



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

Maintain SARC Profile

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 - Update SARC Profile	3
6	Alternative Flows	9
6.1	Alternative Flow #1 - Delete Inactive SARC Profile	9
7	Exception Flows	10
7.1	Exception Flow #1 - No Matching SARC Profile Found	10
8	Post Conditions	10
9	Extension Points	10
10	Special Requirements	10
11	Activity Diagram	10
12	References	12

Maintain SARC Profile

1 Description

This use case describes how SARC Profile for a SAPRO Analyst, a Sexual Assault Response Coordinator (SARC), a MAJCOM/Supervisor SARC, Service Sexual Assault Prevention and Response (SAPR) Program Manager or a Service System Manager is maintained. This use case explains how a SAPRO Analyst, SARC, MAJCOM/Supervisor SARC, Service SAPR Program Manager or a Service System Manager can update an existing SARC Profile, save the changes, and if necessary, delete an inactive SARC Profile.

2 Actors

SAPRO Super User
Service SAPR Program Manager
SAPRO Analyst
SARC
MAJCOM/Supervisory SARC
Service System Manager

3 Pre-Conditions

UC13.1.1 SAPRO Analyst, SARC, MAJCOM/Supervisor SARC, Service SAPR Program Manager or, Service System Service Manager is logged into the system
UC13.1.2 Location Code information must be updated periodically and available in DSAID for retrieval.

4 Triggers

N/A

5 Basic Flow - Update SARC Profile

UC13.3.3 If the user is a Service SAPR Program Manager or Service System Manager, the system provides the search SARC option with the following criteria:

SARC Name

SARC's assigned Location Code(s)

Extend to: <<Search Location Code Use Case>>

If the user attempts to update his/her SARC profile, go to step 5.

SYS112 The system shall allow the user to specify one of the following criteria in order to search for a SARC Profile: SARC Name, SARC's assigned Location Code or SARC ID (generated by DSAID).

DR5.1 SARC ID

DR5.4 SARC Last Name

DR5.5 SARC First Name

DR5.14 SARC Location Code

DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.

There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.

SYS367 The system shall allow a partial search on SARC's First Name and Last Name.

DR5.4 SARC Last Name

DR5.5 SARC First Name

BR30 Only the Service SAPR Program Manager or Service System Manager can update a SARC profile for anyone within the same Service Affiliation.

BR110 Every user who has a SARC Profile can update his/her own SARC profile.

BR125 Only the SAPRO Super User can update a SARC profile for a SAPRO Analyst.

UC13.3.4 The user specifies the search criteria.

UC13.3.5 The system displays a list of SARC Profiles found based on the search criteria with the following information, but not limited to:

SARC Name

SARC's assigned Location Code(s)

SARC Status

Exception Flow #1: No Matching SARC Found.

SYS113 The system shall search SARC Profiles by all matching criteria entered by the user.

SYS114 The system shall display a list of SARCs found based on the search criteria specified by the user, with the following information (but not limited to):

SARC Name, SARC's assigned Location Code and SARC Status.

DR5.1 SARC ID

DR5.2 SARC Status

DR5.4 SARC Last Name

DR5.5 SARC First Name

DR5.6 SARC Middle Name

DR5.14 SARC Location Code

DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.

There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.

SYS115 The system shall sort the found list of SARC Profiles by SARC Status and SARC Name in alphabetical order.

UC13.3.6 The user selects a SARC Profile.

SYS116 The system shall allow user to select a SARC Profile.

UC13.3.7 The system displays the existing information in the selected SARC Profile or in the SARC Profile of the user.

SYS117 The system shall display the existing SARC Profile selected by the user.

DR5.1 SARC ID

DR5.2 SARC Status

DR5.3 SARC Status Date

DR5.4 SARC Last Name

DR5.5 SARC First Name

DR5.6 SARC Middle Name

DR5.7 SARC Gender

DR5.8 SARC Type

DR5.9 SARC Affiliation

DBR71 SARC Affiliation is only required when SARC Type is "Military", "DoD Civilian", "DoD Contractor or "NG Technician Dual Status (NG Only)".

DR5.10 SARC Duty Status

DBR72 SARC Duty Status is only required when SARC Type is "Military".

DR5.11 SARC Reserve Service

DBR73 SARC Reserve Service is only required when SARC Duty Status is "Reserve".

DR5.12 SARC Pay Grade

DBR74 SARC Pay Grade is only required when SARC Type is "Military".

DR5.13 SARC Phone Number

DR5.14 SARC Location Code

DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.

There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.

DR5.15 SARC Location Name

DR5.16 SARC Assigned Unit UIC

DR5.17 SARC Assigned Unit Name

DR5.18 SARC Background Check Performed

DR5.19 SARC Background Check Date

DBR137 SARC Background Check Date is only required when SARC Background Check Performed is "Yes".

DR5.20 Required Initial SARC Training Completed?

DR5.21 Required Initial SARC Training Completion Date

DBR138 Required SARC Training Completion Date is only required when Required SARC Training Completed? is "Yes".

DR5.22 SARC Annual/Refresher Training Completed?

DR5.23 SARC Annual/Refresher Training Completion Date

DBR139 SARC Annual/Refresher Training Completion Date is only required when SARC Annual/Refresher Training Completed? is "Yes" for each instance.

DR5.65 SARC NG State Affiliation

DBR90 SARC NG State Affiliation is only required when SARC Duty Status is "National Guard" or SARC Type is "NG Technician Dual Status (NG Only)", "NG Technician Non-Dual Status (NG Only)", "NG Contractor (NG Only)" or "State Employee (NG Only)".

SYS425 The system shall display the user role for each SARC Profile.

UC13.3.8 The user selects to update the SARC Profile and status as appropriate.
Alternative Flow #1: Delete Inactive SARC Profile.

UC13.3.9 The system prompts the user to update SARC Profile information.

SYS106 The system shall allow the user to associate more than one Location Code for each SARC or MAJCOM/Supervisory SARC.

DR5.14 SARC Location Code

DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.

There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.

DR5.15 SARC Location Name

SYS118 The system shall allow the user to enter updated and/or additional SARC Profile information.

DR5.2 SARC Status

DR5.4 SARC Last Name

DR5.5 SARC First Name

DR5.6 SARC Middle Name

DR5.7 SARC Gender

DR5.8 SARC Type

DR5.9 SARC Affiliation

DBR71 SARC Affiliation is only required when SARC Type is "Military", "DoD Civilian", "DoD Contractor" or "NG Technician Dual Status (NG Only)".

DR5.10 SARC Duty Status

DBR72 SARC Duty Status is only required when SARC Type is "Military".

DR5.11 SARC Reserve Service

DBR73 SARC Reserve Service is only required when SARC Duty Status is "Reserve".

DR5.12 SARC Pay Grade

DBR74 SARC Pay Grade is only required when SARC Type is "Military".

DR5.13 SARC Phone Number

DR5.14 SARC Location Code

DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.

There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.

- DR5.16 SARC Assigned Unit UIC
- DR5.17 SARC Assigned Unit Name
- DR5.18 SARC Background Check Performed
- DR5.19 SARC Background Check Date
 - DBR137 SARC Background Check Date is only required when SARC Background Check Performed is "Yes".
- DR5.20 Required Initial SARC Training Completed?
- DR5.21 Required Initial SARC Training Completion Date
 - DBR138 Required SARC Training Completion Date is only required when Required SARC Training Completed? is "Yes".
- DR5.22 SARC Annual/Refresher Training Completed?
- DR5.23 SARC Annual/Refresher Training Completion Date
 - DBR139 SARC Annual/Refresher Training Completion Date is only required when SARC Annual/Refresher Training Completed? is "Yes" for each instance.
- DR5.65 SARC NG State Affiliation
 - DBR90 SARC NG State Affiliation is only required when SARC Duty Status is "National Guard" or SARC Type is "NG Technician Dual Status (NG Only)", "NG Technician Non-Dual Status (NG Only)", "NG Contractor (NG Only)" or "State Employee (NG Only)".

SYS341 The system shall populate the SARC Location Name based on the Location Code that is either manually entered or searched by the user.

- DR5.15 SARC Location Name

SYS397 The system shall allow the user to enter more than one set of Annual/Refresher training information for each SARC.

- DR5.22 SARC Annual/Refresher Training Completed?
- DR5.23 SARC Annual/Refresher Training Completion Date
 - DBR139 SARC Annual/Refresher Training Completion Date is only required when SARC Annual/Refresher Training Completed? is "Yes" for each instance.

BR31 There can be more than one Location Code associated with a SARC or MAJCOM/Supervisory SARC.

- DR5.14 SARC Location Code
 - DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.
 - There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.

- DR5.15 SARC Location Name

BR73 If a user manually enters the SARC Location Code, it must be one of the Location Codes maintained by DSAID.

- DR5.14 SARC Location Code
 - DBR108 If a user manually enters the Location Code, it must be one of the Location Codes maintained in DSAID.
 - There can be more than one Location Code associated with a Field Level SARC or a MAJCOM/Supervisory SARC.

BR111 Only Service SAPR Program Manager and Service System Manager can enter or update SARC Location, SARC Background check and SARC initial training information for SARC and MAJCOM/Supervisory SARC within the same Service.

BR112 SARC Location information is not required for SAPRO Analyst, Service SAPR Program Manager and Service System Manager.

BR113 SARC Annual/Refresher Training information is not required for SAPRO Analyst.

BR114 The SARC Profile Status can only be updated by Service SAPR Program Manager and Service System Manager for SARC and MAJCOM/Supervisory SARC within the same Service, or by SAPRO Super User for SAPRO Analyst.

UC13.3.10 The user enters updated information to the SARC Profile.

UC13.3.11 The system validates the entry.

SYS108 The system shall validate the SARC Profile information entered by the user.

SYS388 If the SARC Status is being updated to "Inactive", the system shall check if there are any DSAID cases (victims) that are only assigned to the SARC being deactivated, if applicable.

SYS389 If there is any DSAID case(s) that is only assigned to the SARC being deactivated, the system shall display a message indicating that the SARC cannot be deactivated, list the DSAID Control Number(s) of these DSAID case(s) and transfer of these cases to another SARC(s) is required before deactivating this SARC. The message shall also indicate that a notification will be sent to the Service SAPR Program Manager regarding the SARC deactivation.

SYS395 The system shall require the user to acknowledge the message and change the SARC Status back to "Active", if applicable.

UC13.3.12 If all the validation rules are met, then the system saves the SARC Profile information.

Otherwise go to Step 7.

SYS109 The system shall save the SARC Profile information.

SYS333 The system shall capture the system date for "SARC Status Date" when "SARC Status" is updated.

DR5.2 SARC Status

DR5.3 SARC Status Date

SYS390 If there is DSAID case(s) that are only assigned to the SARC, the system shall prevent the user from updating the SARC Profile to "Inactive" status, if applicable.

SYS391 If a SARC status is updated to "Inactive", the system shall disassociate the SARC from the assigned DSAID case(s).

DR5.2 SARC Status

SYS396 The system shall include the required information in the notification to the Service SAPR Program Manager and also indicate the case(s) listed requires a transfer to another SARC(s) before deactivating the SARC.

DR1.4 Victim Number (DSAID Control Number)

DR5.1 SARC ID
DR5.4 SARC Last Name
DR5.5 SARC First Name

SYS399 The system shall discontinue the case transfer notification to the Service SAPR Program Manager once the SARC subject to the notification has been deactivated.

SYS427 When a SARC profile is updated, the system shall also update the corresponding information in the user account.

SYS428 The system shall capture the SARC Status Date every time the SARC Status is changed.

UC13.3.13 The use case ends.

6 Alternative Flows

6.1 Alternative Flow #1 - Delete Inactive SARC Profile

UC13.9.1.1 The system prompts the user to confirm the deletion.

SYS119 The system shall prompt the user for confirmation of removing a SARC Profile.

BR115 Only Service SAPR Program Manager or Service System Manager can remove a SARC Profile for SARC and MAJCOM/Supervisory SARC within the same Service.

BR116 Only SAPRO Super User can remove a SARC Profile for SAPRO Analyst.

UC13.9.1.2 If the user confirms the deletion, the system deletes the inactive SARC Profile from DSAID.

Otherwise, the SARC Profile is not deleted.

SYS120 The system shall allow the user to remove only an "Inactive" SARC Profile from DSAID.

SYS121 The system shall remove an inactive SARC Profile from DSAID upon user confirmation.

SYS429 Once a SARC Profile is removed from DSAID, the system shall also remove the corresponding user account.

BR32 SARC Profile must be maintained for no less than five years, as inactive status, before a SARC Profile can be removed.

UC13.9.1.3 The use case ends.

7 Exception Flows

7.1 Exception Flow #1 - No Matching SARC Profile Found

UC13.4.1.1 The system displays a message indicating no matching SARC Profile is found.

SYS335 The system shall display a message indicating there is no matching SARC Profile found.

UC13.4.1.2 The use case ends

8 Post Conditions

UC13.5.1 The SARC Profile is updated or deleted successfully.

UC13.5.2 The corresponding user account of the SARC profile is updated or deleted successfully.

9 Extension Points

UC13.6.1 Search Location Code Use Case

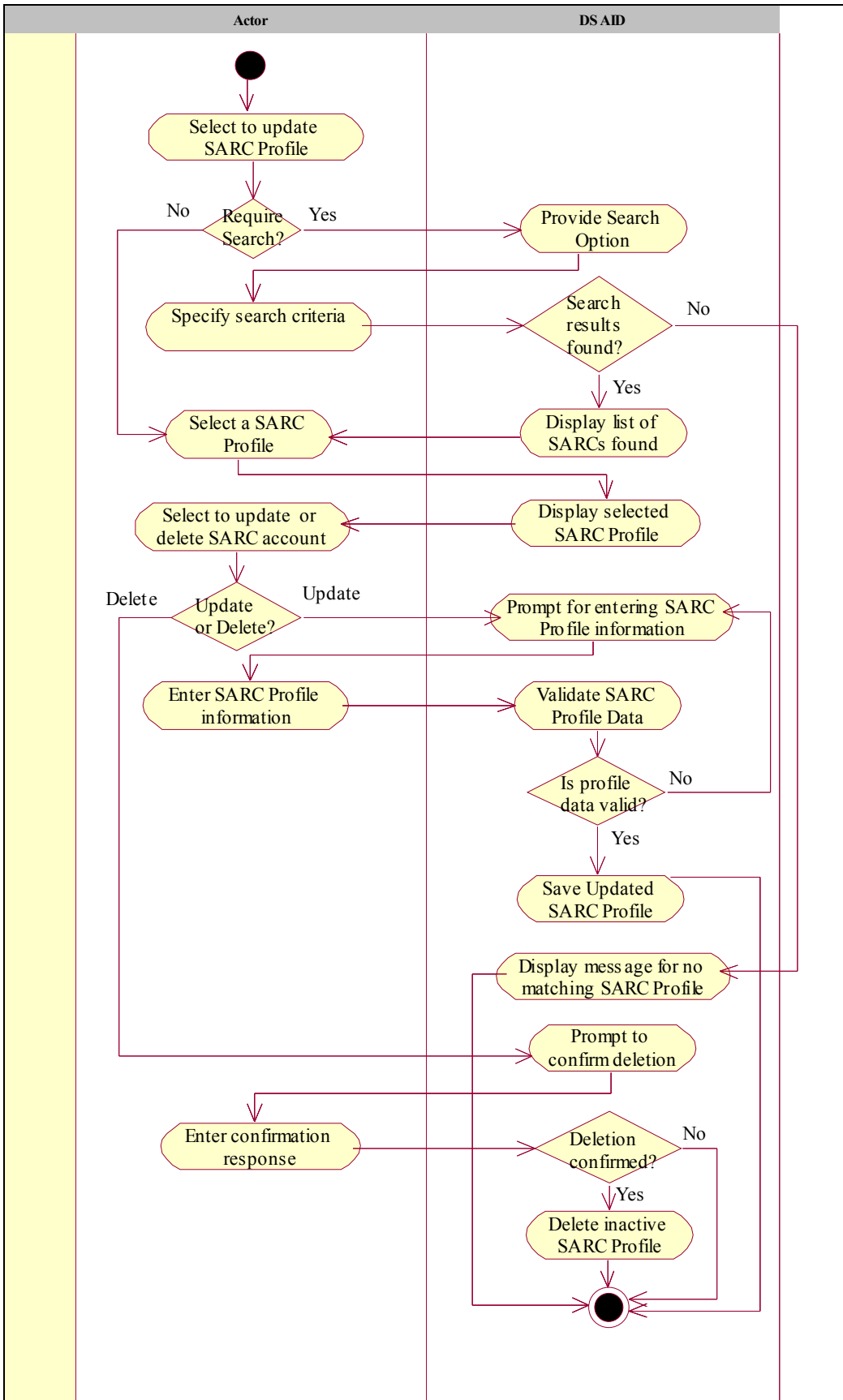
10 Special Requirements

UC13.7.1 The user account for SAPRO Super User must be deactivated by DSAID System Administrator.

UC13.7.2 Every DSAID user's User Role(s) must be updated by DSAID System Administrator.

UC13.7.3 SAPRO Super User Profile shall be created by DSAID system admin and shall be assigned with both SAPRO Analyst role and SAPRO Super User role.

11 Activity Diagram



12 References

REF7 DoD SAPR Data Collection & Reporting System Concept Design Report

REF8 DoDI 6495.02 Section E3.2.1.1.

Establish the position of the SARC.

REF10 DoDI 6495.02 Section E3.2.5.2.4

Serve as the single point of contact (POC) to coordinate community sexual assault response when a sexual assault is reported. The SARC shall assist the senior commander to ensure victims of sexual assault receive the appropriate responsive care.