



NATIONAL GUARD BUREAU
1636 DEFENSE PENTAGON
WASHINGTON, DC 20301-1636

CNGB DTM 1300.05
NGB-J1-W
21 January 2026

MEMORANDUM FOR THE NATIONAL GUARD

Subject: Data Sharing Instructions Supporting Integrated Primary Prevention Efforts

References: See Attachment D.

1. **Purpose.** This Chief of the National Guard Bureau (CNGB) Directive-Type Memorandum (CNGB DTM) establishes interim policy and procedures for data sharing across National Guard (NG) programs for supporting Integrated Primary Prevention (IPP) efforts in accordance with the references.
2. **Cancellation.** None.
3. **Applicability.** This CNGB DTM applies to all NG entities and personnel involved in data collection, management, and sharing for the purpose of supporting IPP efforts. This includes National Guard Bureau (NGB) offices and NG Program Managers and senior leaders in the States, Territories, and the District of Columbia.
4. **Policy.** It is NGB policy to prevent all forms of self-directed harm and interpersonal violence. Integrated primary prevention efforts must be data driven and involve all NG personnel identified in Attachment A and using the data outlined in Attachment C. The personnel identified in Attachment A will collaborate with the IPP Workforce (IPPW) to promote prevention efforts throughout the organization.
5. **Responsibilities.** See Attachment A.
6. **Procedures.** See Attachment B.
7. **Information Collection Requirements.** The prescribed requirements for data sharing are outlined in Attachment A, Attachment B, and Attachment C.
8. **Definitions.** See Glossary.
9. **Releasability.** This CNGB DTM is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.
10. **Records Management.** This CNGB DTM and all records created as a result, regardless of media and format, must be managed in accordance with the NGB Records Management Program.

11. Compliance. In accordance with the CNGB 5000.01 Issuance Series, the proponent will review this CNGB DTM on the anniversary of its effective date to confirm the action has been completed, incorporate the directive into a CNGB Instruction or a CNGB Manual, or to update and extend the CNGB DTM's continued applicability and validity with Federal, Department of War (DoW), and NGB policy.



STEVEN S. NORDHAUS
General, USAF
Chief, National Guard Bureau

Attachments:
As stated

ATTACHMENT A

RESPONSIBILITIES

1. Vice CNGB. The Vice CNGB will serve as the designated NGB representative to the White House, the Secretary of War, and other DoW agencies to ensure the development and implementation of policies and procedures for IPP data sharing on behalf of the CNGB in accordance with reference a through reference k.
2. Director of the Army National Guard (ARNG) and Director of the Air National Guard (ANG). The Director of the ARNG and the Director of the ANG, for their respective services, will provide strategic oversight for ensuring compliance with IPP data sharing policies and procedures, in alignment with DoW objectives.
3. NGB Director of Staff. The NGB Director of Staff will advise the CNGB and the Vice CNGB on all matters affecting the overall execution of IPP data sharing responsibilities and procedures.
4. Director of Manpower and Personnel (NGB-J1). The Director of NGB-J1 will:
 - a. Serve as the NG principal authority on accountability, policy, and oversight for IPP data sharing on behalf of the CNGB.
 - b. Disseminate Secretary of War mandates, policies, and CNGB Instructions and Manuals related to NG IPPW data sharing to the Director of ARNG and the Director of ANG, The Adjutants General (TAGs), or their designee, and the Commanding General of the District of Columbia (CG).
 - c. Provide oversight for the implementation of and compliance to NG IPPW data sharing policies, instructions, and procedures.
 - d. Provide guidance to State-level leaders, including TAGs and the CG, Joint Force Headquarters leadership, and Commanders, on NG IPPW data sharing procedures supporting effective integration of the Primary Prevention Workforce.
 - e. Ensure data is shared as directed:
 - (1) Ensure de-identified and aggregated Defense Sexual Assault Incident Database, known commonly as "DSAID," sexual assault encounter data is shared in accordance with data sharing instructions outlined in this CNGB DTM.
 - (2) Ensure de-identified and aggregated Mission Analysis Readiness Resource Synchronization (MARRS) and Air Force Family Integrated Results and Statistical Tracking (AFFIRST) encounter-data is shared with Integrated Primary Prevention Managers (IPPMs) or their designee, twice annually or quarterly upon request.

(3) Share de-identified and aggregated data on request to NGB IPP Data Science and Analytics Section (NGB-J1-W-P).

(4) Ensure that NGB-J1-W-P, or equivalent, shares de-identified and aggregate data from the ARNG and ANG Directors of Psychological Health Programs with IPPMs or their designee, twice annually, in October and April.

(5) Ensure that no data includes any information that could reasonably lead to the identification of a Service member, civilian, or family member.

(6) Ensure all data is shared using DoW Secure Access File Exchange (SAFE), encrypted email, or other secure means.

5. Office of the NGB Joint Surgeon General. Office of the NGB Joint Surgeon General will:

- a. Coordinate with the ARNG Psychological Health Programs and the ANG Psychological Health Programs, or their equivalents,
- b. Submit de-identified and aggregated Service member encounter data from their population, when available, to NGB-J1-W-P, or their designee, twice annually in October and April.
- c. Ensure that any information that could reasonably lead to the identification of a Service member, civilian, or family member will not be included in the shared data.
- d. Transmits data using DoW SAFE, encrypted email, or other approved secure methods.

6. NGB Equal Opportunity Compliance Office. NGB Equal Opportunity Compliance Office will:

- a. Share de-identified and aggregated Title 32 Service member complaint data with NGB-J1-W-P, once annually, in coordination with the annual Office for Civil Rights and Equal Opportunity Policy complaint data call. See Table 1.
- b. Ensure that any information that could reasonably lead to the identification of a Service member, civilian, or family member will not be included in the shared data.
- c. Ensure all data is shared using DoW SAFE, encrypted email, or other secure means.

7. Office of the NGB Joint Chaplain. Office of the NGB Joint Chaplain will:

- a. Not transmit Chaplain data to State or Wing Chaplain offices, nor receive chaplain data from the States.

- b. Inform IPPMs to request de-identified and aggregate chaplain encounter data directly from their respective State or Wing Chaplain, or their equivalent.
- c. Ensure all shared data must comply with applicable privacy, confidentiality, and data protection standards, and be transmitted using DoW SAFE, encrypted email, or other approved secure methods.

8. TAGs and CG, or their Designee. TAGs and the CG, or their Designee, will:

- a. Ensure all data shared with IPPW adheres to the policies, procedures, and guidance outlined in this memorandum and support references.
- b. Ensure IPPW personnel within their States comply with all applicable data sharing protocols and procedures.
- c. Ensure shared data is de-identified and aggregated.
- d. Ensure that any information that could reasonably lead to the identification of a Service member, civilian, or family member will not be included in the shared data.
- e. Ensure all data is shared using DoW SAFE, encrypted email, or other secure means.

ATTACHMENT B

PROCEDURES

1. NGB-J1-W-P, or equivalent, provides de-identified and aggregated Service member encounter data collected from the ARNG and ARNG Psychological Health Programs to IPPMs, or their designee, twice annually in October and April. This data reflects encounters from their population, when available. All data must be shared using DoW SAFE, encrypted email, or other secure methods. See Table 1.
2. NGB-J1 Resiliency Branch, or equivalent, provides de-identified and aggregate Service member encounter data from the Suicide Prevention Program to IPPMs, or their designee, twice annually in October and April. Data must be shared using DoW SAFE, encrypted email, or other secure methods. See Table 1.
3. NGB Sexual Assault Prevention and Response (NGB-J1-S) provides de-identified and aggregate Service member encounter data from the Sexual Assault Prevention and Response Program to IPPMs, or their designee, twice annually in October and April. Data must be shared using DoW SAFE, encrypted email, or other secure methods. See Table 1.
4. NGB-J1 Military and Family Readiness or equivalent, provides de-identified and aggregate Service member encounter data from MARRS and AFFIRST to IPPMs, or their designee, twice annually in October and April. Data must be shared using DoW SAFE, encrypted email, or other secure methods. See Table 1.
5. State Suicide Prevention Program Managers or equivalents can provide, but are not obligated to share, de-identified and aggregate data with IPPMs, or their designee, upon written request and shared using DoW SAFE, encrypted email, or other secure methods. See Table 1. If the State Suicide Prevention Program Managers serves as the Director of Psychological Health, then IPPMs will get the data from the NGB-J1-W-P.
6. State Sexual Assault Response Coordinators will not provide sexual assault data to any IPPW without direct written permission from the Chief of NGB-J1-S. State Sexual Assault Response Coordinators continue to provide NGB-J1-S approved Sexual Assault updates at the Quarterly Case Management Group.
7. State Military and Family Readiness Program Managers can provide, but are not obligated to share, de-identified and aggregate MARRS and AFFIRST data with IPPMs upon written request and shared using DoW SAFE, encrypted email, or other secure methods. See Table 1.
8. State Chaplains Office and Wing Chaplains provide de-identified and aggregate Service member encounter data with the State IPPMs, or their designee, twice annually in October and April. See Table 1.

ATTACHMENT C

DATA SHARING ELEMENTS FOR INTEGRATED PRIMARY PREVENTION

NGB Directorate or Office	DATA ELEMENTS
NGB-J1-S “DSAID”	<ul style="list-style-type: none"> • State Affiliation • Victim Affiliation (Army or Air Force) • FY of Report to DoW • FY of Incident • Report Type (Restricted or Unrestricted) • Was Victim in Military at Time of Assault? • Victim and Subject Age • Subject Type (Military, Civilian, or Unknown) • Victim and Subject Rank • Victim Type (Military, Civilian, or Unknown) • Subject on Victim Type (for example, Military on Military)
NGB-J1 Military and Family Readiness (MARRS and AFFIRST)	<ul style="list-style-type: none"> • Sex of Victim or subject • Age at the time of incident • Affiliation (ARNG or ANG, Civilian, Dependent, Intimate Partner) • Efforts of Response • Date and Time of Incident • Rank and Duty Status at the time of incident
NGB Equal Opportunity Compliance Office	<ul style="list-style-type: none"> • Demographics of sexual harassment complainants and subject • Number of equal opportunity reports, by type
NGB Joint Chaplain Office	<ul style="list-style-type: none"> • Financial Stress • Relationship Stress • Legal Matters • Substance Abuse • Military Stressors • Suicidal behaviors • Number of counseling sessions, by type
NGB-J1-W-R (Suicide Prevention)	<ul style="list-style-type: none"> • Demographics
NGB Joint Surgeon General Office (Directors Psychological Health Programs)	<ul style="list-style-type: none"> • Demographics • Financial Stress • Relationship Stress • Legal Matters • Substance Abuse • Military Stressors • Sleep Problems • Suicidal Behaviors • Internal and External referral sources to the NG

Table 1. Data Sharing Elements for IPP

ATTACHMENT D

REFERENCES

- a. Department of Defense (DoD) Instruction 6025.18, 13 March 2019, "Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Compliance in DoD Health Care Programs"
- b. DoD Instruction 5400.11, 29 January 2019, "DoD Privacy and Civil Liberties Programs," Incorporating Change 1, 08 December 2020
- c. DoD Instruction 6400.09, 11 September 2020, "DoD Policy on Integrated Primary Prevention of Self-Directed Harm and Prohibited Abuse or Harm"
- d. DoD Instruction 6400.11, 20 December 2020, "DoD Integrated Primary Prevention Policy for Prevention Workforce and Leaders," Incorporating Change 2, 30 July 2025
- e. DoD Instruction 6490.09, 27 February 2012, "DoD Directors of Psychological Health," Incorporating Change 2, 25 April 2017
- f. DoD Instruction 8320.07, 03 August 2015, "Implementing the Sharing of Data, Information, and Information Technology (IT) Services in the Department of Defense," Incorporating Change 1, 05 December 2017
- g. DoD Instruction 6495.02, Volume 3, 24 June 2022, "Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases," Incorporating Change 1, 26 July 2024
- h. Office of the Secretary of Defense, Federal Register Volume 84, No. 54127, 08 October 2019, "Privacy Act of 1974; Systems of Records"
- i. Chief of the National Guard Bureau Manual 1300.01A, 01 November 2022, "Sexual Assault Advocate Certification Program and Systems Access Requirements"
- j. Title 10 United States Code, Section 928, Article128, "Assault"
- k. Army Regulation AR 350-53, 04 October 2024, "Comprehensive Soldier and Family Fitness"
- l. Secretary of the Air Force Instruction 36-3009, 04 November 2022, "Military and Family Readiness Centers"
- m. Chief of the National Guard Bureau Manual 1800.02, 31 January 2024, "National Guard Service Member and Family Readiness Program"

GLOSSARY

PART I. ACRONYMS

AFFIRST	Air Force Family Integrated Results and Statistical Tracking
ANG	Air National Guard
ARNG	Army National Guard
CG	Commanding General
CNGB	Chief of the National Guard Bureau
CNGB DTM	Chief of the National Guard Bureau Directive-Type Memorandum
DoW	Department of War
DSAID	Defense Sexual Assault Incident Database
IPP	Integrated Primary Prevention
IPPM	Integrated Primary Prevention Managers
IPPW	Integrated Primary Prevention Workforce
MARRS	Mission Analysis Readiness Resource Synchronization
NG	National Guard
NGB	National Guard Bureau
NGB-J1	National Guard Bureau Equal Manpower and Personnel Directorate
NGB-J1-W-P	National Guard Bureau Equal Integrated Primary Prevention Data Science and Analytics Branch
NGB-J1-W-R	National Guard Bureau Equal Resiliency Branch
NGB-J1-S	National Guard Bureau Equal Sexual Assault Prevention and Response Office
SAFE	Secure Access File Exchange
TAG	The Adjutant General

PART II. DEFINITIONS

Air Force Family Integrated Results and Statistical Tracking -- A system designed to allow the staff at Airman and Family Readiness Centers to track services provided to Airmen and their families across their career in the military with a single record that can be transferred from base to base without fail (defined in reference I).

Aggregated Data -- A process of gathering data from multiple sources and compiling, formatting, and processing the data further in a summarized form. It is used to analyze data statistically (defined in reference d).

Defense Sexual Assault Incident Database -- A centralized database used to collect and maintain information about sexual assault cases involving Service members. Sexual Assault Response Coordinators use the Database as part of their comprehensive approach to victim case management. The Department of War also employs the Defense Sexual Assault Incident Database to meet Congressional reporting

requirements and promote standardization in sexual assault-related data (defined in reference h).

De-identified Data -- Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors (defined in reference d).

Demographics -- Specific characteristics within a given population, including age, gender, race, ethnicity, rank, military affiliation, duty status (defined in reference d).

Mission Analysis Readiness Resource Synchronization -- A cross-functional software system that synchronizes, manages, and collaborates on existing and disparate capabilities. It provides the data necessary to source and support validated mission and training requirements (defined in reference m).

Sexual Assault -- Intentional sexual contact characterized using force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. As used in this Instruction, 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 offenses (defined in reference j).