

D-SAACP Applicant Instruction Sheet

Welcome to the D-SAACP!

The Department of Defense (DoD) is committed to providing a high quality response to sexual assault survivors. The DoD Sexual Assault Advocate Certification Program (D-SAACP) recognizes the critical support Sexual Assault Response Coordinators (SARC) and Sexual Assault Prevention and Response (SAPR) Victim Advocates (VA) provide to victims of sexual assault from initial report through case conclusion, or until the point the victim no longer requires assistance. SARCs and SAPR VAs certified through D-SAACP will join a growing field of certified civilian victim advocates who are trained and committed to upholding the highest standards of victim care and privacy.

Certification Requirements

To become certified, all applicants must complete DD Form 2950 as well as one of the NACP-approved 40 hour training courses. Submit DD Form 2950 and your training certificate to the National Organization for Victim Assistance (NOVA) via mail, work email, or Fax. (Please see submittal instructions below.) Click [here](#) for DD Form 2950, the Department of Defense Sexual Assault Certification Program Application. Click [here](#) for a list of NACP-approved courses.

You can also find useful information at the National Organization for Victim Assistance (NOVA)'s website: (<http://www.trynova.org/>).

All applicable parts of the form must be completed in their entirety. Depending on the position (SARC or SAPR VA) and the Level (I, II, III, or IV) you apply to, the requirements vary.

Levels

Four D-SAACP Certification levels are offered for SARCs and SAPR VAs—Levels I, II, III, and IV. The minimum eligibility requirements for each level are outlined on the

Application Form (page 2) of DD Form 2950. For help determining which level is appropriate for you, use NOVA's decision tree: <http://www.trynova.org/help-crime-victim/dsaacp/how-do-i-become-certified-as-a-d-saacp-advocate/>.

Deadline for Certification

All SARCs and SAPR VAs must be certified through the D-SAACP by the Congressional requirement of October 1, 2013 to provide sexual assault victim advocacy services. Applications are currently being accepted and will be reviewed in a quarterly and rolling basis. The deadlines for submitting applications for the quarterly D-SAACP Review Committee meetings are: 31 January, 30 April, 31 July and 31 October. **The last date you can submit an application and be certified to meet the Congressional requirement is 31 July 2013.**

Submitting the Application

Please send the completed DD Form 2950, along with your training certificate, by one of the below methods. NOVA will send **the applicant** a confirmation email within 5 days of receipt. If you do not receive confirmation within that timeframe, **please call the NOVA offices between 0900-1700 Eastern: 703-535-6621.**

Mail:

D-SAACP Review Committee
c/o National Organization for Victim Assistance
510 King Street, Suite 424
Alexandria, VA 22314

Email: dsaacp@trynova.org. The email must be sent from a .mil or other official government email address to be accepted.

Fax: 703-535-5500

Attn: D-SAACP Review Committee

Applicants do not need to submit any payment for D-SAACP Certification.