

**SAMPLE FORMAT OF SEXUAL ASSULT MEMO**

**LETTERHEAD**

**Office Symbol**

**Date**

MEMORANDUM FOR Commander, U.S. Army Human Resources Command, 1600  
Spearhead Division Avenue, (HRC-OPL-R), Ft. Knox, KY 40122

SUBJECT: Victim of Sexual Assault Statement for Administrative Separation

1. DOD Instruction 6459.02 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**

2. The point of contact for this memorandum is the undersigned at (**phone number**) and (**email address**).

**First Name MI Last Name**  
**Rank, Branch**  
**SSN**