

SEXUAL ASSAULT MEMORANDUM EXAMPLE

LETTERHEAD

Office Symbol

Date

MEMORANDUM FOR Commander, U.S. Army Human Resources Command (AHRC-OPL-R), 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.