



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

CASCOM POLICY #21-34
9 September 2021

ATCL-CG (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Combined Arms Support Command and Fort Lee Policy Letter - Expedited Transfer Requests

1. References.

a. Department of Defense Instruction (DODI) 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures, 11 September 2020.

b. DODI 1325.07, Administration of Military Correctional Facilities and Clemency and Parole Authority, 19 August 2020.

c. Army Regulation (AR) 614-100, Officer Assignment Policies, Details, and Transfers.

d. AR 614-200, Enlisted Assignments and Utilization Management: Assignments, Details and Transfers.

e. AR 600-20, Army Command Policy, 24 July 2020.

f. ALARACT 013/2021, Additional Sexual Harassment/Assault Prevention Program Guidance: Expedited Transfers, 24 Month Sexual Assault Response Coordinator and Victim Advocate Stabilization, and SHARP Personnel Incentives, 22 February 2021.

g. ASD (M&RA) Memo, Revisions to the Monthly Case Management Group Meetings for Adult Sexual Assault Cases, 13 November 2019.

2. Purpose. Establish procedures for the staffing and approval or disapproval of expedited transfer requests, as defined in AR 614-200, paragraph 5-18; AR 614-100, paragraph 5-8; and ALARACT 013/2021 for all Soldiers and their family members assigned to Fort Lee or otherwise falling under the General Court-Martial Convening Authority (GCMCA) jurisdiction of the Commanding General, U.S. Army Combined Arms Support Command (CASCOM).

3. Responsibilities.

a. The intent of the expedited transfer policy is to address situations where a victim of a sex-related offense feels safe but uncomfortable, and to assist in the victim's recovery by expeditiously moving them to a new location. All commanders will review, in detail, the provisions for expedited transfer requests contained in AR 614-200, paragraph 5-18 (enlisted) and AR 614-100, paragraph 5-8 (officer). This review should be conducted as soon as practicable, to include any necessary discussions with legal advisors.

b. LTC/Battalion-level commanders will:

(1) Document receipt of the expedited transfer request; date and time will be annotated, representing the start of the 72-hour response period specified in the references.

(2) Consider requests for transfer or reassignment in an expedited manner. Expedited transfer procedures require that a commander make a determination and provide his or her reasons and justification on the transfer of a Soldier based on a credible report of sexual assault. It is Army policy that a presumption in favor of transferring or reassigning a sexual assault victim will be supported at his/her request, following that victim's credible unrestricted report of sexual assault. Credibility determinations will be made as soon as practicable, but not later than 24 hours after receiving the request for expedited transfer. The commander will review all available evidence provided by investigative organizations and consult with his or her legal advisor prior to making the determination.

(3) Soldiers may request an expedited transfer when they a victim of a sexual assault or related offense listed under UCMJ Articles 117a, 120, 120c and 130.

c. Approval authorities will:

(1) Provide a decision regarding the Soldier's request within 72 hours from the receipt of the Soldier's request. Requests for expedited transfer or reassignment must be endorsed by an O-5 or higher on DA Form 4187.

(2) Presume that a Solider who makes a credible report will receive some form of relief pursuant to their expedited transfer request. Consider potential relief in accordance with the factors provided in AR 614-200, paragraph 5-18(g) (enlisted) or AR 614-100, paragraph 5-8(g) (officers), as appropriate.

ATCL-CG (100)

SUBJECT: U.S. Army Combined Arms Support Command and Fort Lee Policy Letter - Expedited Transfer Requests

(3) Particular consideration will be given to those reporting Soldiers who are students in initial entry training courses (AIT or BOLC). The expedited transfer process does not authorize assignment to another MOS or career field. In addition to the consideration factors provided in the applicable regulation, resolution of expedited transfer requests from Soldiers in training must factor in: the specific desires and needs of victim, the presumed innocence of the alleged offender, the status of the criminal investigation, and the quality of the evidence already obtained. Additional legal advice should be obtained to ensure the intent of the expedited transfer policy is being met.

4. Approval/Disapproval Authorities.

a. Local moves within the same Army Command (ACOM).

(1) Approval Authority - lowest level commander exercising authority over both the losing and gaining unit, but not lower than the LTC/Battalion-level commander.

(2) Disapproval Authority - the first General Officer (GO) in the Soldier's chain of command.

b. Local moves outside the same ACOM. The approval and disapproval authority is the Commanding General, CASCOM, in his role as the senior mission commander.

c. Permanent Change of Station (PCS) moves.

(1) Recommendations for approval must receive concurrence from the first GO in the Soldier's chain of command before being forwarded to HRC for approval, the DA 4187 may be endorsed by the Battalion or Brigade-level commander after obtaining such concurrence.

(2) Recommendations for disapproval must receive concurrence from the Commanding General, CASCOM before being forwarded to HRC for disapproval, the DA 4187 may be endorsed the Battalion or Brigade-level commander after obtaining such concurrence.

d. Transfers to a different installation should be completed within 30 calendar days from the date the transfer is approved. Local moves should be completed within 1 week from the date the transfer is approved.

5. Expedited Transfers (Inbound).

a. Once the notification of an inbound expedited transfer sexual assault victim is received, the Brigade Sexual Assault Response Coordinator (SARC) for the receiving

ATCL-CG (100)

SUBJECT: U.S. Army Combined Arms Support Command and Fort Lee Policy Letter - Expedited Transfer Requests

unit will ensure the warm hand-off is completed, to include transfer of the case in the Defense Sexual Assault Information Database (DSAID).

b. The Brigade SARC will notify the CASCOM and Fort Lee SHARP PM and Lead SARC, via email, once the warm hand-off is completed and a SHARP VA has been assigned.

6. Expedited Transfers (Outbound).

a. The Brigade SARC will inform the CASCOM and Fort Lee SHARP PM and lead SARC no later than 24 hours from the date they receive the notification from HRC that a victim has been approved for transfer off of Fort Lee, VA.

b. The CASCOM and Fort Lee SHARP PM or Lead SARC will contact their counterpart at the gaining installation to obtain the gaining SARC's contact information and provide that information to the brigade SARC for a warm-handoff and case transfer in DSAID.

c. The losing Brigade-level commander must contact the gaining Brigade-level commander regarding the expedited transfer of a Soldier, if any of following applies: active criminal investigation, active legal proceeding, ongoing victim healthcare, or active SHARP victim support or services.

d. The SARC will inform the requesting Soldier about the potential impact of an expedited transfer on the investigation and court-martial, and will also explain to the victim about the need for introduction to the gaining SARC for determination of continuing services at the gaining installation.

7. Expedited Transfers (Family Members).

a. Soldiers may request an expedited transfer on behalf of an adult family member who is a victim of sexual assault or rape. The sexual assault or rape that is the basis for the transfer cannot have been committed by the Soldier requesting the transfer.

b. Requests for transfer of family members will be processed by Human Resources Command (HRC) as a compassionate reassignment request. The transfer will include the Soldier and the Soldier's family members should they desire to transfer.

8. This policy remains in effect until superseded or rescinded.

ATCL-CG (100)

SUBJECT: U.S. Army Combined Arms Support Command and Fort Lee Policy Letter - Expedited Transfer Requests

9. Points of contact are the SHARP Program Manager at (804) 765-2309/(804) 735-8549, the Sexual Assault Response Coordinator at (804) 734-6594/(804) 894-0029, or the Victim's Advocate at (804) 734-6498/(804) 683-8000.

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