



## DEPARTMENT OF THE AIR FORCE AIR UNIVERSITY (AETC)

2 April 2025

Students:

Welcome to the In-Residence Sexual Assault Response Coordinator (SARC) Course, MAFHRMS 140-25C (28 April – 9 May 2025), delivered by Air University, Maxwell AFB, Alabama! Please read **ALL** information to prepare for this course.

**COURSE OBJECTIVES AND OVERVIEW:** The purpose of this course is to provide a basic understanding of SARC duties and responsibilities in the Air and Space Forces. It is designed to provide SARCs a foundational understanding of their roles and enhance capabilities in performing their duties.

**COURSE DATES AND TIME:** Course dates are Monday–Friday, 28 April – 9 May 2025. The class schedule will be located in Canvas, please review once you have access to Canvas. You should have access to the class in Canvas ***NLT 18 April 2025***.

**CLASSROOM LOCATION:** Class will be held at the Ira C. Eaker Center for Leadership Development (bldg. 1404), 525 Chennault Circle, Maxwell AFB, Alabama. Additional information and a map will be sent out closer to the class start date.

**STUDENT TRAVEL FUNDING LABEL for Defense Travel System (DTS):** Students are centrally funded and will be provided a Line of Accounting (LOA)/Cross Org. (\***EXCEPTION: Air Force Reserve Command** students are unit funded).

The LOA is **25 SARC 04 STU**. Our schoolhouse does *not* provide “Orders” to travel. Students must create orders in DTS for travel expenses. Please work within your unit to initiate appropriate TDY paperwork and approvals for Orders. Full per diem is authorized-no meals are provided. Rental cars are NOT funded by AU. Recommendation - consider inquiring with your unit regarding options for unit funded rental cars. Direct all questions regarding the Line of Account (LOA) to [tammy.stiles.2@us.af.mil](mailto:tammy.stiles.2@us.af.mil). PLEASE DO NOT DELAY in making travel arrangements or your registration could be deferred if cost exceeds AF threshold. If in doubt, please contact your base CTO office for assistance with air travel to the Montgomery Regional Airport. **\*\* Please ensure you have approved DTS orders prior to traveling.**

**LODGING:** Please ***DO NOT*** reserve lodging in DTS; ***however please DO add an estimated lodging costs to your DTS authorization (\$110 a night)***. We have a **ROOM BLOCK** for this course; you will receive a message with your lodging reservation

confirmation NLT one week prior to the start of the course. You will use your Government Travel Card (GTC) to pay for lodging and file the actual cost on your travel voucher for reimbursement. \*\*\*Students are **NOT AUTHORIZED** to procure lodging outside of the room block without Course Director approval.

**CANVAS ACCESS:** Course materials are located in Canvas. You “should” receive an automated message from Air University confirming your registration and information regarding the set-up of your Canvas/OKTA account **in the coming weeks**. A message will be sent to notify you when registration is completed. At that time, if you have not received the Canvas/OKTA automated message, please check your spam/junk folder.

**Once, notified, please ensure you can complete the set up and login to Canvas ASAP so any issues can be resolved prior to 18 April when the class will be available in Canvas.**

**\*\*The class WILL NOT be visible in Canvas until 18 April\*\***

1. Go to <https://a1-ims.okta.com/>
2. Sign in with CAC Card **or** Login/Password (per instructions sent in an automated message). If you have difficulties registering your CaC, please attend the username/password option.
3. Once you are in OKTA
  - Click on "My Apps" at the top left
  - Click on "AUE-Canvas" to view SAPR VA Class 25C

**\*\*Again, the class WILL NOT be visible until Fri, 18 April.**

**REQUIRED PRE-COURSE WORK: \*VERY IMPORTANT – Review this information now so you are prepared to complete all pre-course work on time.**

**Canvas Pre-Course Work – to be completed prior to the first day of class (again, you should have access to Canvas NLT 18 April)**

- a. **STEP 1: Pre-Course Information** – instructions/Air University Academic Policies
- b. **STEP 2: Pre-Course Assessment:** You must complete the Pre-Assessment prior to being able to access and complete the Pre-Reads/Pre-Read Quiz in Canvas. You will also take a Post-Assessment on your last day of class.
- c. **STEP 3: Pre-Reads:** The following is not a comprehensive list of all pre-read documents located in Canvas; however, this will give you a start on the pre-read materials. You do not need to memorize these materials, nevertheless having a general understanding will help you prepare for lessons presented during the course. \*\*There will be additional pre-read documents in Canvas once you have access (18 April).

Download and/or print copies of all pre-readings for this class. The documents will be available in your Canvas account and can be downloaded from <https://www.e-publishing.af.mil/Product-Index/> & <https://www.esd.whs.mil/DD/> or at the link located below:

**-DAFI 90-6001, IC GM 4 Sep 24, Sexual Assault Prevention and Response**

(SAPR) Program

-DoDD 6495.01, SAPR Program (updated 26 Mar 25)

-DoDI 6495.02, Vol 1 -SAPR Program Procedures (18 Mar 25)

-DoDI 6495.02, Vol 2 -SAPR Education & Training (18 Mar 25)

-DoDI 6495.02, Vol 3 – SAPR Retaliation Response for Adult SA Cases (26 Jul 24)

-DoDI 6495.03, Defense Sexual Assault Advocate Certification Program (D-SAACP) (28 Feb 20)

-DoDI 6400.07, Standards for Victims Assistance Services in the Military Community (18 Mar 25)

-DD Form 2910, Victim Reporting Preference Statement (*we will go over this form in the class, but please take a glance if you have not viewed it*)

-Latest Policy Updates: <https://www.sapr.mil/latest-policy-updates>

**DRESS: Military**—Uniform of the Day. **Civilians** - Business casual. \*Both Tuesdays are designated as “**Teal Tuesday**”. Military are authorized to wear business casual on “**Teal Tuesday**”. So please be sure to pack your **Teal**!

**REGISTRATION CANCELLATION REQUIREMENT:** Note: If a student drops two weeks or less from the class start date, cancellation without future enrollment prejudice will require a squadron commander/civilian equivalent approval. Requests should be sent to the Course Director, Ms. Tammy Stiles ([tammy.stiles.2@us.af.mil](mailto:tammy.stiles.2@us.af.mil)) for assistance.

We hope you will find this course one you will enjoy on both a professional and a personal basis. This is a great opportunity for you to learn *and* network with your peers. Please contact me if you need any assistance. We look forward to sharing this experience with you!

//SIGNED//

Tammy M. Stiles

Course Director, SARC & SAPR VA Courses

Ira C. Eaker Center for Leadership Development

DSN 493-9091

Email: [tammy.stiles.2@us.af.mil](mailto:tammy.stiles.2@us.af.mil)