AND RESPONSE OFFICE
DIRECTOR, NATIONAL GUARD BUREAU MANPOWER AND
PERSONNEL DIRECTORATE

SUBJECT: Fiscal Year 2022 Data Call on the Safe-to-Report Policy

As directed in Section 539A of the William M. (Mac) Thornberry National Defense
Authorization Act (NDAA) for Fiscal Year (FY) 2021 and Under Secretary of Defense for
Personnel and Readiness Memorandum, “Safe-to-Report Policy for Service Member Victims of
Sexual Assault,” October 25, 2021, I request your assistance in obtaining FY 2022 data on the
use of the Safe-to-Report Policy. The Safe-to-Report Policy prescribes the handling of alleged
collateral misconduct involving a Service member who is the victim of an alleged sexual assault,
and is applicable to all members of the Armed Forces (including members of the Reserve
Components) and cadets and midshipmen at the Military Service Academies, and the National
Guard. The NDAA requires the development and implementation of “a process to track
incidents of minor collateral misconduct that are subject to the Safe-to-Report policy.” This data
call fulfills the tracking requirement.

The Military Departments and National Guard Bureau (NGB) shall complete the
enclosed “Safe-to-Report Data Call” spreadsheet utilizing the instructions provided. Each
organization should send a completed spreadsheet to its Sexual Assault Prevention and Response
(SAPR) office to forward to the Department of Defense Sexual Assault Prevention and Response
Office (DoD SAPRO) as outlined below. The Department of the Navy should prepare separate
reports for the U.S. Navy and the U.S. Marine Corps, and the Department of the Air Force
should prepare separate reports for the U.S. Air Force and U.S. Space Force. Safe-to-Report data
pertaining to NGB members who were on title 10 orders when the alleged collateral misconduct
was reported to the unit commander will be included in the reports provided by the Departments
of the Army and Air Force. Please do not provide any personally identifiable information in the
spreadsheets submitted to DoD SAPRO.

The Department’s Safe-to-Report Policy, published October 25, 2021, directed the
Secretaries of the Military Departments and the Chief, NGB to provide their Safe-to-Report
policies to DoD SAPRO within 180 days. Upon publication of your respective policy, each
Military Department and NGB shall begin to track Safe-to-Report data for the remainder of FY
2022, utilizing the enclosed data collection materials. DoD SAPRO will provide the data
collection materials in an electronic format to the Military Departments and NGB. The due date
for your respective SAPR offices to provide DoD SAPRO with FY 2022 Safe-to-Report data
(covering the period from Military Department/NGB Safe-to-Report policy publication date through September 30, 2022) is November 15, 2022.

Although your input will only cover a part of FY 2022, it will assist the Department in providing stakeholders with the most current Safe-to-Report data. As required, DoD SAPRO will prepare a separate FY 2023 Safe-to-Report Data Call. My point of contact and lead for this effort is Dr. Nathan Galbreath, Acting Director, DoD SAPRO. He is available to provide additional information as needed and may be reached at nathan.w.galbreath.civ@mail.mil, or (571) 372-2638. Your assistance in this matter is sincerely appreciated.

Gilbert R. Cisneros, Jr.

Attachments:
1. USD-PR Safe-to-Report Policy
2. Safe-to-Report Data Call Instructions
3. Safe-to-Report Data Call Spreadsheet