



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J1
DISTRIBUTION: A

CNGBI 1300.04
24 August 2026

SEXUAL ASSAULT PREVENTION AND RESPONSE SUPPORT FOR SEXUAL HARASSMENT VICTIMS

References: See Enclosure B.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard (NG) Sexual Assault Response Workforce (SARW) professionals to provide Sexual Assault Prevention and Response (SAPR) support for sexual harassment victims by using the “No Wrong Door” approach for eligible individuals who believe they were subjected to sexual harassment, in accordance with (IAW) reference a through reference c.
2. Cancellation. This instruction cancels and replaces Chief of the National Guard Bureau (CNGB) Directive-Type Memorandum 1300.01, 29 November 2022, “Limited Sexual Assault Prevention and Response Services for Sexual Harassment Complainants.”
3. Applicability. This instruction applies to all non-Federalized NG Service members and eligible civilians including adult military dependents, NG Civilians, Government contractors, and State employees IAW reference b. It specifically applies to SARW professionals (see Glossary) when performing their duties and responsibilities within the States, Territories, and the District of Columbia.
4. Policy. It is National Guard Bureau (NGB) policy that:
 - a. The NG will not condone, tolerate, or allow unlawful discrimination, harassment, intimidation, or threats against another person based on race, color, national origin, religion, or sex. The NG also prohibits reprisal against individuals engaging in protected communication.
 - b. Non-Federalized NG Service members and eligible civilians who believe they were subjected to sexual harassment are eligible to receive a warm handoff (see Glossary) through the SAPR “No Wrong Door” approach. SARW professionals must inform victims of resources available to report instances of sexual harassment, or request a transfer, a Military Protective Order, Civilian Protective order, or No Contact Order IAW reference b.

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c. Non-Federalized NG Service members subjected to sexual harassment, but not sexual assault, are not eligible to complete Department of Defense Form 2910 "Victim Reporting Preference Statement" designated for sexual assault reporting IAW reference b. Sexual harassment complaints will be processed IAW reference d.

d. NG SARW professionals will not intake, initiate, or process sexual harassment complaints, but will refer victims to the State Equal Employment Manager or Equal Opportunity (EO) personnel for appropriate reporting and processing with the victim's consent.

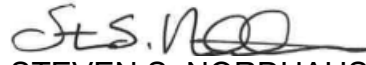
e. NG SARW personnel will track monthly warm handoffs for sexual harassment victims and provide updates to the State Principal Sexual Assault Response Coordinator (SARC) using the reporting format in Figure 1 for consolidation and submission to the NGB Manpower and Personnel Directorate (NGB-J1) Sexual Assault Prevention and Response Division Regional Program Manager. Monthly submission is required even if no victims received a warm handoff.

Warm Handoffs to Sexual Harassment Victims – Month YYYY	
Identify State, Territory or District of Columbia	Identify State Principal SARC
Number of Sexual Harassment Victims receiving a Warm Handoff	#

Figure 1. Warm Handoff for Sexual Harassment Victim Data Collection Template

5. Definitions. See Glossary. Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.
6. Responsibilities. See Enclosure A.
7. Summary of Changes. This is the initial publication of CNGB Instruction 1300.04.
8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

9. Effective Date. This instruction is effective upon publication and must be reviewed annually by the Proponent/Office of Primary Responsibility for continued validity, and must be revised, reissued, canceled, or certified as current every ten years.



STEVEN S. NORDHAUS

General, USAF

Chief, National Guard Bureau

Enclosures:

A -- Responsibilities

B -- References

GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. Director of the Army National Guard and Director of the Air National Guard. The Director of the Army National Guard and the Director of the Air National Guard will support the NG SAPR Program with providing a warm handoff of non-Federalized NG personnel and eligible civilians affected by sexual harassment.
2. NGB Director of Staff. The NGB Director of Staff will advise the CNGB and the Vice CNGB about providing a warm handoff of non-Federalized NG personnel and eligible civilians affected by sexual harassment.
3. Director of NGB-J1. The Director of NGB-J1 will:
 - a. Serve as the principal authority on NG SAPR Program accountability, policy, training, and oversight.
 - b. Disseminate Department of War and CNGB policy to the States, Territories, and the District of Columbia National Guard leadership for implementation.
 - c. Monitor compliance and provide strategic oversight of NG SAPR operations.
 - d. Ensure that the NGB-J1 SAPR Division Chief:
 - (1) Advises NG senior leadership on SAPR policy.
 - (2) Provides execution guidance to State leadership on SAPR program administration aligned with Department of War objectives.
 - (3) Facilitates unity of, and consistent practice within, the NG SAPR Program to track access and use of the “No Wrong Door” approach to receive a warm handoff.
4. Office of NGB General Counsel. The Office of NGB General Counsel will provide legal guidance for providing limited SAPR services for non-Federalized NG personnel affected by sexual harassment.
5. Office of NG Special Victims’ Counsel. The Chief of the Office of NG Special Victims’ Counsel will provide and oversee special victims’ counsel support to NG personnel affected by sexual harassment.
6. Director of the Office of NGB EO Compliance (NGB-EO). The Director of NGB-EO will:
 - a. Provide oversight duties for NGB-EO regarding all EO complaints, including sexual harassment complaints.

- b. Advise senior leadership on EO and sexual harassment policy.
- c. Establish policies IAW this instruction.

d. Guide State leadership on Title 32 Military EO complaints administration, aligned with SAPR and Department of War objectives. This includes following the guidance set forth by NGB-EO standard operating procedures for processing complaints of sexual harassment.

- e. Track complaint data for reporting purposes.

7. The Adjutants General and Commanding General of the District of Columbia. The Adjutants General of the States and Territories, and the Commanding General of the District of Columbia will:

- a. Establish policies consistent with this instruction.

- b. Inform Commanders and Staff Judge Advocates of the policy.

c. Ensure all judge advocates in their respective States are informed of the requirements in this instruction.

d. Require Commanders or appropriate personnel to ensure eligible Service members are advised of their right to receive a warm handoff to an appropriate resource pertaining to sexual harassment.

e. Ensure State Principal SARCs train NG SARW professionals and EO personnel on CNGB requirements and distribute monthly reports using the provided templates.

- f. Ensure NG SARW professionals will:

- (1) Facilitate warm handoffs to EO personnel upon request.

- (2) Maintain confidentiality by not participating in EO investigations.

g. Ensure EO Leadership (State Equal Employment Managers and Directors) receives initial training from the State Lead SARC on sexual harassment victim eligibility for a warm handoff within 45 to 60 days after signature of this CNGB Instruction.

- h. Ensure Directors of Psychological Health and Behavioral Health Staff will:

- (1) Support Line of Duty determinations.

- (2) Conduct non-clinical safety assessments when requested.

- (3) Intervene where serious safety concerns arise.

ENCLOSURE B

REFERENCES

PART I. REQUIRED

- a. Department of Defense (DoD) Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- b. DoD Instruction 6495.02, Volume 1, 28 March 2013, "Adult Sexual Assault Prevention and Response: Program Procedures," Incorporating Change 9, 18 March 2025
- c. DoD Instruction 1020.03, 08 February 2018, "Harassment Prevention and Response in the Armed Forces," Incorporating Change 3, 17 January 2025
- d. Chief of the National Guard Bureau Instruction 9601.01, 27 September 2015, "National Guard Discrimination Complaint Program"
- e. DoD Instruction 6495.02, Volume 3, 24 June 2022, "Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases"
- f. DoD Directive 6495.01, 23 January 2012, "Sexual Assault Prevention and Response (SAPR) Program," Incorporating Change 6, 26 March 2025

PART II. RELATED

- g. DoD "Sexual Assault Prevention and Response Policy Toolkit for Commanders and Sexual Assault Response Coordinators," available at: <<https://www.sapr.mil/toolkit>>, accessed on 16 July 2026
- h. DoD Instruction 6495.03, 28 February 2020, "Defense Sexual Assault Advocate Certification Program (D-SAACP)"

GLOSSARY

PART I. ACRONYMS

CNGB	Chief of the National Guard Bureau
EO	Equal Opportunity
IAW	In accordance with
NG	National Guard
NGB	National Guard Bureau
NGB-EO	National Guard Bureau Office of Equal Opportunity and Compliance
NGB-J1	National Guard Bureau Manpower and Personnel Directorate
SAPR	Sexual Assault Prevention and Response
SARC	Sexual Assault Response Coordinator
SARW	Sexual Assault Response Workforce

PART II. DEFINITIONS

Complainant -- For the purposes of this instruction, a National Guard non-Federalized Service member as defined in reference a or an eligible civilian who submits a report or allegation of military equal opportunity-prohibited discrimination or harassment.

Crisis Intervention -- Emergency, non-clinical support services provided to individuals in distress, aimed at reducing the immediate impact of a traumatic event and connecting the individual to necessary resources (defined in reference b).

Formal Complaint -- A written allegation submitted to the appropriate agency designated to process military equal opportunity complaints and requiring formal resolution in accordance with reference b.

Informal Complaint -- An allegation, made either orally or in writing, that is not processed or resolved as a formal complaint through the office designated to receive harassment complaints. The allegation may be submitted to a person in a position of authority within the Service Members' organization or outside of the Service Members' organization (defined in reference b).

Non-Clinical Safety Assessments -- Structured assessments conducted by Sexual Assault Response Workforce professionals to evaluate imminent danger or harm related to the victim's environment or emotional condition. Risk factors include suicidal ideation, threats, stalking, or harassment in accordance with reference f and as identified in the Safety Assessment tool kit (defined in reference b).

Reprisal -- Taking or threatening to take an unfavorable personnel action, or withholding or threatening to withhold a favorable personnel action, for making, preparing to make, or being perceived as making or preparing to make a protected communication (defined in reference e).

Retaliation -- An act that involves personnel actions: Wrongfully takes (or threatens to take) an adverse personnel action against any person; or wrongfully withholds (or threatens to withhold) a favorable personnel action with respect to any person for making or preparing to make a protected communication (for example, reporting a sexual assault). May also include certain social interactions (for example, ostracism) with a connection to Military Service, wrongfully excluding a Service member from social acceptance or membership with the intent to inflict emotional distress, discourage reporting, and discourage the administration of justice (defined in reference e).

Sexual Assault Response Workforce -- For the purpose of this instruction, the Sexual Assault Response Workforce provides trauma-informed and recovery-oriented assistance to adult victims of sexual violence in the Department of War community and is composed of Sexual Assault Response Coordinators and Sexual Assault Prevention and Response Victim Advocates.

Sexual Harassment -- A category of harassment that is sexual in nature, including but not limited to, unwelcome sexual advances, requests for sexual favors, and repeated deliberate offensive comments or gestures of a sexual nature (defined in reference c).

Warm Handoff -- A handoff that is conducted between two responders or providers, while making every effort to protect the victim's privacy. The responder, who was initially approached by the victim, will conduct a warm handoff by accompanying the victim to the correct location in person, or through an approved virtual platform, or through a conference call to introduce them to the appropriate resource, service provider, or point of contact (defined in reference b).