

SEXUAL ASSAULT MEMORANDUM EXAMPLE

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR Commander, U.S. Army Human Resources Command (AHRC-EPF-M), 1600 Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: Victim of Sexual Assault Statement for Administrative Separation

1. DoD Instruction 6495.02 and AR 600-20, Chapter 8, Sexual Assault Prevention and Response Program Procedures requires Soldiers being administratively separated to sign a statement answering the following questions:

a. Did you file an unrestricted report of a sexual assault in which you were a victim within the past 24 months? **YES** **NO**

b. If the answer to (a.) above is YES, do you believe that this separation action is a direct or indirect result of your sexual assault, or your reporting of the sexual assault?
YES **NO** **NA**

2. The point of contact for this memorandum is the undersigned at commercial **000-000-0000**.

Soldier's Signature Block

Note:

**Make a selection of YES/NO/NA in block 1a & 1b.
DELETE the option that does not apply to you.**