



# CHIEF OF THE NATIONAL GUARD BUREAU MANUAL

NGB-J1-S  
DISTRIBUTION: A

CNGBM 1300.05  
15 November 2023

## NATIONAL GUARD MONTHLY AND QUARTERLY SEXUAL ASSAULT PREVENTION AND RESPONSE CASE MANAGEMENT GROUP MEETINGS

References: See Enclosure D.

1. Purpose. This manual provides procedural guidance for conducting the National Guard-required monthly and quarterly Sexual Assault Prevention and Response (SAPR) Case Management Group (CMG) meetings in accordance with (IAW) reference a through reference d.

2. Cancellation. None.

3. Applicability. This manual applies to all elements of the National Guard. Specific personnel include The Adjutant Generals and Commanding General of the District of Columbia, all National Guard SAPR professionals and responders, Commanders, legal staff, and individuals with a responsibility to provide services, support or resources to victims of sexual assault and retaliation based on a sexual assault.

4. Procedures.

a. The Adjutants General of the States and Territories, and the Commanding General of the District of Columbia will establish and chair or designate a Deputy Adjutant General or Assistant Adjutant General or equivalent to chair the State, Territory, or District of Columbia (hereinafter referred to as "State") mandatory monthly and quarterly multi-disciplinary SAPR CMG meetings as required by reference d.

(1) Monthly SAPR CMG Meeting. The monthly SAPR CMG meeting will review all open Unrestricted Reports of sexual assault and retaliation allegations and monitor progress of expedited transfer requests based on a sexual assault occurring within the State.

(2) Quarterly SAPR CMG Meeting. The quarterly SAPR CMG meeting will discuss system coordination, efficacy of warm handoff procedures (see Glossary), and accountability.

b. A Brigade or Wing Commander with a full-time Sexual Assault Response Coordinator (SARC) may establish, chair and conduct, or designate a full-time Deputy

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Commander or Deputy Wing Commander to chair and conduct monthly CMG meetings to review cases under their purview and quarterly CMG meetings in preparation for the required State SAPR CMG meetings. SAPR CMG meetings conducted at the Brigade and Wing level will follow the same procedures as described for the State SAPR CMG meeting, to include having the SARC record and enter the SAPR CMG meeting minutes into the Defense Sexual Assault Incident Database (DSAID). See Enclosure A through Enclosure C for the procedures to conduct National Guard SAPR CMG meetings.

c. SAPR CMG meetings have three separate and mutually supporting purposes.

(1) Safety. To ensure the victim's safety and the safety of retaliation reporters (see Glossary). Safety concerns encompass harm from others and harm to self, such as suicidal ideation. Refer to Appendix A of Enclosure A.

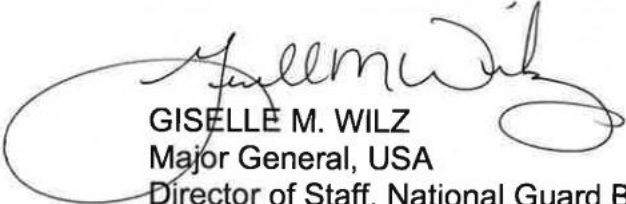
(2) Victim Services and Retaliation Reporter Referrals. To facilitate victim access to restorative services, retaliation reporter referrals, and tracking of Unrestricted Reports and retaliation related to Unrestricted Reports. Refer to Enclosure A.

(3) SAPR System Coordination and Accountability. To direct effective response system coordination and ensure appropriate accountability. Refer to Enclosure B and Enclosure C.

5. Summary of Changes. This is the initial publication of Chief of the National Guard Bureau Manual 1300.05.

6. Releasability. This manual is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

7. Effective Date. This manual is effective upon publication and must be revised, reissued, canceled, or certified as current every ten years.



GISELLE M. WILZ  
Major General, USA  
Director of Staff, National Guard Bureau

Enclosures:

A -- Monthly Sexual Assault Prevention and Response Case Management Group Meeting

B -- Quarterly Sexual Assault Prevention and Response Case Management Group Meetings

C -- Use of DD Form 3114 For Reporting Sexual Assault Information

D -- References

GL -- Glossary

ENCLOSURE A

MONTHLY SEXUAL ASSAULT PREVENTION AND RESPONSE CASE  
MANAGEMENT GROUP MEETING

1. Monthly SAPR CMG Oversight of Open Reports. The SAPR CMG provides oversight of the following case types:

a. Unrestricted Reports of sexual assault initiated by a signed Department of Defense (DoD) Form, "Victim Reporting Preference Statement" (DD Form 2910) at reference e by an eligible National Guard Service member, their adult dependent, or DoD Civilian and entered into DSAID by the servicing SARC. Case oversight will continue until the National Guard Bureau, Manpower and Personnel Sexual Assault Prevention and Response Division (NGB-J1-S) Disposition Officer processes the completed DoD Form "Uniform Command Disposition Report" (DD Form 3114) at reference f and the victim no longer requests SAPR services IAW reference g.

b. Open with Limited Information case (see Glossary) when there is no signed DD Form 2910. This case is based on an independent investigation by civilian law enforcement (CLE) or Military Criminal Investigative Organization (MCIO), or based on a third-party report, or when a civilian victim alleged sexual assault with a National Guard Service member subject. The following applies for each of these circumstances:

(1) The servicing SARC will only use information from the Commander, Staff Judge Advocate (SJA), CLE, or MCIO to open and manage the "Open with Limited Information" case in DSAID.

(2) The servicing SARC will not use any confidential information or details available from a victim's previous disclosure or Restricted Report during the SAPR CMG meeting or enter them in DSAID updates.

(3) Case oversight will continue until the NGB-J1-S Disposition Officer processes the completed DD Form 3114.

c. Restricted Reports of sexual assault that are transferred to a new servicing SARC for case management require a one-time case update during the first monthly SAPR CMG meeting following the transfer. The servicing SARC will only provide information entered on a 24-hour case written follow-up notification IAW reference h.

2. Required Monthly SAPR CMG Meeting Members. The following individuals will attend each State Monthly SAPR CMG meeting in person or virtually. These responsibilities will not be delegated. Required attendees for a SAPR CMG meeting conducted at a Brigade or Wing that has a full-time SARC will be equivalent to those required at the State SAPR CMG.

a. Chair. The Adjutant General, the Commanding General of the District of Columbia, or the Deputy Adjutant General, Assistant Adjutant General, or equivalent. The SAPR CMG meeting will not occur without the Chair in attendance.

- b. Co-Chair. State Lead SARC or designated alternate. (see Glossary.)
- c. Full-Time National Guard (NG) Sexual Assault Response Coordinators (SARCs). All full-time NG SARCs within the State, including those without an assigned victim.
- d. Healthcare or Mental Healthcare Providers. Healthcare or Mental Healthcare Providers designated to conduct safety assessments or provide care for victims. The State Surgeon General may fill the role of the Healthcare Providers. The Director(s) of Psychological Health or Behavioral Health Officer may fill the role of the Mental Healthcare Providers.
- e. SJA. SJA or legal representative who has detailed knowledge of the case, investigation, or can provide case disposition updates.
- f. Provost Marshal, CLE, or MCIO Representative. The Provost Marshal, CLE, or MCIO representative who has detailed knowledge of the investigation, especially for investigations initiated by a CLE or MCIO without a signed DD Form 2910.
- g. Chaplain. The State Chaplain will attend the State SAPR CMG and the Unit Chaplain will attend the Brigade and Wing SAPR CMG.
- h. NG Personnel Within the State Trained to do a Safety Assessment on a Sexual Assault Victim.
- i. Victim's Immediate Commander. A Traditional Drill Status Commander may designate a full-time Brigade or Division Staff member, or the first full-time officer in the victim's chain of command, to act on their behalf at a SAPR CMG meeting conducted during a time when the Commander is not on orders and unable to attend in person or virtually. The Commander will designate the representative in writing to the SAPR CMG Chair for annotation in the SAPR CMG meeting minutes. The designation of an alternate does not absolve the immediate Commander's responsibility to provide updates to the victim within 72 hours of the SAPR CMG's completion. The requested alternate must:
  - (1) Be a Commander or have prior experience as a Commander.
  - (2) Closely follow the progress of the victim(s) and the case(s).
  - (3) Not be the alleged sexual assault offender or the alleged retaliator of a retaliation complaint.
- j. Victim's SAPR Victim Advocate.
- k. Special Victims' Counsel and Civilian Victim Witness Liaison. A Special Victims' Counsel or civilian victim witness liaison who is unable to attend in person or virtually due to a conflicting requirement may provide updates to the full-time NG SARC or SAPR Victim Advocate familiar with the victim's case.

I. SAPR CMG Chair Requested Attendees. The SAPR CMG Chair may request additional stakeholders with an official need to know to attend the meeting. The SAPR CMG Co-chair will document these attendees in the SAPR CMG minutes.

3. Responsibilities and Preparation for the Monthly SAPR CMG Meeting.

a. The Adjutant General, the Commanding General of the District of Columbia or Deputy Adjutant General, Assistant Adjutant General, or equivalent will chair the monthly State SAPR CMG meeting to review individual cases, facilitate monthly victim updates, assess victim access to quality services, direct system coordination, review accountability measures, and ensure disposition actions are accomplished. This responsibility will not be further delegated.

(1) The SAPR CMG Chair will conduct a meeting each month even if there are no cases to discuss and will focus on program management elements, such as resources, training, and processes and procedures for system coordination.

(2) If a meeting is not held in each month, the Chair will provide the Co-Chair with documentation for the missed meeting that will be routed to their NGB-J1-S Regional Program Manager.

(3) In preparation for the SAPR CMG, the Chair will:

(a) Notify the victim's Commander or the general officer as applicable when informed that the alleged offender is the immediate Commander, rater, reporting senior, or reviewing officer of the victim of the alleged sexual assault or retaliation complaint. The Commander or the general officer will take the appropriate action IAW reference a which may include removal of the alleged offender from the rating chain of the victim.

(b) Make accommodations for operational requirements and travel commitments of general officers required to attend the SAPR CMG or permit the general officer to designate a military staff member, O6 or above with command experience, who is not the alleged offender of the sexual assault or the alleged retaliator of the retaliation complaint, to serve as their alternate.

1. The general officer will designate his or her representative, in writing, to the SAPR CMG Chair for annotation in the SAPR CMG meeting minutes. The designated representative will follow the progress of victims and their cases closely.

2. The designation of a representative does not absolve the general officer of the responsibility to provide updates to the victim within 72 hours after the SAPR CMG meeting is conducted.

(c) Ensure a required member of the SAPR CMG is replaced by their senior leader or general officer if the member is identified as the alleged retaliator by a retaliation reporter who filed a DoD Form "Retaliation Reporting Statement for Unrestricted Sexual Assault Cases" (DD Form 2910-2) at reference i or is the alleged offender of a reported sexual assault.

(d) Provide the Co-Chair with the list of additional persons to be invited to the SAPR CMG meetings.

1. Invitations should be extended only to individuals who are providing direct services to the victim or must have access to the information to perform his or her official duties.

2. The invitees must adhere to all safeguards for maintaining victim privacy and are not automatically entitled to the names of the victim or alleged offender.

3. The additional persons will no longer attend the SAPR CMG meetings after closure of the case that prompted their being included in the meeting or if the person no longer requires access to official information discussed at the SAPR CMG meeting to carry out his or her official duties.

(e) Ensure National Guard personnel within the State, Brigade, or Wing who are trained and able to perform a safety assessment of a sexual assault victim are invited to attend the monthly SAPR CMG meeting.

(f) Notify the first general officer in the chain of command or supervisory chain when the High Risk Response Team (HRRT) is stood up for a sexual assault victim who also reported retaliation, and when the HRRT is dissolved.

(g) Verify that all persons received their specific mandatory SAPR training IAW reference c, Enclosure 10, and reference j prior to attending SAPR CMGs.

b. The State SAPR Officer, State Lead SARC, or designated alternate serves as the State SAPR CMG Co-Chair. The full-time Brigade or Wing SARC will serve as the SAPR CMG Co-Chair for their respective Brigade or Wing SAPR CMG. In preparation of the SAPR CMG meeting, the SAPR CMG Co-Chair will:

(1) Schedule the monthly SAPR CMG meeting with the chair and prepare the agenda materials without using any names or other personally identifiable information (PII) of the victims or alleged offenders, IAW Appendix B of this Enclosure.

(2) Notify the first general officer in the SAPR CMG Chair's chain of command if the SAPR CMG Chair is the alleged offender of the sexual assault or the retaliation. The general officer will conduct the oversight of the sexual assault or retaliation allegation. If The Adjutant General is the alleged offender of the sexual assault or the retaliation the SARC will contact NGB-J1-S Regional Program Manager for further guidance before any SAPR CMG discussions occur.

(3) Verify that the required meeting members are available to attend the SAPR CMG and ensure documentation of absences and substitutions are in the DSAID SAPR CMG minutes.

(4) Verify the list of additional attendees invited to the SAPR CMG by the Chair.

(5) Coordinate the attendance of the victim's Commander, assigned SAPR Victim Advocate, Special Victims' Counsel, and representatives of military or civilian agencies, such as law enforcement, medical personnel, and advocates, when necessary to provide case-specific updates.

(6) Obtain relevant case updates from other stakeholders not listed above to present information at the SAPR CMG as applicable.

(7) Verify that a retaliation reporter signed a DD Form 2910-2 consenting discussion at the SAPR CMG meeting and seek guidance from the servicing SJA office prior to any discussion at the SAPR CMG meeting if there are concerns regarding privileged communications.

(8) Verify that a retaliation reporter alleging reprisal or restriction through either the State National Guard Inspector General, National Guard Bureau Inspector General, or DoD Whistleblower Reprisal Complaint Hotline, signed a DD Form 2910-2 to present to the Inspector General and to consent the complaint's discussion at the SAPR CMG meeting.

(a) If the reporter did not provide a copy to the Inspector General, verify that the serving SARC provided the signed DD Form 2910-2 when requesting an initial update IAW reference k.

(b) The servicing SARC will adhere to the guidelines in Table 1 "Guidelines to Obtain Inspector General Updates" to request a retaliation update on reprisal and restriction based on the designated Inspector General Office:

<b>Office of the Inspector General within the States, Territories, and the District of Columbia</b>
Army State Inspector General and Air Force State Inspector General
Email a status update request per local requirements.
<b>National Guard Bureau Inspector General</b>
Email a status update request to <ng.ncr.ngb-arng.mbx.ngb-ig@army.mil>
<b>DoD Office of the Inspector General</b>
(1) Email <SAPR-R Reprisal@dodig.mil> to request status updates on reprisal cases being investigated by the Office of Inspector General every three months until the reprisal investigation is closed.
(2) Contact the NGB-J1-S Regional Program Manager if a response is not received from the Office of the Inspector General.
(3) NGB-J1-S will request assistance from DoD Sexual Assault Prevention and Response Office to facilitate contact with the Office of the Inspector General Whistleblower Reprisal Investigations Directorate for a status update.

**Table 1.** Guidelines to Obtain Inspector General Updates

4. SAPR CMG General Discussion. The SAPR CMG general group discussion will focus on SAPR program management updates and concerns, see Figure 1 “State Monthly SAPR CMG Agenda and Meeting Minute Template,” Appendix B to this Enclosure. Victim or case-centric SAPR CMG members are not required to attend the SAPR CMG General Discussion. The Lead SARC documents members in attendance using Table 3, “SAPR CMG Meeting Sign in Sheet,” Appendix E to Enclosure A and will annotate the discussion of the following items in the General Meeting Notes section of DSAID:

- a. Personnel Certifications and Management.
- b. Training Efforts and Completion rate.
- c. Budget Execution.
- d. Public Affairs or Media items (including social media).
- e. Sexual Assault Awareness and Prevention Month events and activities.
- f. Regulation and guidance updates.
- g. Local trends, such as those in the Defense Equal Opportunity Climate Survey.
- h. Prevention efforts.
- i. Review of action items from previous SAPR CMG.

5. SAPR CMG Individual Case Discussion. Participants permitted in an individual case discussion are those personnel who require the information to perform their official duties associated with that specific individual case. Mandatory attendees include those individuals identified in Paragraph 2 of this Enclosure who are providing services or have knowledge of the case in an official capacity. The SAPR CMG members will carefully consider and implement immediate, short-term, and long-term measures, and help facilitate the victim’s recovery from the sexual assault and monitor overall well-being.

a. Confidential Communications (see Glossary). The SAPR CMG Chair and Co-Chair will take every measure to protect the victim’s privacy and control the release of the information, especially when using virtual platforms during the SAPR CMG.

(1) Information disclosed within each individual case discussion will only be released to personnel with an official need to know or as authorized by law.

(2) Improper disclosure of confidential communications under Unrestricted Reporting and improper release of medical information are prohibited and may result in disciplinary action pursuant to the State Code of Military Justice or other adverse personnel or administrative actions.



(3) Names or other PII of the victim and the alleged offender will not be used during the case discussion.

(4) Each member is only authorized to share case information with persons providing direct services to the victim with the victim's consent or with persons who must have access to the information to perform his or her official duties.

b. SAPR CMG Chair and Co-Chair Responsibilities. The SAPR CMG Chair and Co-Chair responsibilities during the individual case discussions are listed in Appendix C of this Enclosure.

6. Joint Bases. Army National Guard Brigade Commanders, Air National Guard Wing Commanders, and National Guard SARCs will participate in the base host Commander's SAPR CMG meetings when invited. If a National Guard member is a victim of sexual assault, the victim's Commander will also attend and provide appropriate information to the host Commander to enable him or her to provide the necessary supporting services when invited. Attendance at a host Commander's SAPR CMG does not exempt the requirement to attend the State SAPR CMG.

## APPENDIX A TO ENCLOSURE A

### ADDRESSING VICTIM SAFETY

#### 1. Victim Safety.

a. Safety Assessment Capability. This capability will be available for all eligible NG associated personnel to ensure the victim or other persons connected with the sexual assault are not in physical jeopardy regardless of physical location.

(1) Designated personnel will receive specialized training to conduct safety assessments of victims making either an Unrestricted Report or Restricted Report which may include using the Safety Assessment Tool at reference I. Individuals who occupy positions that would compromise the victim's reporting options will not be selected to assist.

(a) Healthcare professionals who are licensed or credentialed to provide care in a military or civilian healthcare facility are exempt from the specialized training if selected to conduct safety assessments. The assessment will include suicidal ideation and risk of harm to self and to others or from others and be conducted as soon as possible to minimize risk.

(b) SARCs may conduct non-clinical safety assessments with victims and will provide a warm handoff to a mental health provider to conduct a comprehensive clinical safety assessment if concerns of self-harm or harm to others is identified.

(c) If a SARC has a concern about a victim's risk for self-harm or harm to others and the victim declines the mental health referral, the SARC should consult the SJA.

(d) If National Guard personnel become aware of a victim or alleged offender making threats of harm to others, they will notify the responsible Commander, who will notify law enforcement and any threatened persons immediately. In emergency situations, the individuals will call 911.

(2) Re-administration of safety assessments will happen when one of the following occurs:

(a) A new safety concern arises or an existing safety concern escalates.

(b) The victim files a complaint of retaliation.

(c) The victim requests a Military Protective Order, Civilian Protective Order, or No Contact Order.

(3) There will be a heightened sensitivity to the safety concerns of victims by the SAPR CMG Chair when there is a retaliation allegation or if the victim identified as

being sexually assaulted more than once during their Military Service which may result in activation of an HRRT.

b. Safety Concern Response. The servicing SARC will immediately conduct a warm handoff of the victim to mental health for a comprehensive clinical safety assessment and crisis support when a safety concern is identified. The victim's Commander will assess the immediate safety risk to decide whether to initiate the HRRT. If the victim's immediate Commander is not in a duty status at the time a high-risk situation is identified, the first full-time Commander or officer with command-delegated authority in the victim's chain of command will convene the HRRT. The victim's Commander or next level Commander will Chair the HRRT and will:

(1) Establish a multi-disciplinary HRRT if a victim is assessed to be in a high-risk situation.

(2) Ensure that members of the HRRT attend and actively take part in the meeting. This responsibility is not delegable.

(3) Ensure the victim's SARC and SAPR Victim Advocate, SJA, Special Victims' Counsel assigned to the case, victim's healthcare provider or mental health and counseling services provider; and the personnel who conducted the safety assessment are invited.

(4) Invite the alleged offender's immediate Commander only if the alleged offender is believed to be involved in triggering the self-harm or may be the target of intended harm.

(5) Ensure that the SAPR CMG chair and SAPR CMG Co-Chair receive the first HRRT report within 24 hours of being activated.

(6) Ensure the HRRT continually monitors the victim's safety by assessing the risks in Table 2 below, "High Risk Response Team Assessment" and develops a plan to manage the situation.

(7) Confirm with the SARC that the SAPR CMG minutes and safety information is updated in DSAID.

(8) Provide updates to the SAPR CMG Chair at least once a week while the victim is on high-risk status

High Risk Response Team Assessment
<b>Indicators based on the Victim, Victim's Spouse or Dependents</b>
Threats, attempts, or plans to commit suicide, self-harm, or harm to others.
Sustained serious injury during the sexual assault incident.
No contact order, civilian protective order, or command has a Military Protective Order against the alleged offender and occurrences of any violations.
Previous or existing relationship or friendship with the alleged offender. Children in common; or sharing (or past sharing) of a common domicile.
History of drug or alcohol abuse.
<b>Indicators based on the Alleged Offender, Friends or Family Members</b>
Used a weapon, threatened to use a weapon, or has access to a weapon that may be used against the victim.
Destroyed victim's property; threatened or attacked the victim; or threatened, attempted, or has a plan to harm or kill the victim or the victim's family members; or intimidated the victim to withdraw participation in the investigation or prosecution.
Has access to the victim or is stalking or has stalked the victim.
Has threatened, attempted, or has a plan to commit suicide.
Exhibits erratic or obsessive behavior, rage, agitation, or instability.
History of drug or alcohol abuse.
Is a flight risk.

**Table 2.** High Risk Response Team Assessment Checklist

APPENDIX B TO ENCLOSURE A

SAMPLE SEXUAL ASSAULT PREVENTION AND RESPONSE CASE MANAGEMENT  
GROUP GENERAL SESSION AGENDA AND MINUTES TEMPLATE

<p>Monthly Case Management Group General Session [DATE – TIME – LOCATION]</p> <p><b>REQUIRED AND AUTHORIZED ATTENDEES</b> (List members present and absent)</p> <p>Chair. Co-Chair. Brigade Commander(s), Wing Commander(s) or Designated alternate(s) (Optional). All full-time SARCs assigned to the State. All full time-SAPR Victim Advocates. Staff Judge Advocate. Healthcare Professionals. Behavioral Health Officer or Director of Psychological Health. Provost Marshal Office, Security Forces, Civilian Law Enforcement or Military Criminal Investigative Organization. Chaplain. Victim's immediate Commander. Special Victims' Counsel. Safety Assessment personnel</p> <p><b>AGENDA ITEMS FOR GENERAL SESSION</b></p> <ol style="list-style-type: none"><li>1. Action items from previous SAPR CMG</li><li>2. Personnel Management</li><li>3. Training Management</li><li>4. Budget Management</li><li>5. Public Affairs items and social media</li><li>6. Sexual Assault Awareness and Prevention Activities</li><li>7. Updates on applicable regulatory guidance (DoD, NGB, Army National Guard, and Air National Guard)</li><li>8. Local trends and current news</li><li>9. Community prevention efforts</li><li>10. Review list of action items to address at the next SAPR CMG meeting</li></ol> <p><b><u>Action Item Matrix</u></b></p> <table border="1"><thead><tr><th><b><u>Action</u></b></th><th><b><u>POC</u></b></th><th><b><u>Due Date</u></b></th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table> <p>MEETING ADJOURNED AT [TIME] NEXT SAPR CMG MEETING WILL BE HELD [DATE – TIME – LOCATION]</p>			<b><u>Action</u></b>	<b><u>POC</u></b>	<b><u>Due Date</u></b>						
<b><u>Action</u></b>	<b><u>POC</u></b>	<b><u>Due Date</u></b>									

**Figure 1.** State Monthly SAPR CMG Agenda and Meeting Minute Template

## APPENDIX C TO ENCLOSURE A

### INDIVIDUAL CASE DISCUSSIONS RESPONSIBILITIES

1. Meeting Minutes. The SAPR CMG Chair will review and discuss all items on Figure 2, "State Monthly SAPR CMG Individual Case Management Discussion Agenda and Meeting Minute Template," Appendix D to Enclosure A, for each Individual SAPR CMG. The SAPR CMG Co-Chair will take the meeting minutes, include the discussion of any additional items in the meeting minutes, and document attendance using Table 3, "SAPR CMG Meeting Sign in Sheet," Appendix E to Enclosure A.

2. Validate Compliance. The SAPR CMG Chair will validate the State's National Guard compliance to the following processes and requirements IAW the references:

a. SARCs entered all Unrestricted Reports into DSAID within 48 hours after the victim signed the DD Form 2910 or made the report to CLE or MCIO or within 96 hours when deployed to locations with limited internet connectivity. Only the servicing SARC viewed and entered the information into DSAID.

b. Victims received an effective response by well-equipped SARCs and SAPR Victim Advocates.

c. Safety Assessment Teams completed safety assessments on the victims.

d. The immediate Commander initiated an HRRT when the victim was considered in a high-risk situation and performed the following upon completion of the assessment (see Appendix A of this Enclosure).

(1) The HRRT submitted their first report to the SAPR CMG Chair and Co-Chair within 24 hours of activation and followed up with weekly update briefs while the victim remained on high-risk status.

(2) All HRRT updates, regardless of method, adhered to the disclosure of protected communications and victim confidentiality and did not include any PII of the victim or alleged offender that would violate victim consent of communications or disclose confidential or privileged communications. (See Glossary).

e. The immediate Commander reviewed and discussed all new information to determine if any of it met the criteria for a Commander's Critical Information Requirement Report IAW reference h.

f. Servicing SARCs and SAPR Victim Advocates actively participated in each SAPR CMG meeting and presented verbal updates, adhered to the disclosure of protected communications and victim confidentiality, provided recommendations, and sought assistance from the chair or victim's Commander if needed.

g. Commanders adhered to reference k to process and track complaints of retaliation, specifically the following procedures:

(1) The servicing SARC confirmed that every retaliation report for review at the SAPR CMG meeting has a signed corresponding DD Form 2910-2 entered into DSAID indicating the reporter's consent to discuss the allegation at the SAPR CMG. The SARC also validated:

(a) The continuous performance of safety assessments to ensure the retaliation reporter's safety.

(b) The retaliation reporter received appropriate support, access to services and resources and referrals as needed, and their immediate Commander or designee provided the required status update following the SAPR CMG.

(2) The SAPR CMG Chair ensured a victim, victim's family members, witnesses, bystanders who intervened, SARCs and SAPR Victim Advocates, responders, and other parties associated with a reported unrestricted sexual assault, who were subjected to retaliation, reprisal, coercion, ostracism, maltreatment, or witness intimidation had their:

(a) Information shared immediately to the appropriate entity to address the concern, such as Equal Opportunity office, State Service Inspector General or National Guard Bureau Inspector General, CLE or MCIO. The SAPR CMG Chair will not attempt to assess the credibility of the retaliation report.

(b) Retaliation concerns associated with sexual harassment were referred to Equal Opportunity to be addressed in the correct forum.

(c) Allegations of retaliation, reprisal, ostracism, or maltreatment involving parties within the SAPR CMG were disclosed only after exercising discretion.

(3) The immediate Commander or authorized designee of an eligible retaliation reporter who filed a DD Form 2910-2 and consented to discuss the report at the SAPR CMG completed the following:

(a) Provided a status update on the associated Unrestricted Report of sexual assault and retaliation investigation, either criminal, Inspector General DoD, administrative or otherwise, to the reporter following the SAPR CMG meeting. These updates will continue until the retaliation investigation is closed or the allegations are appropriately addressed and the retaliation reporter is notified of the outcome, or the reporter rescinds consent to discuss the retaliation allegation at the SAPR CMG.

(b) Informed the retaliation reporter who feels he or she is under continuous retaliation to report the new allegations to the SAPR professional, who will with the report's consent, request the new allegations be added to the SAPR CMG meeting agenda for case monitoring.

(4) Closure of the sexual assault report associated with the retaliation report did not affect the discussion of the retaliation report at the SAPR CMG.

(5) The servicing SARC requested status updates every three months for reprisal cases until closure. The SARC will receive notification from the investigating Inspector General when the reprisal investigation is closed. Status updates are limited to whether the case is open or closed.

h. Leadership processed and tracked expedited transfer requests IAW reference m including:

(1) Verifying the status of the expedited transfer request, safety of the victim, and measures taken to minimize risk.

(2) Tracking the number of days between the approval date of a victim's request for expedited transfer and the date the victim physically departs the losing organization or the date the victim changes duty assignment location IAW reference m.

(3) Reviewing the circumstances of all expedited transfers taking longer than 30 calendar days to complete.

(4) Directing the initiation of the HRRT when circumstances indicate that the transfer delay appreciably increases risk of harm to the victim.

(5) Validating completion of the mandatory out-brief and intake meetings and expedited transfer.

(6) Monitoring and requiring the immediate transfer of sexual assault victim information to a designated gaining SARC and SAPR Victim Advocate for continuity of care and case management.

(7) Verifying with the SARC that the information is documented in the SAPR CMG minutes and in the expedited transfer DSAID module IAW reference m.

i. Commanders identified the presence or absence of victim collateral misconduct and the applicability of Safe to Report guidance and reviewed intended plans of action IAW reference n.

j. The servicing SJA collaborated with local SARCs and SAPR Victim Advocates during all stages of the investigative and military justice process to ensure an integrated capability, to the greatest extent possible.

k. The servicing SJA, legal representative, Provost Marshal, CLE, or MCIO provided investigative case updates to include "Open with Limited" cases with a NG alleged offender.

l. National Guard Bureau Complex Investigations investigators notified the SARC immediately upon assignment to an adult sexual assault investigation and informed the SARC immediately of additional reports of sexual assault revealed during the investigation.



m. Commanders provided a required update on a Military Protective Order or No Contact Order and confirmed that both the alleged offender and the victim received a hard copy of the Orders.

n. The serving SARCs or Commanders provided an update on a Civilian Protective Order and its requirements, if informed of the order by the victim.

o. Commanders of alleged offenders of sexual assault allegations completed the following:

(1) Provided all disposition data in writing, to include any administrative or judicial action taken, stemming from the sexual assault investigation to the SJA, CLE or MCIO as applicable. This information met the DoD's requirements for the submission of criminal history data to the Criminal Justice Information System, Federal Bureau of Investigation; and to record the disposition of alleged offenders into DSAID.

(2) Provided the final disposition of sexual assault cases to the servicing SJA, to include investigations conducted by the National Guard Bureau Complex Investigations.

p. The servicing SJA shared case dispositions, including cases disposed of by non-judicial proceedings with the sexual assault victim, to the extent authorized by law, within two business days of the final disposition decision.

q. The servicing SJA completed and submitted the DD Form 3114 for each case disposition within five business days to the SARC for entry into DSAID.

r. The SARC received the required information to enter the alleged offender's disposition information in DSAID and routes the DD Form 3114 to National Guard Bureau Manpower and Personnel Sexual Assault Prevention and Response (NGB-J1-S) for review and case disposition entries.

3. Co-Chair. The Co-Chair will:

a. Prepare and mark the agenda and slides with Controlled Unclassified Information (CUI) IAW reference o, but will not distribute the agenda or slides to members of the SAPR CMG.

b. Confirm the servicing SARC:

(1) Enters all reported sexual assaults into DSAID within 48 hours of the report of sexual assault or within 96 hours when deployed to locations with limited internet connectivity. Only the servicing SARC may view and enter the information into DSAID.

(2) Completes the required 24 Hour notifications and 8-Day Reports within required timeframes.

(3) Provides verbal updates without mentioning names or any PII of the victim or alleged offender that would violate victim confidentiality or disclose privileged communications.

c. Validate the completion of safety assessments and confirm the victim received information and a warm handoff to appropriate resources such as counseling, medical, and legal without violating victim confidentiality.

d. Provide updates regarding Expedited Transfer requests from date of request to date of completion of transfer IAW reference m.

e. Ensure SAPR CMG members adhere to existing procedures to discuss, track, and refer retaliation reports made by sexual assault victims and other eligible individuals IAW reference k.

f. Provide the status of a reprisal investigation or the date of the anticipated next update that will be provided from State Service Inspector General or National Guard Bureau Inspector General.

g. Confirm that the Retaliation Module in DSAID is updated accordingly from date of initiation to completion of command action or disposition for the retaliation.

h. Confirm that a victim is advised of a Military Protective Order which is enforced by military law enforcement personnel on military installations; and of Civilian Protective Orders, No Contact Orders or Restraining Orders which are enforced by civilian law enforcement off military installations and consistent with State and local statutes. The Commander issuing the Military Protective Order must inform civilian law enforcement of the issuance, change, and termination of the order and all parties involved.

i. Confirm with the victim's Commander that the victim was provided the monthly case update within 72 hours of the last SAPR CMG either verbally or by email. The victim's commander cannot delegate this responsibility.

j. Record the attendance of the monthly meetings to include absences and substitutions of required members and additional personnel invited to attend the SAPR CMG by request of the Chair in the specific case Meeting Attendance section of DSAID.

k. Document a synopsis of issues discussed (see Appendix D of this Enclosure) in the specific case Meeting Minutes Notes section of DSAID. Names or any other PII of the victim or alleged offender will not be included.

l. Document SAPR CMG minutes and place into DSAID within 14 calendar days after the SAPR CMG meeting.

APPENDIX D TO ENCLOSURE A

SAMPLE SEXUAL ASSAULT AND PREVENTION INDIVIDUAL CASE MANAGEMENT  
DISCUSSION TEMPLATE

<p style="text-align: center;">Individual Case Management Group Discussion Authorized Attendees Only for Each Case [DATE – TIME – LOCATION]</p> <p><b>REQUIRED AND AUTHORIZED ATTENDEES</b> (List members attending and providing updates for each case and members absent.)</p> <p><b>Type of Report: Unrestricted – Open</b></p> <ul style="list-style-type: none"><li>a. DSAID Case Number: [DSAID Case Number]</li><li>b. Date Opened: [DATE- DD Form 2910 SIGNED]</li><li>c. Converted Restricted Report: [YES/NO]</li><li>d. Immediate Commander: [NAME]</li><li>e. SAPR Victim Advocate: [NAME or “Declined”]</li><li>f. Special Victims’ Counsel: [NAME]</li><li>g. Charge: [For example: Rape or Sodomy]</li><li>h. Safety Assessment: [Identify concerns.]</li><li>i. High Risk Response Team activated: [Yes or No]</li><li>j. Civilian Protective Order: [Yes or No] and [Expiration Date]</li><li>k. Military Protective Order: [Yes or No] and [Expiration Date]</li><li>l. No Contact Order: [Yes or No] and [Expiration Date]</li><li>m. Retaliation/Reprisal Allegation Case Number: [CASE NUMBER]</li><li>n. Retaliation/Reprisal Allegation:<ul style="list-style-type: none"><li>(1) Example: “No reports of retaliation.” or “Victim reports social ostracism from former friends and co-workers and requests an Expedited Transfer.” [Allegation]</li><li>(2) Date DD Form 2910-2 was signed and consent was provided for SAPR CMG brief. [Date]</li><li>(3) Initial date the retaliatory incident was introduced to the SAPR CMG. [Date]</li><li>(4) Retaliation Case Number: [Case Number]</li><li>(5) Relationship of the individual alleging retaliation to the case, such as “victim,” “witness,” “family member” or “first responder.” [Relationship of retaliation reporter to the case]</li><li>(6) Relationship of the reporter to the retaliator and the type of retaliation, such as “social” or “professional.” [Relationship to retaliator] and [Type of retaliation]</li><li>(7) Date the allegation was filed with an Inspector General, or referred to Equal Opportunity, Commander, or other authority to resolve the retaliatory incident.</li><li>(8) Corrective actions taken to resolve the incident of retaliation and the results.</li><li>(9) Date the retaliation incident was resolved. [Date resolved]</li></ul></li></ul>
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**Figure 2.** State Monthly SAPR CMG Individual Case Management Discussion Agenda and Meeting Minutes Template

<p style="text-align: center;">Individual Case Management Group Discussion (Continued)</p> <p>o. Expedited Transfer Request: [Yes or No], if Yes, fill in the following items:</p> <p>(1) Date Requested: [Date of Request]</p> <p>(2) Date Approved or Denied, If denied, also explain why and what other action was taken to provide the victim a safe environment: [Date], [Explanation, if denied]</p> <p>(3) Date Individual was transferred, and explanation If date is greater than 30 days from the date requested: [Date of transfer]. [Explanation, if greater than 30 days from request]</p> <p>(4) Date of Losing SARC Out brief (if applicable): [Date]</p> <p>(5) Date of Gaining SARC Intake Meeting (if applicable): [Date]</p> <p>(6) Date of Losing Commander Out brief (if applicable): [Date]</p> <p>(7) Date of Gaining Commander Intake Meeting (if applicable): [Date]</p> <p>p. Services and resources provided to the victim. [Identify services and resources]</p> <p>Notes: [Examples: "Identity of Sheriff investigating," "Report of investigation with Staff Judge Advocate," "legal action decision pending," "Victim not engaged with SAPR," "Discussed closure at Case Management Group meeting, however case needs to remain on agenda until DD Form 3114 is processed by NGB-J1-S."]</p> <p><b>Type of Report: Unrestricted - Open with Limited Information</b></p> <p>a. DSAID Case Number: [DSAID Case Number]</p> <p>b. Date Declined SAPR Services (if applicable): [Date declined]</p> <p>c. Victim Status: [Military, Civilian, contractor, other]</p> <p>d. Alleged Offender Status: [Military, Civilian, contractor, other]</p> <p>e. Charge: [Identify Charge]</p> <p>f. Status of the Investigation: [Open, almost complete, closed, pending disposition, other]</p>
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*Figure 2. continued. State Monthly SAPR CMG Individual Case Management Discussion Agenda and Meeting Minutes Template*

APPENDIX E ENCLOSURE A

MONTHLY OR QUARTERLY SEXUAL ASSAULT PREVENTION AND RESPONSE  
CASE MANAGEMENT GROUP SIGN-IN SHEET TEMPLATE

[MONTHLY or QUARTERLY] SAPR CMG SIGN-IN SHEET	
[LOCATION]	
[DATE – TIME]	
Last Name, First Name, Rank	Unit and Position
Date SAPR CMG Meetings uploaded into DSAID: [Date]	

**Table 3.** SAPR CMG Meeting Sign in Sheet

ENCLOSURE B

QUARTERLY SEXUAL ASSAULT PREVENTION AND RESPONSE CASE  
MANAGEMENT GROUP MEETINGS

1. Purpose. The SAPR CMG Chair will use the quarterly SAPR CMG meetings to assess the effectiveness of the response system and ensure the tracking and resolution of problems identified during the No Wrong Door meetings (see Glossary). This is a separate discussion from individual SAPR case management oversight at the monthly SAPR CMG meetings. No information directly related to Unrestricted Reports, specific sexual assault victims, or retaliation reporters will be discussed to protect their privacy.

2. Quarterly SAPR CMG Meeting Membership. The following individuals will attend each State SAPR quarterly SAPR CMG meeting in person or virtually. Additional stakeholders may be invited to attend with approval of the SAPR CMG Chair. Required attendees for a quarterly SAPR CMG meeting at the Brigade or Wing with a full-time SARC will be equivalent to those required at the State quarterly SAPR CMG. The SAPR CMG members required to attend the quarterly discussions include:

- a. SAPR CMG Chair.
- b. Co-Chair.
- c. All SARCs assigned to the State.
- d. Brigade and Wing Commanders, or delegates with prior SAPR CMG Chair approval.
- e. Medical and mental healthcare providers.
- f. SJA.
- g. Law enforcement agencies, as applicable.
- h. Chaplains.
- i. State Installation personnel trained to do a safety assessment.
- j. Commanders of victims with open cases.
- k. Special Victims' Counsel.
- l. NG Joint Force Headquarters-State No Wrong Door committee members.
- m. Prevention Workforce.

3. Topics for Discussion.

- a. System coordination challenges.

- b. Timely victim access and warm handoff to medical care and mental health care.
- c. Timely victim access and warm handoff to victim advocacy, legal, spiritual, and other services within the installation and through established agreements with external civilian agencies.
- d. HRRT and other organizational responses to victim safety issues.
- e. Retaliation allegation reporting and other associated data.
- f. Timeliness of moves and challenges associated with Expedited Transfer requests and approvals.
- g. Resource sharing in joint environments and Tenant Commander concerns.
- h. Reporting and service access trends for the installation.
- i. Community Prevention efforts.

4. Chair and Co-Chair Responsibilities.

a. The SAPR CMG Chair will:

(1) Review the minutes and action items at the next SAPR quarterly SAPR CMG meeting to drive progress and conduct oversight on any open system coordination and accountability issues to include retaliation response.

(2) Ensure subordinate commanders, tenant commanders and supervisors (officers, enlisted, civilians) are adhering to retaliation response requirements in this issuance. Conduct follow-up to ensure effective resolution of identified issues.

(3) Ensure SARCs and SAPR Victim Advocates are adhering to the requirements IAW reference c, and that the SARCs are effectively executing the SARC SAPR CMG responsibilities IAW this issuance.

b. The SAPR CMG Co-Chair will:

(1) Aggregate and present relevant case and trend data taking into careful consideration the importance of protecting the victim's privacy. Data provided should not contain names or other PII that could reasonably identify the victim or alleged offender.

(2) Record the minutes of the quarterly meeting, including all action items assigned by the SAPR CMG Chair to address or improve system response and accountability issues in the General Meeting Notes section of DSAID within 14 calendar days.

APPENDIX A ENCLOSURE B

SAMPLE QUARTERLY SEXUAL ASSUALT PREVENTION AND RESPONSE CASE  
MANAGEMENT GROUP MEETING AGENDA AND MINUTES TEMPLATE

<p style="text-align: center;">Quarterly Case Management Group Meeting [DATE – TIME – LOCATION]</p> <p><b>REQUIRED AND AUTHORIZED ATTENDEES.</b> (List members present and absent)</p> <p>SAPR CMG Chair.</p> <p>SAPR CMG Co-Chair.</p> <p>All full-time SARCs assigned to the State.</p> <p>Commanders of victims with open cases.</p> <p>Staff Judge Advocates.</p> <p>Senior representatives of:</p> <p>Medical and mental healthcare providers.</p> <p>Law enforcement agencies, as applicable.</p> <p>Chaplains.</p> <p>State Installation personnel trained to do a safety assessment.</p> <p>Special Victims' Counsel.</p> <p>NG Joint Force Headquarters-State No Wrong Door committee members.</p> <p style="text-align: center;"><b>AGENDA ITEMS FOR QUARTERLY SESSION.</b></p> <ol style="list-style-type: none"><li>1. System coordination challenges among SAPR CMG members.</li><li>2. Timely victim access to victim advocacy, medical and mental health care, legal, spiritual, and other services within the installation and through established agreements with external civilian agencies.</li><li>3. HRRT and other organizational responses to victim safety issues.</li><li>4. Retaliation allegation reporting and other associated data.</li><li>5. Timeliness of moves after Expedited Transfer approvals.</li><li>6. Resource sharing in joint environments and Tenant Commander concerns.</li><li>7. Reporting and service access trends for the installation.</li><li>8. Community prevention efforts.</li></ol>
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**Figure 3.** Quarterly SAPR CMG Meeting Minutes Template



Quarterly Case Management Group Meeting (Continued)

**OPEN DISCUSSION** (Process improvement and trend identification)

**TRAINING ITEMS**

**ROUND ROBIN**

(Discuss systemic items for each case under each of the following categories: Local Response; Investigative Process; Prosecution Process; Command Response.)

- (a) What went well?
- (b) What issues were identified?
- (c) Can issues be resolved at local level?
- (d) If so, what is the plan?
- (e) If not, what is the plan to elevate issues?
- (f) Who will follow up?

(g) What issues are to be elevated by the SAPR CMG Co-Chair to the Regional SAPRAC representative?

**Action Item Matrix**

<b><u>Action</u></b>	<b><u>POC</u></b>	<b><u>Due Date</u></b>

MEETING ADJOURNED AT [TIME]  
NEXT QUARTERLY SAPR CMG MEETING WILL BE HELD [DATE], [TIME]

*Figure 3. continued. Quarterly SAPR CMG Meeting Minutes Template*

ENCLOSURE C

USE OF DD FORM 3114 FOR REPORTING SEXUAL ASSAULT INFORMATION

1. Initiation of the DD Form 3114. The State SAPR Officer, Lead SARC, or servicing SARC will obtain the original DD Form 3114 at reference f and enter the DSAID control number and the victim demographics (Section A) without providing any victim PII.

a. If the alleged offender is known, the DD Form 3114 is provided to the servicing SJA.

b. If the alleged offender is unknown, the State SAPR Officer, Lead SARC, or servicing SARC will coordinate with the victim's immediate Commander and the servicing SJA to complete all sections of DD Form 3114 and ensure no victim information is included.

2. Completion of the DD Form 3114. The servicing SJA will:

a. Coordinate with the State SAPR Officer, Lead SARC, or the servicing SARC, Provost Marshal Office, Commander, and other relevant entities, such as Military Criminal Investigative Organizations, the NGB Office of Complex Investigations, and civilian law enforcement agencies, to obtain case referrals, outcomes, and final disposition information for all unrestricted sexual assault cases.

b. Complete Section B through Section I and verify that all blocks on the DD Form 3114 are completed. An appeal of the final disposition by the alleged offender will not delay case closure.

c. Provide the completed document to the State SAPR Officer, Lead SARC, or the servicing SARC for processing by the NGB-J1-S Disposition Officer and retain a copy IAW guidance and standards set forth by their respective offices. If the NGB Office of Complex Investigations completed an administrative investigation, provide their office with a copy of the completed DD Form 3114 to complete the investigation record.

3. Disposition of the DD Form 3114. Upon receipt of the completed DD Form 3114 from the servicing SJA, the State SAPR Officer, Lead SARC or the servicing SARC will submit the completed DD Form 3114 to their NGB-J1-S Regional Program Manager by a secure method, such as an encrypted email or "DoD SAFE" at reference p (see Glossary).

a. The NGB-J1-S Regional Program Manager will review all data on the DD Form 3114 and confirm its accuracy, integrity, and completeness, and provide the form to the NGB-J1-S Disposition Officer.

b. The NGB-J1-S Disposition Officer will enter all data from the DD Form 3114 into the Legal Officer module within the DSAID and will advise the appropriate Regional Program Manager that the case can be closed providing it meets all the DSAID case

closure requirements (see Glossary). After verifying and uploading the case synopsis, the Disposition Officer will destroy the DD Form 3114 IAW reference q.

c. The NGB-J1-S Regional Program Manager will advise the servicing State SAPR Officer, Lead SARC or the servicing SARC that the case can be closed provided it meets all the DSAID case closure requirements and the victim no longer requires or receives SAPR services.

2. Final Case Closure. The State SAPR Officer, Lead SARC or the servicing SARC will execute the final case closure (see Glossary) in DSAID upon notification from the NGB-J1-S Regional Program Manager provided it meets all the DSAID case closure requirements and the victim no longer requires or receives SAPR services. After closing the case in DSAID, the State SAPR Officer, Lead SARC, or the servicing SARC will destroy the DD Form 3114 IAW reference q. The State SAPR Officer, Lead SARC or the servicing SARC will notify their NGB-J1-S Regional Program Manager that the case was closed.

ENCLOSURE D

REFERENCES

PART I. REQUIRED

- a. Chief of the National Guard Bureau (CNGB) Instruction 1300.01, 26 June 2020, "National Guard Sexual Assault Prevention and Response Program"
- b. Department of Defense (DoD) Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- c. DoD Directive 6495.01, 23 January 2012, "Sexual Assault Prevention and Response (SAPR) Program," Incorporating Change 5, 10 November 2021
- d. DoD Instruction 6495.02, Volume 1, 28 March 2013, "Sexual Assault Prevention and Response: Program Procedures," Incorporating Change 7, 06 September 2022
- e. DoD Forms Management Program, DD Form 2910, "Victim Reporting Preference Statement," <<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2910.pdf>>, accessed 16 November 2023
- f. DoD Forms Management Program, DD Form 3114, "Department of Defense Uniform Command Disposition Report," <<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd3114.pdf>>, accessed 16 November 2023
- g. National Guard Bureau Directive-Type Memorandum (NGB-DTM) 1300.02, 17 October 2022, "National Guard Use of Department of Defense DD Form 3114 "Uniform Command Disposition Report" For Reporting Sexual Assault Information"
- h. CNGB Manual 1300.02A, 19 January 2023, "National Guard Sexual Assault Incident Notification and Reporting Requirements"
- i. DoD Forms Management Program, DD Form 2910-2, "Retaliation Reporting Statement for Unrestricted Sexual Assault Cases," <<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2910-2.pdf>>, accessed 16 November 2023
- j. DoD Instruction 6495.02, Volume 2, 09 April 2021, "Sexual Assault Prevention and Response: Education and Training"
- k. CNGB Manual 1300.03A, 26 August 2020, "National Guard Retaliation Reporting Processes Related to Unrestricted Reports of Sexual Assault"

- l. United States Department of Defense Sexual Assault Prevention and Response, SAPRO Policy Toolkit, "Safety Assessment Tool," <[https://www.sapr.mil/sites/default/files/public/docs/policy/toolkit/Safety\\_Assessment\\_Tool\\_Reference\\_Copy.pdf](https://www.sapr.mil/sites/default/files/public/docs/policy/toolkit/Safety_Assessment_Tool_Reference_Copy.pdf)>, accessed 16 November 2023
- m. CNGB Manual 1300.04A, 18 November 2022, "National Guard Expedited Transfer Program for Members with Unrestricted Reports of Sexual Assault"
- n. NGB DTM 1300.00, 06 December 2022, "Safe-to-Report Policy for National Guard Service Member Victims of Sexual Assault"
- o. DoD Instruction 5200.48, 06 March 2020, "Controlled Unclassified information (CUI)"
- p. DoD Safe, <<https://safe.apps.mil/>>, accessed 16 November 2023
- q. National Archives and Records Administration, March 2022, 5.0 General Operations Support, Section 5.2, "Transitory and Intermediary Records," Last modified June 2023

## PART II. RELATED

- r. Office of the Secretary of Defense, Sexual Assault Prevention and Response Office, "Close DSAID Case, DSAID Use Case Specification," Version 1.6.3, <<https://www.sapr.mil/?q=toolkit-for-commanders-and-sarcs>>, accessed 16 November 2023
- s. DoD Instruction 1215.06, 11 March 2014, "Uniform Reserve, Training, and Retirement Categories for the Reserve Components," Incorporating Change 2, 12 July 2022
- t. CNGB Instruction 1302.01, 23 April 2012, "Guidance for Members Performing Duty Under the Authority of 32 USC § 502(f)," Certified as Current 12 July 2017
- u. NGB DTM 1300.03, 29 November 2022, "No Wrong Door and Warm Handoff Policy for National Guard Service Member Victims of Sexual Assault"
- v. DoD Instruction 6495.02, Volume 3, 24 June 2022, "Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases"

## GLOSSARY

### PART I. ACRONYMS

CLE	Civilian Law Enforcement
CMG	Case Management Group
DoD	Department of Defense
DSOID	Defense Sexual Assault Incident Database
HRRT	High Risk Response Team
IAW	In accordance with
MCIO	Military Criminal Investigative Organization
NG	National Guard
NGB-J1-S	National Guard Bureau Manpower and Personnel Sexual Assault Prevention and Response Division
PII	Personally Identifiable Information
SAPR	Sexual Assault Prevention and Response
SARC	Sexual Assault Response Coordinator
SARCs	Sexual Assault Response Coordinators
SJA	Staff Judge Advocate

### PART II. DEFINITIONS

Confidential Communication -- Oral, written, or electronic communications of personally identifiable information concerning a sexual assault victim and the sexual assault incident provided by the victim to the Sexual Assault Response Coordinator, Sexual Assault Prevention and Response Victim Advocate, or healthcare personnel. This confidential communication includes the victim's Sexual Assault Forensic Exam Kit and its information in accordance with reference c.

Defense Sexual Assault Incident Database Case Closure -- The assigned Sexual Assault Response Coordinator, State Sexual Assault Prevention and Response Officer, or National Guard Bureau Sexual Assault Prevention and Response Division Regional Program Manager closes a Defense Sexual Assault Incident Database case. A Defense Sexual Assault Incident Database Unrestricted Report case can be closed only if the investigation activity is complete, there is a final case disposition, all referrals for the victims are complete, the incident is no longer under discussion by the Case Management Group, and all incident and offender information is populated within the database. Case closure of a Restricted Report can occur when all referrals are complete, and the incident is not under discussion with the Case Management Group in accordance with reference r.

Department of Defense Secure Access File Exchange -- A government Common Access Card enabled online resource offered by the Defense Information System Agency to allow Defense Department personnel to transfer unclassified files that are too large to send by regular email. This resource is approved for encrypted Confidential Unclassified Information, Personally Identifiable Information, and Person Health Information in accordance with reference p.

**Final Case Disposition** -- Final case disposition for a substantiated case occurs when the alleged offender is sentenced through a court-martial or by a civilian court, received non-judicial punishment, a completed administrative action, or when the decision was made that no action will be taken. Final case disposition for a non-substantiated case occurs when the commander determines whether an action will be taken against the alleged offender. An alleged offender's appeal to the case disposition has no effect on the case closure in accordance with reference d.

**Non-Federalized National Guard Members** -- Include all National Guard members performing duty in a Title 32 United States Code status, such as Traditional Drill Status members on Inactive Duty Training and Annual Training, members on full-time National Guard Title 32 United States Code status to perform missions such as Homeland Defense, Drug Interdiction and Counter-Drug Activities, Active Guard and Reserve duty, and missions authorized other than those already mentioned, as well as State Active Duty under the Governor's Authority in accordance with reference s and reference t. National Guard members on Title 10 United States Code orders must adhere to Service-specific regulations and do not fall under National Guard issuances until they return to Title 32 United States Code status.

**No Wrong Door** -- It is National Guard Bureau policy that individuals who seek information about Sexual Assault Prevention and Response services from any National Guard organization or entity will receive full assistance as practical, and never be denied or inappropriately delayed in receiving care and support in accordance with reference u.

**Open With Limited Information** -- Entry in Defense Sexual Assault Incident Database to be used in the following situations: victim refused or declined services, victim opt-out of participating in investigative process, third-party reports, local jurisdiction refused to provide victim information, or civilian victim with military subject in accordance with reference d.

**Personally Identifiable Information** -- Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. This information includes the person's name, other particularly identifying descriptions, such as physical characteristics or identity by position, rank, or organization, or other information about the person or the facts and circumstances involved that could reasonably be understood to identify the person, such as a female in a particular squadron or barracks when there is only one female assigned in accordance with reference c.

**Retaliation Reporter** -- A retaliation reporter may include a National Guard Service member who files a retaliation complaint based on retaliatory behavior, such as reprisal, coercion, ostracism, maltreatment, witness intimidation, or restriction, taken against them because they filed or intended to file an Unrestricted Report of sexual assault. A reporter may also include a witness, bystander who intervened, sexual assault response

coordinator, victim advocate, responders, and other individuals associated with the sexual assault incident, who file a retaliation complaint in accordance with reference v.

State Lead Sexual Assault Response Coordinator -- The State Sexual Assault Prevention and Response Officer performs the responsibilities as the State Lead Sexual Assault Response Coordinator. In the absence of a State Sexual Assault Prevention and Response Officer, the National Guard Joint Force Headquarters-State Sexual Assault Response Coordinator serves as the State Lead Sexual Assault Response Coordinator in accordance with reference a.

Warm Handoff -- National Guard service providers will inform an individual of services available, to include the name of the service provider and will obtain their verbal permission to make the referral. The service provider will arrange an in-person introduction to facilitate care coordination. This includes escorting the individual to the provider or point of contact or waiting with the individual until the provider or point of contact arrives to the agreed upon meeting location. If an in-person introduction is not practicable, a virtual meeting may be conducted through a conference call or other immediate means to introduce the individual seeking sexual assault prevention and response services or information with an appropriate provider or point of contact in accordance with reference u.