



**OFFICE OF THE SECRETARY OF DEFENSE  
SEXUAL ASSAULT PREVENTION  
AND RESPONSE OFFICE**

## **Maintain Memorandums of Understanding (MOU)**

### **DSAID Use Case Specification**

Version 1.6.3

# Table of Contents

1	Description	3
2	Actors	3
3	Pre-Conditions	3
4	Triggers	3
5	Basic Flow – Create MOU Record	3
6	Alternative Flows	4
6.1	Alternative Flow #1 - Retrieve Existing MOU	4
6.2	Alternative Flow #2 - Update Existing MOU	5
6.3	Alternative Flow #3 - Delete Existing MOU	7
7	Exception Flows	8
7.1	Exception Flow #1 - No MOU Found	8
8	Post Conditions	8
9	Extension Points	8
10	Special Requirements	8
11	Activity Diagram	8
12	References	10

# Maintain Memorandums of Understanding (MOU)

## 1 Description

This use case describes how a Sexual Assault Response Coordinator (SARC) maintains Memorandums of Understanding (MOUs) between the military base where the SARC is located and an off-base organization that provides support to victims of sexual assault incidents. This use case explains how the SARC enters and saves the MOUs in the Defense Sexual Assault Incident Database (DSAID) and also, how a SARC can update or delete an MOU from DSAID.

## 2 Actors

SARC

## 3 Pre-Conditions

UC17.1.1 SARC is logged into the system.

UC17.1.2 SARC information must be available in DSAID for retrieval.

UC17.1.3 Location Code information must be updated periodically and available in DSAID for retrieval.

## 4 Triggers

N/A

## 5 Basic Flow – Create MOU Record

UC17.2.1 The use case begins when the user selects to record a MOU.

Alternative Flow #1: Retrieve Existing MOU.

BR36 Only SARC can maintain a Memorandum of Understanding.

UC17.2.2 The system prompts the user to enter MOU data including but, not limited to the following:

Date of the MOU

Provider Organization

Type of Service

MOU in Place?

SYS153 The system shall prompt the user to enter MOU information when creating a new MOU record.

DR5.55 Provider Organization

DR5.56 Type of Service

DR5.57 MOU in place?

DR5.58 MOU Date

DBR143 MOU Date is only required when MOU in place? is "Yes".

DR5.59 MOU Status

DBR144 MOU Status is only required when MOU in place? is "Yes".

UC17.2.3 The user enters the MOU data.

UC17.2.4 The system validates the data entered by the SARC.

SYS154 The system shall validate the required data elements for creating or changing a MOU record.

DR5.55 Provider Organization

DR5.56 Type of Service

DR5.57 MOU in place?

DR5.58 MOU Date

DBR143 MOU Date is only required when MOU in place? is "Yes".

DR5.59 MOU Status

DBR144 MOU Status is only required when MOU in place? is "Yes".

SYS155 The system shall display a message indicating which validation rule failed for creating or changing a MOU record.

UC17.2.5 If all the validation rules are met, the system saves the MOU information and attaches the MOU record to the applicable SARC's assigned Location Code(s).

Otherwise go to Step 2.

SYS156 The system shall save a new or updated MOU record.

DR5.54 Provider ID

DR5.55 Provider Organization

DR5.56 Type of Service

DR5.57 MOU in place?

DR5.58 MOU Date

DBR143 MOU Date is only required when MOU in place? is "Yes".

DR5.59 MOU Status

DBR144 MOU Status is only required when MOU in place? is "Yes".

SYS157 The system shall attach the MOU record to the applicable SARC's assigned Location Code(s).

UC17.2.6 The use case ends.

## **6 Alternative Flows**

### **6.1 Alternative Flow #1 - Retrieve Existing MOU**

UC17.3.1.1 The user selects to retrieve an existing MOU.

SYS158 The system shall allow the user to retrieve an existing MOU record.

UC17.3.1.2 The system displays all available MOUs associated with the SARC's assigned Location Code(s) with the following information but not limited to:

Date of the MOU

Provider Organization

Type of Service

MOU in Place?

MOU Status

Alternative Flow #2: Update Existing MOU.

Alternative Flow #3: The user selects to delete an existing MOU.

Exception Flow: No MOU Found.

SYS159 The system shall display all MOU records that are associated with the SARC's assigned Location Code(s).

DR5.55 Provider Organization

DR5.56 Type of Service

DR5.57 MOU in place?

DR5.58 MOU Date

DBR143 MOU Date is only required when MOU in place? is "Yes".

DR5.59 MOU Status

DBR144 MOU Status is only required when MOU in place? is "Yes".

SYS160 The system shall allow the user to view an existing MOU record.

DR5.55 Provider Organization

DR5.56 Type of Service

DR5.57 MOU in place?

DR5.58 MOU Date

DBR143 MOU Date is only required when MOU in place? is "Yes".

DR5.59 MOU Status

DBR144 MOU Status is only required when MOU in place? is "Yes".

SYS326 The system shall sort the MOU records by MOU Date in descending order.

UC17.3.1.3 The use case ends.

## **6.2 Alternative Flow #2 - Update Existing MOU**

UC17.3.2.1 The user selects to update an existing MOU.

SYS161 The system shall allow the user to make a change to one or more data element(s) on a selected MOU record.

DR5.55 Provider Organization

DR5.56 Type of Service

DR5.57 MOU in place?

DR5.58 MOU Date

DBR143 MOU Date is only required when MOU in place? is "Yes".

DR5.59 MOU Status

DBR144 MOU Status is only required when MOU in place? is "Yes".

BR36 Only SARC can maintain a Memorandum of Understanding.

UC17.3.2.2 The user updates the following information as appropriate for the MOU:

Date of the MOU

Provider Organization

Type of Service

MOU in Place?

MOU Status

SYS161 The system shall allow the user to make a change to one or more data element(s) on a selected MOU record.

DR5.55 Provider Organization

DR5.56 Type of Service

DR5.57 MOU in place?

DR5.58 MOU Date

DBR143 MOU Date is only required when MOU in place? is "Yes".

DR5.59 MOU Status

DBR144 MOU Status is only required when MOU in place? is "Yes".

UC17.3.2.3 The system validates the data entered by the SARC.

SYS154 The system shall validate the required data elements for creating or changing a MOU record.

DR5.55 Provider Organization

DR5.56 Type of Service

DR5.57 MOU in place?

DR5.58 MOU Date

DBR143 MOU Date is only required when MOU in place? is "Yes".

DR5.59 MOU Status

DBR144 MOU Status is only required when MOU in place? is "Yes".

SYS155 The system shall display a message indicating which validation rule failed for creating or changing a MOU record.

UC17.3.2.4 If all the validation rules are met, the system saves the MOU information and attaches the MOU record to the applicable SARC's assigned Location Code(s). Otherwise go to Step 2.

SYS156 The system shall save a new or updated MOU record.

DR5.54 Provider ID

DR5.55 Provider Organization

DR5.56 Type of Service

DR5.57 MOU in place?

DR5.58 MOU Date

DBR143 MOU Date is only required when MOU in place? is "Yes".

DR5.59 MOU Status

DBR144 MOU Status is only required when MOU in place? is "Yes".

SYS157 The system shall attach the MOU record to the applicable SARC's assigned Location Code(s).

UC17.3.2.5 The use case ends.

### **6.3 Alternative Flow #3 - Delete Existing MOU**

UC17.3.3.1 The user selects to delete an existing MOU.

SYS162 The system shall allow the user to remove an MOU record.

BR36 Only SARC can maintain a Memorandum of Understanding.

UC17.3.3.2 The system prompts the user to confirm the deletion.

SYS163 The system shall require the user to confirm the removal of a MOU record if the record is in "Inactive" status.

SYS386 The system shall prompt the user to confirm the removal when an active MOU record is selected and requested to be removed.

SYS387 The system shall remove the selected active MOU record, upon user's confirmation that it is invalid or duplicate.

UC17.3.3.3 If the user confirms the deletion, the system deletes the MOU from DSAID.

Otherwise, the MOU is not deleted.

SYS164 The system shall remove a MOU record only when the user confirms the removal.

BR38 An inactive MOU record must be maintained for at least five (5) years, before the record can be removed.

UC17.3.3.4 The use case ends.

## **7 Exception Flows**

### **7.1 Exception Flow #1 - No MOU Found**

UC17.4.1.1 The system displays a message indicating no MOU is found.

SYS165 The system shall display a message indicating there is no MOU record to display.

UC17.4.1.2 The use case ends.

## **8 Post Conditions**

UC17.5.1 The MOU is successfully created, retrieved, updated, or deleted.

## **9 Extension Points**

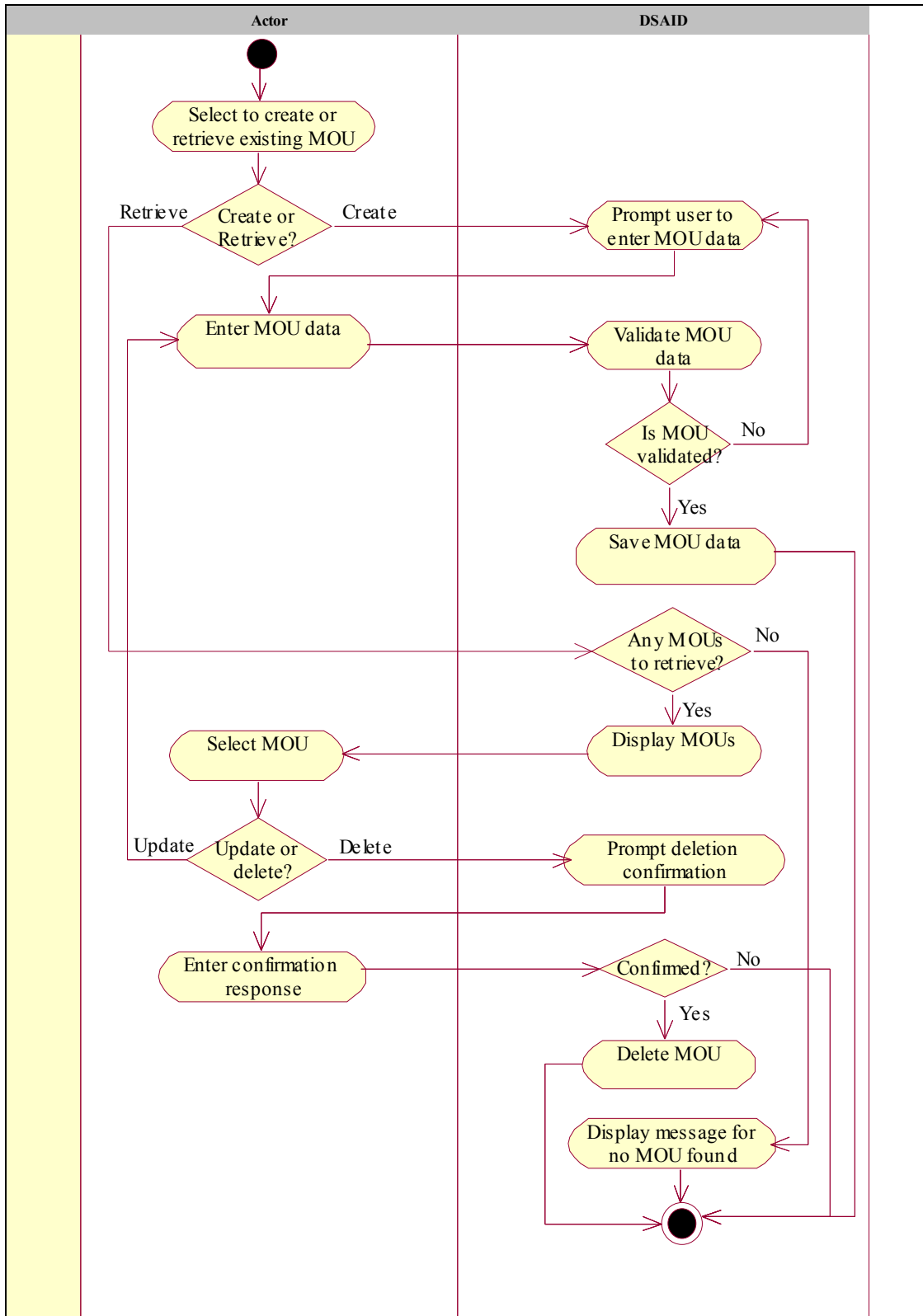
N/A

## **10 Special Requirements**

N/A

## **11 Activity Diagram**





## **12 References**

REF7 DoD SAPR Data Collection & Reporting System Concept Design Report

REF16 DoDI 6495.02 Section E3.2.10

Maintain liaison with civilian sexual assault victim resources. Where necessary, recommend that commands establish an MOU or support agreements with the appropriate local authorities and civilian service organizations to maximize cooperation, reciprocal reporting of sexual assault information, and/or consultation regarding jurisdiction for the prosecution of Service members involved in sexual assault.

REF17 DoDI 6495.02 Section E4.3.2.1

Whenever possible, military installations should have a formal MOU in place between military facilities and off-base, non-military facilities for the purpose of conducting a SAFE.