



# CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-J1-SAPR  
DISTRIBUTION: A

CNGBI 1300.01  
16 July 2016

## SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard (NG) Sexual Assault Prevention and Response (SAPR) Program for NG Title 32 (T32) members, and eligible civilians and dependents in accordance with (IAW) references a, b, and c.

2. Cancellation. None.

3. Applicability. This instruction applies to all elements of the NG.

4. Policy. It is NG policy to create a culture free of sexual assault through prevention techniques, education and training, response capability, victim support, reporting procedures, and appropriate accountability that enhances the safety and well-being of all victims of sexual assault IAW references a and b.

a. The NG SAPR Program:

(1) Provides 24 hours, 7 days per week cross-Service joint response capabilities with trained and certified SAPR personnel and other responders, such as Special Victims' Counsel (SVC), chaplains, and healthcare providers.

(2) Provides care that meets the standards for victim assistance IAW reference d and is gender-responsive, culturally-competent, and recovery-oriented to sexual assault victims regardless of Service or Component affiliation.

(3) Standardizes SAPR requirements and terminology to include: Sexual Assault Response Coordinator (SARC), "SAPR Victim Advocate (SAPR VA)," and "Victim Advocate Coordinator (VAC)," and protocols, and guidelines focusing on

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awareness, prevention, and response for instructional materials, as appropriate.

(4) Prohibits coercion, retaliation, ostracism, maltreatment, and reprisal against victims of sexual assault, the alleged subjects, SAPR personnel, witnesses, or intervening bystanders IAW references a, b, and e.

(5) Ensures eligible sexual assault victims receive timely and responsive access to comprehensive healthcare (medical and mental healthcare) treatment, including emergency care and support services.

(6) Ensures Restricted and Unrestricted Reporting options are available to all eligible sexual assault victims.

(7) Releases confidential communications and information within a Restricted or Unrestricted Report only to individuals with an official need to know basis or as authorized by law IAW references a, b, f, and g.

(8) Prohibits the enlistment or commissioning of personnel in the Military convicted of a qualifying crime of sexual assault. No waivers are allowed.

(9) Offers a Guard member, who filed an Unrestricted Report of sexual assault, the opportunity to request a general officer review of the circumstances and grounds of a recommended involuntary separation within one year of final disposition of his or her sexual assault case IAW references b, h, and i.

(10) Processes Guard members not discharged for a conviction of rape, sexual assault, forcible sodomy, or an attempt to commit one of these crimes for administrative separation for misconduct IAW references b, i, and j.

(11) Ensures NG healthcare personnel on full-time duty status providing direct care to victims of sexual assault complete specialized responder training that includes trauma-informed care and healthcare services that are gender-specific, culturally competent, and recovery oriented.

b. Eligibility Requirements.

(1) Guard members who are victims of sexual assault, including members on a duty status IAW reference k, are eligible for SAPR services and may select the Restricted or Unrestricted Reporting option.

(2) Guard members who were sexually assaulted before enlistment or commissioning are eligible for SAPR services and may select the Restricted or Unrestricted Reporting option.

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(3) Guard member dependents who are at least 18 years old and were sexually assaulted by someone other than a spouse or intimate partner may receive SAPR services and limited healthcare services.

(a) Adult military dependents enrolled in TRICARE Reserve Select or TRICARE Young Adult will receive emergency care and treatment as specified in their plan IAW reference 1.

(b) Adult military dependents of Guard members on active duty over 30 days may file a Restricted or Unrestricted Report of sexual assault.

(4) State civilian employees (Competitive and Dual-Status technician) and State Active Duty Guard members are eligible for limited State benefits as defined by State law and may consist of limited healthcare services in the form of emergency care and limited SAPR services.

(5) Guard members sexually assaulted while performing active duty in Title 10 status are eligible to receive SAPR services from NG SAPR personnel upon return to T32 status after signing DD Form 2910, consenting the transfer of their case.

(6) Individuals not eligible for SAPR services IAW references a and b include:

(a) Guard member dependents who are at least 18 years old and were sexually assaulted by a spouse or intimate partner.

(b) Guard member dependents who are younger than 18 years old and sexually assaulted. Help is available through civilian Child Protective Services. Incidents of child sexual assault and abuse are subject to State-specific mandatory reporting requirements.


5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This is the initial publication of CNGBI 1300.01.

8. Releasability. This instruction is approved for public release; distribution is unlimited. Copies are available through <<http://www.ngbpdc.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon publication and must be reissued, cancelled, or certified as current every five years.

  
FRANK J. GRASS  
General, USA  
Chief, National Guard Bureau

Enclosures:

- A -- Responsibilities
- B -- References
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. Chief of the National Guard Bureau (CNGB). The CNGB will:
  - a. Liaise with the White House, Congress, Secretary of Defense (SecDef), Chairman of the Joint Chiefs of Staff, Secretaries of the Army and the Air Force (AF), and other offices within the Department of Defense (DoD) on matters related to sexual assault IAW reference j on behalf of National Guard Bureau (NGB).
  - b. Establish and implement SAPR policy and procedures for NG in a T32 status on behalf of and with the approval of the Secretaries of the Army and Air Force, and in coordination with the DoD Sexual Assault Prevention and Response Office (SAPRO), The Adjutants General (TAG), and the Commanding General of the District of Columbia NG IAW references a and b.
  - c. Direct the execution of SAPR training requirements IAW reference b.
2. Vice Chief of the National Guard Bureau (VCNGB). The VCNGB will serve as the NGB representative to the White House, SecDef, and other DoD agencies to address sexual assault issues under the authority of, and at the discretion of, the CNGB IAW reference m.
3. NGB Senior Enlisted Advisor (NGB-SEA). The NGB-SEA will:
  - a. Advise the CNGB and VCNGB on all enlisted matters affecting training, health of the force, and enlisted professional development related to SAPR.
  - b. Engage the enlisted force in creating an environment free of sexual assault.
4. Director of the National Guard Bureau Joint Staff (DNGBJS). The DNGBJS will advise the CNGB and VCNGB on all issues affecting the overall execution of the NG SAPR Program.
5. Director of NG-J1. The Director of NG-J1 will:
  - a. Serve as the NG principal authority on accountability, policy, and oversight for the SAPR Program on behalf of the CNGB to include T32 training development, strategic planning, and data management.
  - b. Represent NGB at SecDef meetings in the absence of the CNGB and VCNGB.

- c. Serve as the NG principal to the DoD SAPRO Integrated Product Team (IPT).
- d. Disseminate SecDef mandates, DoD SAPRO policies, and CNGB instructions, procedures, and plans for the NG SAPR Program to TAGs, and the Director of the Army National Guard (DARNG) and Director of the Air National Guard (DANG).
- e. Provide implementation oversight and monitor compliance with NG sexual assault policies, instructions, and procedures.
- f. Serve as a national-level liaison and collaborate with Federal and State agencies to facilitate partnerships to address SAPR issues.
- g. Strengthen collaboration between the NGB and the Services on sexual assault policies and procedures.

6. Chief of NG-J1-SAPR. The Chief of NG-J1-SAPR will:

- a. Serve as principle advisor to the CNGB, VCNGB, DNGBJS, and other NG leaders on all SAPR matters.
- b. Represent NGB at DoD SAPRO IPT in the absence of the NG-J1 Director.
- c. Provide advice and guidance to the Director of NG-J1 to verify compliance with statutory and regulatory guidelines IAW Office of the Secretary of Defense (OSD), DoD directives and instructions, and CNGB Issuances.
- d. Provide execution guidance to State leaders on NG SAPR Program management functions IAW with DoD established goals and objectives.
- e. Develop NG SAPR Program policies and procedures for implementation and operation of State SAPR Programs consistent with this instruction, CNGB manuals, and State laws.
- f. Determine program goals and courses of action, initiate projects, develop strategic initiatives, and coordinate programs for the NG SAPR Program.
- g. Coordinate with DoD SAPRO, Military Services, and NGB to establish:
  - (1) Policies to reduce sexual assault and streamline the process for reporting sexual assault.
  - (2) Procedures to support victims, investigative efforts, and all other aspects of the NG SAPR Program.

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- h. Serve as the O6 level NG representative on the DoD SAPRO IPT, White House Health of the Force Working Group, and other DoD-level working groups.
- i. Develop continuing, in-depth, and specialized T32 SAPR training for Commanders, senior enlisted leaders, SARCs, NG Joint Force Headquarters – State (NG JFHQs-State) VACs, SAPR VAs, and civilian personnel in compliance with reference b, and DoD SAPRO core competencies and learning objectives.
- j. Develop SAPR related responses and reports as required by DoD, to include the NG Annual SAPR Program review for inclusion in the DoD Annual Report to Congress on Sexual Assault in the Military.
- k. Designate a principal military or civilian Program Manager (PM) IAW reference n, who meets the DoD’s established minimum standards to qualify for selection, training, and certification for assignment.

7. NG-J1-SAPR Program Manager (PM). The NG-J1-SAPR PM will:

- a. Provide program continuity and subject matter expertise to advise the Chief of NG-J1-SAPR on all aspects of the NG SAPR Program.
- b. Represent NGB at DoD SAPRO IPT in the absence of the Chief of NG-J1-SAPR.
- c. Serve as the primary voting member of the Defense Sexual Assault Incident Database (DSAID) Change Control Board, and represent NGB on DoD SAPRO working groups and committees.
- d. Coordinate with DoD SAPRO, the Military Services staff offices, government agencies, and civilian agencies to communicate and, when applicable, determine the nexus to NG SAPR policies and procedures.
- e. Function as the primary point of contact (POC) for receiving and responding to DoD SAPRO regarding Safe Helpline inquiries and concerns.
- f. Serve as the liaison between NG-J1-SAPR and Army National Guard (ARNG) and Air National Guard (ANG) PMs.
- g. Oversee the operations of NG-J1-SAPR to ensure compliance with the NGB SARC and SAPR VA training requirements, execution of the Defense-Sexual Assault Advocate Certification Program (D-SAACP) certification standards, proper management of the DSAID, and accurate tracking of program metrics.

h. Prepare for and present briefings and point papers to NGB leaders on requested program elements.

8. Office of the National Guard Bureau Chief Counsel (NGB-JA). NGB-JA will:

a. Advise the CNGB, NG-J1, Chief of NG-J1-SAPR, and other NG stakeholders in the development and implementation of the NG SAPR Program.

b. Communicate with appropriate counsels' offices within the DoD, Military Services, ARNG and ANG on matters relating to SAPR, as necessary.

c. Maintain oversight of the Office of Complex Administrative Investigations and SVC Program in support of the NG SAPR Program.

d. Provide SVC contact information quarterly to NG-J1-SAPR to update NGB contact lists for the DoD Safe Helpline.

e. Provide and publish T32-specific first responder training for NG Judge Advocates IAW reference b.

9. NGB Inspector General (NGB-IG). NGB-IG will:

a. Communicate with appropriate Inspector General offices within the DoD, Military Services, ARNG, and ANG on matters relating to SAPR, as necessary.

b. Ensure processes comply with sexual assault policy by performing inspections when directed.

c. Identify non-compliance, analyze indicators of deficiencies, and identify responsibility for corrective action on problems related to sexual assault matters.

d. Report all findings on sexual assault matters to the directing authority.

e. Transfer the completed report on potential violations to the appropriate agency.

f. Investigate allegations of retaliatory personnel actions taken in response to making protected communications regarding sexual assault.

10. Office of the NGB Joint Surgeon General (NGB-JSG). NGB-JSG will:

a. Advise the CNGB on the physical and psychological health of sexual assault victims.



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- b. Communicate and coordinate with the Office of the Assistant Secretary of Defense for Health Affairs Defense Health Agency, Service Surgeon Generals, ARNG and ANG Surgeons' offices on matters relating to SAPR, as necessary.
- c. Communicate and coordinate with Psychological Health offices within the OSD, Military Services, ARNG, and ANG on matters relating to SAPR, as necessary.
- d. Establish goals for the Psychological Health Program to address the psychological needs of sexual assault victims and their families.
- e. Serve as the principle NGB representative at the DoD Psychological Health Council – Sexual Assault Advisory Group.
- f. Serve as the principle NGB representative for the Health Affairs – Women's Health Issues Working Group.
- g. Provide and publish T32-specific first responder training for NG healthcare personnel IAW reference b.

11. Office of the NGB Joint Chaplain (NGB-OC). NGB-OC will:

- a. Serve as the principal staff to advise the CNGBI on the spiritual health of sexual assault victims and their family members.
- b. Develop and implement standardized SAPR training for NG Chaplains and Religious Program Specialists, which meets DoD SAPRO core competencies and learning objectives IAW the training requirements in reference b.
- c. Communicate with appropriate Chaplain offices within the OSD, Military Services, ARNG, and ANG on matters relating to SAPR, as necessary.
- d. Provide State Chaplain's contact information to NG-J1-SAPR quarterly to update the NGB list of contacts for the DoD Safe Helpline.
- e. Provide and publish T32-specific first responder training for NG chaplains, chaplain assistants, and religious personnel IAW reference b.

12. Office of NGB Legislative Liaison (NGB-LL). NGB-LL will:

- a. Advise CNGBI on congressional activities and proposed legislation pertaining to sexual assault.
- b. Develop and maintain a sexual assault congressional engagement plan.

c. Facilitate communication with members and staff of Congress on sexual assault initiatives.

d. Respond to Congressional inquiries on NG SAPR Program matters in coordination with NG-J1-SAPR, and report those inquiries to senior leaders.

e. Identify pending SAPR-related issues that affect the NG and submit a report to NG-J1-SAPR semi-annually or as necessary.

f. Communicate with appropriate Legislative Liaison offices within the OSD, Military Services, ARNG, and ANG on matters relating to SAPR, as necessary.

13. Office of NGB Public Affairs (NGB-PA). NGB-PA will:

a. Develop a media campaign in coordination with NG-J1-SAPR to increase awareness of SAPR and disseminate to all NGB and NG entities.

b. Communicate with appropriate Public Affairs offices within the OSD, Military Services, ARNG, ANG, NG JFHQs-State, and Wings to deliver consistent SAPR messages, as necessary.

c. Coordinate with NG-J1-SAPR to respond to media inquiries related to sexual assaults within the NG, as needed.

d. Track and report on all high visibility SAPR-related media events.

14. DARNG and DANG. The DARNG and DANG will:

a. Assist the CNGB in carrying out the functions of the NGB as they relate to the ARNG and the ANG on all matters related to the NG SAPR program.

b. Implement the NG SAPR Program for non-federalized ARNG and ANG personnel in compliance with DoD publications, Service-specific requirements applicable to non-Federalized Guard members, and CNGB publications.

c. Establish and publish ARNG Regulations and ANG Instructions or other documents to address applicable Service-specific SAPR program requirements applicable to non-Federalized Guard members IAW reference o.

d. Respond to Congressional inquiries on sexual assault received through the Services in coordination with NGB-LL and NG-J1-SAPR, and notify senior leaders of the inquiries and responses.

e. Designate an office of primary responsibility (OPR) to serve as the direct link and primary POC to the DARNG and DANG or their designee on matters related to the ARNG and ANG SAPR Program.

f. Establish an ARNG and ANG SAPR Program office to execute the NG SAPR Program in compliance with DoD publications, Service-specific requirements applicable to non-Federalized Guard members, and CNGB publications.

g. Designate an OPR to confirm that all healthcare personnel facilitate an eligible member's access to emergency care and notify a SARC IAW reference b, if the victim has not already reported the incident to a SAPR staff member, when the member discloses he or she was sexually assaulted.

15. ARNG and ANG SAPR OPR: ARNG and ANG SAPR OPR will:

a. Provide functional oversight of the ARNG and ANG SAPR Program execution in compliance with DoD publications, Service-specific requirements applicable to non-Federalized Guard members, and CNGB publications.

b. Serve as the primary liaison with the Chief of the, NG-J1-SAPR office on issues relevant to the NG SAPR Program implementation and execution.

c. Monitor compliance with mandatory screening of all Guard members in a position of public trust and completion of required training on ethics and professional relationships IAW reference p and Service-specific requirements.

16. ARNG and ANG SAPR Program Offices. ARNG and ANG SAPR Program Offices will:

a. Assess SAPR Program needs to accomplish goals and objectives, evaluate the program's status, and recommend and implement solutions for improvement.

b. Compile, maintain, and report accurate statistical data and program information to NG-J1-SAPR for inclusion in reports and responses to the White House, Congress, DoD, and other entities, as required.

c. Monitor and assess SAPR personnel D-SAACP certification to confirm that any SAPR personnel providing victim support are trained and certified within the States.

d. Provide or coordinate D-SAACP approved initial SARC, NG JFHQs-State VAC, and SAPR VA training, including NGB specific T32 unique responsibilities and requirements, to all newly assigned SAPR personnel, IAW references b and q.

e. Receive and analyze SAPR related reports from the field to provide information and updates to senior leaders.

f. Provide DSAID case management on reports of sexual assault received from the field.

g. Develop appropriate funding streams and distribute SAPR funding to the States and Wings for personnel, training aids, resources, and external training resources.

17. TAGs. TAGs will:

a. Maintain primary military command authority and responsibility for ensuring reports of sexual assaults arising within the State's non-Federalized forces are handled by trained and certified SAPR personnel.

b. Ensure all Unrestricted Reports are referred to the appropriate investigatory agency IAW reference r.

c. Cultivate an environment that is supportive, understanding, and respectful of sexual assault victims.

d. Establish policy and procedures regarding the prevention of, and response to, sexual assault within the State NG consistent with DoD publications, CNGB Issuances, Service-Directorate issuances, and applicable State laws.

e. Grant direct and unimpeded contact and access to the NG JFHQs-State SARC to discuss matters of the State SAPR program IAW reference b.

f. Verify each Wing commander establishes a Wing SARC to serve as the primary POC.

g. Establish procedures to protect SARCs, NG JFHQs-State VACs, and SAPR VAs from coercion, discrimination, or reprisals related to the execution of their SAPR duties and responsibilities IAW references a and b.

h. Fully implement the State SAPR Program IAW DoD publications, Service-specific requirements applicable to non-Federalized NG, CNGB Issuances, and State laws.

i. Direct the NG JFHQs-State Staff Judge Advocate (SJA) to monitor and track all Unrestricted reports of sexual assault entered into DSAID through the investigation process.

j. Direct the NG JFHQs-State SJA to coordinate with the NG-J1-SAPR Compliance and Accountability Officer to provide case referrals, outcomes, and disposition information.

- k. Establish and chair, or designate a deputy to chair, the monthly multi-disciplinary case management group (CMG) meeting for reviewing all Unrestricted Reports of sexual assaults occurring within the State IAW reference b.
- l. Hold Commanders responsible for developing and implementing policy for mitigating high-risk behaviors, reducing personal vulnerabilities, and establishing a safe environment.
- m. Establish policy for the development of multi-faceted, evidence-based, interactive primary prevention strategies to achieve progress in reducing and eradicating sexual assault in the NG.
- n. Verify that commanders conduct a command climate assessment within 120 days of assuming command and annually thereafter IAW reference s.
- o. Hold commanders responsible for developing and implementing policy that prohibits coercion, retaliation, ostracism, maltreatment, and reprisal against victims of sexual assault, alleged subjects, SAPR personnel, witnesses, and intervening bystanders.
- p. Establish a safety assessment capability within the NG JFHQs-State IAW reference b to ensure the victim and other persons are not in physical jeopardy.
- q. Develop policy for officers or non-commissioned officers, who receive a report of sexual assault from a victim within his or her chain of command, to report it to a SARC immediately IAW references a and b.
- r. Establish policy to require a copy of all case records and other private information for all Guard members within the state is maintained by a SARC under proper security measures indefinitely for both Restricted and Unrestricted Reports IAW references b and t.
- s. Establish policy to provide current or former Guard members with access to his or her applicable DD Form 2910, "Victim Reporting Preference Statement" and DD Form 2911, "DoD Sexual Assault Forensic Examination Report" of a sexual assault report from the NG SARC IAW references b, u, and v.

18. Commanders. Commanders will:

- a. Support and direct the implementation of TAG's established State SAPR Program in compliance with DoD Issuances, Service-specific requirements as applicable to non-Federalized NG members, CNGB Issuances, and State laws.

- b. Grant direct and unimpeded contact and access to SARCs to discuss matters of the command's SAPR program and incidents of sexual assault IAW reference b.
- c. Complete and submit a sexual assault incident response oversight report in writing within eight days after an Unrestricted Report of sexual assault is made IAW references b and w, and applicable Service-specific report requirements.
- d. Support command established SAPR programs, and law enforcement and criminal justice procedures that hold persons accountable for their actions IAW references a and b.
- e. Balance the interests of the victim and subject of a sexual assault to enhance protection and maintain good order and discipline IAW references a and b.

19. NG JFHQs-State SARC. NG JFHQs-State SARCs will:

- a. Serve as the State's principal SAPR advisor to TAG on DoD, Army, AF, NGB, ARNG, and ANG policies and guidance relative to non-Federalized NG members.
- b. Implement and manage the State SAPR program in coordination with the Wing SARC; the ARNG Sexual Harassment/Assault Response and Prevention program; and the Domestic Abuse/Violence Prevention Program IAW DoD Issuances, Service-specific requirements as applicable to non-Federalized NG members, CNGB Issuances, State laws, and TAG's policies and procedures.
- c. Monitor reports of sexual assaults within the State in coordination with the Wing SARC, as applicable, and the victim-advocacy services provided by the assigned certified SAPR personnel from initial report through disposition and resolution of the victim's health and well-being.
- d. Enter and update sexual assault case data into the DSAID for ARNG reports and coordinate with the Wing SARC on ANG cases for reports of sexual assaults involving NG members, regardless of duty status at the time of the assault, reporting option selected, or independent investigation, IAW references a and b.
- e. Coordinate SAPR training with Wing SARC for new hires, supervisors, and members of the NG.
- f. Serve as a member of the Regional SAPR Advisory Committee (SAPRAC) and co-chair the monthly State CMG meeting.

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g. Perform other responsibilities assigned to full-time SARCs consistent with DoD Issuances, Service-specific requirements as applicable to non-Federalized NG members, CNGB Issuances, State law, and TAG policies and procedures.

20. Wing SARC. The Wing SARC will:

a. Serve as the ANG's installation or Wing Commander's principal SAPR consultant and inform the Wing Commander and Wing Vice Commander on DoD, AF, NGB, and ANG policies and guidance relative to non-Federalized Guard members.

b. Implement and manage the ANG installation or wing SAPR program in coordination with the NG JFHQs-State SARC IAW DoD Issuances, Service-specific requirements as applicable to non-Federalized NG members, CNGB Issuances, State laws, and TAG's policies and procedures.

c. Monitor reports of sexual assaults within the ANG installation or wing and the victim-advocacy services provided by the assigned certified SAPR personnel from initial report through disposition and resolution of the victim's health and well-being.

d. Enter and update sexual assault case data into DSAID for reports of sexual assaults for ANG members in coordination with the NG JFHQs-State SARC as applicable for statistical trend analysis and reporting to NGB for inclusion in the DoD Annual Report to Congress.

e. Serve as the SAPR POC for ongoing prevention, education, delivery of required training, and assessing the needs specific to the ANG installation or wing in coordination with the NG JFHQs-State SARC.

f. Participate in the monthly NG JFHQs-State CMG meeting and serve as the co-chair of a Wing CMG meeting.

g. Serve as a member to the Regional SAPRAC.

e. Perform other responsibilities assigned to full-time SARCs consistent with DoD Issuances, Service-specific requirements as applicable to non-Federalized NG members, CNGB Issuances, State law, and TAG policies and procedures.

21. NG JFHQs-State VAC. The NG JFHQs-State VAC will:

a. Serve with the NG JFHQs-State SARC as the designated specialist of victim support services to coordinate and monitor local implementation and execution of the State SAPR Program IAW DoD Issuances, Service-specific

requirements as applicable to non-Federalized NG members, CNGB Issuances, State laws, and TAG policies and procedures.

b. Ensure the NG JFHQs-State SARC support State NG units complete required SAPR training.

c. Perform sexual assault advocacy responsibilities to support victims of sexual assault through administrative, medical, investigative, and legal procedures.

d. Serve as a member on the NG JFHQs-State CMG.

e. Serve as the liaison to coordinate services for victims with service support and community organizations and agencies such as law enforcement, SJA, legal assistance, medical treatment facilities, crime victim's compensation offices, and sponsoring commands.

f. Perform other responsibilities assigned to full-time NG JFHQs-State VACs consistent with CNGB Issuances, TAG policies and procedures, and SAPR VA responsibilities IAW references a and b.

22. SAPR VA. The SAPR VA will:

a. Report directly to the SARC while performing sexual assault advocacy responsibilities consistent with DoD Issuances, Service-specific requirements as applicable to non-federalized NG members, CNGB Issuances, State laws, and TAG policies and procedures.

b. Provide essential support and care to sexual assault victims to include non-clinical information on available options and resources to assist in making informed decisions as they progress through resolution and healing.

c. Provide information to eligible sexual assault victims on the availability of a sexual assault forensic examination at a medical treatment facility or civilian hospital, when available, IAW references a and b.

d. Describe the reporting options to the victim during initial contact to allow him or her to make an informed decision in electing the option which best supports his or her needs as allowed by duty status at the time of the sexual assault.

e. Communicate the availability and right to consult with an SVC for legal assistance to victims IAW references a and x.



f. Perform other responsibilities assigned to SAPR VAs consistent with DoD Issuances, Service-specific requirements as applicable to non-Federalized NG members, CNGB Issuances, State laws, and TAG policies and procedures.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. DoD Directive 6495.01, 23 January 2012, Change 2, 20 January 2015, "Sexual Assault Prevention and Response (SAPR) Program"
- b. DoD Instruction 6495.02, 28 March 2013, Change 2, 07 July 2015, "Sexual Assault Prevention and Response (SAPR) Program Procedures"
- c. 32 U.S.C. § 102, "General Policy"
- d. DoD Instruction 6400.07, 25 November 2013, "Standards For Victim Assistance Services in the Military Community"
- e. DoD Directive 7050.06, 17 April 2015, "Military Whistleblower Protection"
- f. DoD Directive 5400.11, 29 October 2014, "DoD Privacy Program"
- g. DoD 6025.18-R, 24 January 2003, "DoD Health Information Privacy Regulation"
- h. DoD Instruction 1332.14, 27 January, 2014, Change 1, 4 December 2014, "Enlisted Administrative Separations"
- i. DoD Instruction 1332.30, 25 November 2013, "Separation of Regular and Reserve Commissioned Officer"
- j. 10 U.S.C. § 10502, "Chief of the National Guard: appointment; adviser on National Guard matters; grade; succession"
- k. DoD Instruction 1215.06, 11 March 2014, Change 1, 19 May 2015, "Uniform Reserve, Training, and Retirement Categories for the Reserve Component"
- l. TRICARE Plans, <<http://www.tricare.mil/Plans/HealthPlans.aspx>> 27 June 2016
- m. CNGB Instruction 0100.01, 11 January 2013, "Organization of the National Guard Bureau"
- n. USD (P&R) Memorandum, 10 March 2015, "Certification Standards for Department of Defense Sexual Assault Prevention and Response Program Managers"

- o. CNGB Instruction 5000.01, 30 November 2011, “Chief, National Guard Bureau Issuances and National Guard Bureau Publications Guidance”
- p. DoD Instruction 6495.03, 10 September 2015, “Defense Sexual Assault Advocate Certification Program (D-SAACP)”
- q. AF Instruction 90-6001, 21 May 2015, “Sexual Assault Prevention and Response (SAPR) Program”
- r. CNGB 0400.01 Series, “Chief, National Guard Bureau Office of Complex Administrative Investigations”
- s. CNGB Memorandum, 19 November 2013, “National Guard Command Climate Assessment Policy”
- t. P.L. 113-66, Title 17, Subtitle C § 1723, “Retention of certain forms in connection with Restricted reports and Unrestricted reports on sexual assault involving members of the Armed Forces”
- u. 5 U.S.C. § 552, “ The Freedom of Information Act”
- v. 5 U.S.C. § 552a, “ The Privacy Act”
- x. P.L. 113-66, Title 17, Subtitle E § 1743, “Eight-day incident reporting requirement in response to unrestricted report of sexual assault in which the victim is a member of the Armed Forces”
- x. P.L. 113-66, Title 17, Subtitle B § 1716, “Designation and Availability of Special Victims’ Counsel for Victims of Sex-related Offenses”

## PART II. RELATED

- y. Department of Justice Office on Violence Against Women, April 2013, “A National Protocol for Sexual Assault Forensic Examinations, Adults/Adolescents”
- z. DoD Manual 6400.1-M-1, 15 July 2005, Change 1, 20 September 2011, “Manual for Child Maltreatment and Domestic Abuse Incident Reporting System”

## GLOSSARY

### PART I. ACRONYMS

AF	Air Force
ANG	Air National Guard
ARNG	Army National Guard
CMG	Case Management Group
CNGB	Chief of the National Guard Bureau
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
DNGBJS	Director of the National Guard Bureau Joint Staff
DoD	Department of Defense
D-SAACP	Defense Sexual Assault Advocate Certification Program
DSAID	Defense Sexual Assault Incident Database
IAW	In accordance with
IPT	Integrated Product Team
NG	National Guard
NG-J1	Directorate of Manpower and Personnel
NG-J1-SAPR	Sexual Assault Prevention and Response Office
NG JFHQs-State	National Guard Joint Force Headquarters State
NGB	National Guard Bureau
NGB-IG	Office of the Inspector General
NGB-JA	Office of the National Guard Bureau Chief Counsel
NGB-JSG	National Guard Bureau Joint Surgeon General
NGB-LL	Office of Legislative Affairs
NGB-OC	Office of Chaplain
NGB-PA	Office of Public Affairs
NGB-SEA	Office of the Senior Enlisted Advisor
OPR	Office of Primary Responsibility
OSD	Office of the Secretary of Defense
PM	Program Managers
POC	Point of Contact
SAPR	Sexual Assault Prevention and Response
SAPRAC	Sexual Assault Prevention and Response Advisory Committee
SAPRO	Sexual Assault Prevention and Response Office
SAPR VA	Sexual Assault Prevention and Response Victim Advocate
SARC	Sexual Assault Response Coordinator
SecDef	Secretary of Defense
SJA	Staff Judge Advocate
SVC	Special Victims' Counsel
T32	Title 32
TAGs	The Adjutants General

VCNGB  
VAC

Vice Chief of the National Guard Bureau  
Victim Advocate Coordinator

## PART II. DEFINITIONS

Intimate Partner -- A person with whom the victim shares a child in common, or a person with whom the victim shares or has shared a common domicile in accordance with reference y.

Limited Healthcare Services -- Emergency care that includes physical and emergency psychological services, and a Sexual Assault Forensic Examination or civilian equivalent consistent with reference z.

Limited Sexual Assault Prevention and Response Services -- Assistance provided by a Sexual Assault Response Coordinator, Joint Force Headquarters-State Victim Advocate Coordinator, or Sexual Assault Prevention and Response Victim Advocate to a victim undergoing emergency care, but who is ineligible for a reporting option or continued support throughout recovery.

National Guard Sexual Assault Prevention and Response Program -- Refers to the collective State Sexual Assault Prevention and Response Programs and their program elements of the Army National Guard Sexual Harassment/Assault Response and Prevention and Air National Guard Sexual Assault Prevention and Response Programs.

Qualifying conviction – A State or Federal conviction, or a finding of guilty in a juvenile adjudication, for a felony crime of sexual assault; any general or special court-martial conviction for a Uniform Code of Military Justice offense, which otherwise meets the elements of a crime of sexual assault; any offense that requires registration as a sex offender.

Restricted Reporting -- A reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals, such as Sexual Assault Response Coordinator, Sexual Assault Prevention and Response Victim Advocate, or healthcare personnel, and receive medical treatment, including emergency care, counseling, and assignment of a Sexual Assault Response Coordinator, Sexual Assault Prevention and Response Victim Advocate, without triggering an investigation.

Sexual Assault – Intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific Uniform Code of Military Justice offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these acts.

Sexual Assault Prevention and Response Personnel -- Located within the States, these personnel include Sexual Assault Response Coordinators (Joint Force Headquarters–State and Wing), Joint Force Headquarters–State Victim Advocate Coordinators, and Sexual Assault Prevention and Response Victim Advocates.

Sexual Assault Prevention and Response Services -- Assistance and support provided by Sexual Assault Prevention and Response personnel to include facilitating transportation to a treatment facility, providing non-clinical crisis intervention, referrals, and ongoing non-clinical support to adult sexual assault victims.

Unrestricted Reporting -- A process that an individual covered by this policy uses to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault.