



# CHIEF OF THE NATIONAL GUARD BUREAU MANUAL

NGB-J1-SAPR  
DISTRIBUTION: A

CNGBM 1300.01A  
01 November 2022

## DEPARTMENT OF DEFENSE SEXUAL ASSAULT ADVOCATE CERTIFICATION PROGRAM AND SYSTEMS ACCESS REQUIREMENTS

References: See Enclosure G.

1. Purpose. This manual provides procedural guidance to obtain and maintain Defense Sexual Assault Advocate Certification Program (D-SAACP) certification, and access to required Sexual Assault Prevention and Response (SAPR) program victim support and reporting systems in accordance with (IAW) references a through f.
2. Cancellation. This manual cancels and replaces its previous version, Chief of the National Guard Bureau Manual 1300.01, 21 September 2016, "National Guard Implementation of the Department of Defense (DoD) Sexual Assault Advocate Certification Program."
3. Applicability. This manual applies to all elements of the National Guard (NG). Specifically, it applies to all SAPR professionals (see Glossary) and supporting entities to include approving and appointing authorities and individuals conducting the screening requirements.
4. Procedures. In addition to D-SAACP certification procedures, this manual includes guidance for designated SAPR professionals to gain access to required reporting systems such as the Defense Sexual Assault Incident Database (DSAID) IAW reference g, and the Catch a Serial Offender (CATCH) Program website IAW reference h. See Enclosures A through F for additional procedural guidance.
5. Summary of Changes. This manual has undergone substantial revision as described below. This manual:
  - a. Requires all applicants to complete a Federal Bureau of Investigations (FBI) fingerprint check and Defense Central Index of Investigations check, equivalent military records check, or State records check.
  - b. Requires all SAPR professionals to have a full Tier 3 background investigation.
  - c. Requires all SAPR professionals to enroll in continuous evaluation IAW reference b.

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d. Provides revised criteria for missed recertification deadlines, suspension, and revocation, and reinstatement processes.

e. Specifies adherence to the DoD Personnel Security Program pertaining to the suspension of a D-SAACP certified individual who engaged in activity required to be reported IAW reference i and reference j.

f. Provides the requirements for designated SAPR professionals to obtain and maintain access to required reporting systems such as DSAID and CATCH.

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 signature and must be revised, reissued, canceled, or certified as current within five years from the date signed.

  
ERIC K. LITTLE  
Major General, USA  
Director, Manpower and Personnel  
National Guard Bureau

Enclosures:

- A -- Required Assignment Eligibility and Suitability Screening
- B -- Initial D-SAACP Certification Requirements
- C -- D-SAACP Certification Renewal Requirements
- D -- D-SAACP Certification Suspension and Revocation Guidelines
- E -- D-SAACP Certification Reinstatement Guidelines
- F -- Reporting Systems Access Guidelines
- G -- References
- GL -- Glossary

## ENCLOSURE A

### REQUIRED ASSIGNMENT ELIGIBILITY AND SUITABILITY SCREENING

1. Basic Qualifications and Pre-Screening. All SAPR professionals must complete the D-SAACP application process and receive their certification before assisting sexual assault victims. The Commander, supervisor, or appointing authority, identified in Table 1 and Table 2 in Appendix A to this Enclosure, will evaluate the applicant's suitability or technician compatibility of qualifications for certification, to include consideration of arrest records and adverse actions in the individual's personnel files, before nominating the applicant as a SAPR professional. The applicant and verifying or approving authority will follow the screening criteria in Table 1 or Table 2 in Appendix A to this Enclosure, IAW reference k. Personnel required to complete this screening process include:

a. Newly nominated or selected SAPR professionals.

b. Incumbents or applicants without a minimum Tier 3 background investigation when seeking D-SAACP renewal. The screening check will include a minimum Tier 3 background investigation, and a State Criminal History Repository (SCHR) check.

c. SAPR professionals with a current minimum Tier 3 investigation who are not enrolled in continuous evaluation. Newly nominated, newly selected, and renewing SAPR professionals must complete the SCHR check and comply with the pre-screening requirements, but do not have to re-submit to a Tier 3 investigation.

2. Pre-Screening Results and Background Checks. Upon receipt of the results of the pre-screening and background checks, to include the FBI fingerprint background check and the Commander, supervisor, or appointing authority's favorable assignment eligibility determination, the appropriate security office will validate the Tier 3 background investigation information or request a Tier 3 background investigation. Personnel may proceed with obtaining certification once pre-screening requirements are met and no adverse information is identified. An applicant who falls under one of the following circumstances may not continue the certification process:

a. An applicant who is a subject of an open criminal, equal opportunity, harassment, or Inspector General investigation will have the certification application delayed until the investigation and complaint are fully adjudicated to verify the applicant is eligible for certification.

b. An applicant who has one or more of the following automatic disqualifying conditions is ineligible to obtain certification:

(1) A conviction of a crime of sexual assault or other sex-related offenses, listed in reference l.

(2) A conviction of a crime of domestic violence as described in reference m, child abuse, or any violent crime under reference b.

(3) A conviction of a State or Federal law-equivalent to a disqualifying condition.

(4) A criminal conviction determined by the Commander, supervisor, or appointing authority to be inconsistent with the duties of a SAPR professional.

(5) A conviction of any attempt to commit acts referenced in paragraph 2.b.(1) through 2.b.(4) of this Enclosure punishable under the law.

(6) Required registration on a State or national registry for sex offenses, domestic violence, or child abuse offenses.

(7) Any criminal behavior, such as arrests or probation before judgement, within the individual's background investigation, determined by the Commander, supervisor, or appointing authority to be inconsistent with the duties of a SAPR professional.

(8) Any disciplinary or administrative actions taken because of investigation findings reported by the National Guard Bureau Office of Complex Investigations (NGB-CI) relating to sexual assault.

3. Background Check Completion. NG procedures to initiate and request criminal history background results will include follow-up to ensure timely completion of the checks, and an opportunity and process to address situations causing delays in receiving the results. Individuals must receive a favorable background check to proceed. A delay in receiving the results will not constitute a presumption of a favorable check.

a. States may vary in the timeliness of results of the SCHR check based on jurisdiction. However, if the State does not provide a response within 60 days from the SCHR check request, the Defense Counterintelligence Agency or NG component designee will follow their Service-specific guidance, found in reference n and reference o, when making assignment eligibility determination in such cases.

b. If disqualifying information is identified later, the Commander, supervisor, or appointing authority will follow the procedures specified in paragraph 4 this enclosure.

c. The verifying or approval authority identified in Table 1 for all civilian positions and Table 2 for all military positions in Appendix A to this Enclosure will:

(1) Obtain the "Screening and Rescreening Criteria Worksheet for Civilian Personnel," from the National Guard Bureau Manpower and Personnel, Sexual Assault Prevention and Response Division (NGB-J1-SAPR) Regional Lead. Sign, date, and email the completed worksheet with "Civilian Employee Suitability Screening Criteria," and assigned State and Unit in the subject line to the NGB-J1-SAPR Regional Lead.

(2) Obtain the “Screening and Rescreening Criteria Worksheet for Military Personnel” from the NGB-J1-SAPR Regional Lead. Sign, date, and email the completed worksheet with “Military Member Suitability Screening Criteria,” and assigned State and Unit in the subject line to the NGB-J1-SAPR Regional Lead.

d. Screening and background checks will occur every three years at minimum on all civilian and military SAPR professionals following the above process.

4. Appeals and Adjudications. The Commander, supervisor, or appointing authority will notify an applicant, in writing, of disqualifying adverse information for Type I, Type II, or Type III offenses. The information provided must include the basis of the disqualification, the applicant’s right to counsel at the applicant’s expense, the process for submitting rebuttal matters to dispute incorrect information, and the process for submitting an appeal, if authorized.

5. Continuous Evaluation. Individuals with a favorable determination from a Tier 3 (or higher) background investigation who are not already enrolled in continuous evaluation will contact their appropriate NG component personnel security office to request enrollment.

APPENDIX A TO ENCLOSURE A

CIVILIAN EMPLOYEE AND MILITARY SUITABILITY SCREENING CRITERIA AND IDENTIFICATION OF VERIFYING OR APPROVING AUTHORITIES

	<p>Verifying or Approving Authority for Civilian Employees: State SAPR Officer, NG Joint Force Headquarters-State (NG JFHQs-State), Brigade and Wing Sexual Assault Response Coordinators (SARCs), NG JFHQs-State SAPR Victim Advocates (VAs), and Brigade and Wing SAPR VAs</p>	
Screening Criteria	Full-Time	Collateral Duty and Volunteer
<p><b>Parts 1 and 2: Civilian Employees (Conducted and Verified by State) (Submitted to NGB-J1-SAPR)</b></p>		
<p>Applicant Qualification Requirements for General Schedule (GS) Level, Appointment Memorandum, Tier 3 Verification (obtained from Local Personnel Security Office), SCHR, National Sex Offender Checklist, Electronic Official Personnel Folder, Substance Abuse Treatment and Military Drug Testing, FBI Fingerprints</p>	<p>State SAPR Officer, supervisory Sexual Assault Response Coordinator (SARC), or first General Officer or GS-15 in supervisory chain in coordination with the applicable Human Resources office. (NOTE: Appointment Memorandum must be submitted after D-SAACP certification and be signed by first General Officer or GS-15 in supervisory chain). Verification will be provided to NGB-J1-SAPR Regional Lead</p>	<p>State SAPR Officer, supervisory SARC, or first General Officer or GS-15 in supervisory chain in coordination with the applicable Human Resources office. (NOTE: Appointment Memorandum must be submitted after D-SAACP certification and be signed by Brigade or Wing Commander or first General Officer or GS-15 in supervisory chain if at NG JFHQs-State). Verification will be provided to NGB-J1-SAPR Regional Lead</p>
<p>Personnel Records, Inspector General Files, Military Criminal Investigative Organization Databases, and Diversity Equity and Inclusion files</p>	<p>Same as above</p>	<p>Same as above</p>
<p><b>Appeals and Adjudication: Civilian Employees (Submitted to NGB-J1-SAPR)</b></p>		
<p>TYPE II and III Appeals and Adjudication</p>	<p>The Adjutants General (TAGs) or the Commanding General of the District of Columbia (CG)</p>	

**Table 1.** Civilian Employee Suitability Criteria and Verifying or Approval Authority

Screening Criteria	Full-Time	Collateral Duty and Volunteer
<b>Part 1: Military Personnel (Conducted and Verified by State)</b>		
Minimum Rank, Deployability, Military and Civilian Career Field (see Chief of the National Guard Bureau Instruction 1300.01 regarding prohibited personnel), Administrative Reports, Appointment Memorandum, Tier 3 Verification (obtained from Local Personnel Security Office), SCHR, National Sex Offender Check, Medical Records Review (for Full-time or Deploying only)	State SAPR Officer, supervisory SARC, Brigade or Wing Commander or first General Officer, or GS-15 in supervisory chain if at NG JFHQs-State in coordination with the applicable Human Resources office. (NOTE: Appointment Memorandum must be submitted after D-SAACP certification and be signed by first the General Officer or GS-15 in supervisory chain). Verification will be provided to NGB-J1-SAPR Regional Lead	State SAPR Officer, supervisory SARC, Brigade or Wing Commander or first General Officer or GS-15 in supervisory chain if at NG JFHQs-State in coordination with the applicable Human Resources office. (NOTE: Appointment Memorandum must be submitted after D-SAACP certification and be signed by the Brigade or Wing Commander or first General Officer or GS-15 in supervisory chain if at NG JFHQs-State). Verification will be provided to NGB-J1-SAPR Regional Lead
<b>Part 2: Military Personnel (Conducted and Verified by NGB-J1 SAPR)</b>		
Substance Abuse Program, Personnel Records, Inspector General Files, Military Criminal Investigative Organization Databases, and Diversity Equity and Inclusion files	National Guard Bureau Service-specific Personnel Offices in coordination with NGB-J1-SAPR Regional Lead	National Guard Bureau Service-specific Personnel Offices in coordination with NGB-J1-SAPR Regional Lead
<b>Appeals and Adjudication: Military Personnel (Submitted to NGB-J1-SAPR)</b>		
TYPE II and III Appeals and Adjudication	TAGs or CG	

**Table 2.** Military Personnel Suitability Criteria and Verifying or Approval Authority

## ENCLOSURE B

### INITIAL D-SAACP CERTIFICATION REQUIREMENTS

1. New Applicants. All SAPR applicants seeking initial certification will complete applicable sections of the DD Form 2950 at reference p and submit the form IAW the instructions in Paragraph 4. of this Enclosure. Additional information is available on the DoD Sexual Assault Prevention and Response Office (SAPRO) website at reference q and at the National Organization for Victim Assistance website at reference r. Before submitting the applicable sections of the DD Form 2950, applicants must accomplish the following:

a. Complete the appropriate pre-approved Service-specific initial SAPR training within one year of submission.

b. Be nominated by a Commander, supervisor, or appointing authority at the General Officer or GS-15 level (or higher) for full-time SAPR professionals and Brigade or Wing Commander for collateral duty SAPR professionals.

c. Possess a favorable background check and minimum Tier 3 (or higher) background investigation.

d. Request enrollment in continuous evaluation, if not previously enrolled.

2. Excepted Individuals. Individuals with a current, verified certification from a nationally approved victim assistance certifying body, favorable pre-screening results IAW Enclosure A of this manual, and after verification by the NGB-J1-SAPR Regional Lead may provide direct SAPR services for up to six months from the appointment date pending completion of the appropriate pre-approved Service-specific or NG initial SAPR training and D-SAACP certification.

3. D-SAACP Initial Application Package. Applicants will complete the DD Form 2950. All applicants, military and civilian, will complete the required minimum sections of the DD Form 2950 as specified below:

a. Completed, signed, and dated application and worksheet (pages 1 to 3).

(1) Determine and select the appropriate level of advocacy for application.

(2) Select either Army or Air Force under Affiliation (page 3, block 3).

(3) Select "National Guard" under Status (for both military and civilian applicants) (page 3, block 4).

(4) Designate the State NG affiliation under Installation (both military and civilian applicants) (page 3, block 6.b).



- b. Signed SAPR Professional Code of Ethics (pages 4 and 5).
- c. Supervisor and Commander Statement of Understanding (page 10).

d. Two Letters of Recommendation, as specified by the SAPR position identified. The commanding officer, supervisor, or other appointing authority signing the recommendation will acknowledge that the required assignment eligibility screening is completed with favorable results through the pre-screening requirements, Tier 3 background investigation with SCHR as required, or verified continuous evaluation enrollment IAW reference b (pages 11 to 13, as application to the position).

- e. Training Documentation.

4. Application Submission. Applicants will submit their application packet IAW the following guidelines and no later than the pre-set deadlines as established by NOVA. Any request for review outside of the pre-set deadlines must be coordinated and submitted through the applicable NGB-J1-SAPR Regional Lead. Additional information is available on the DoD SAPRO website at reference q and the NOVA website at reference r.

a. Full-time applicants will submit their completed packet, and the certificate of completion of the appropriate pre-approved Service-specific or NG initial training to the National Organization for Victim Assistance (NOVA) at <DSAACP@trynova.org> for consideration and will provide an email courtesy copy to their State SAPR Officer, NG JFHQs-State, Brigade, or Wing SARC, and NGB-J1-SAPR Regional Lead.

b. Collateral duty and volunteer applicants will submit their completed packet, and their certificate of completion of the appropriate pre-approved Service-specific or NG initial training to their State SAPR Officer, or NG JFHQs-State, Brigade, or Wing SARC for review and submission to <DSAACP@trynova.org> for consideration.

5. Application Approval. Applicants will receive official notice of their approved application and a unique alphanumeric certification number. SAPR professionals may begin their SAPR duties upon receipt of their approval, and their completed appointment memorandum.

6. Continuing Education Units (CEUs). All certified SAPR professionals are required to complete 32 CEUs every two years to meet certification renewal requirements. Newly certified SAPR professionals may begin to accumulate CEUs upon receipt of their official certification. CEUs obtained before award of D-SAACP certification cannot be counted toward the CEU requirement. Refer to Enclosure C, paragraph 3. of this manual, for additional guidance on CEU requirements.

7. Service-specific Skill Identifiers. All SAPR professionals will adhere to Service-specific issuances to obtain and maintain the appropriate skill identifier after receiving their D-SAACP certification and completing their Service-specific requirements IAW reference n and reference o. If a SAPR professional is disqualified from or no longer

serving as a SARC or SAPR Victim Advocate (VA), the State SAPR Officer or designee will ensure adherence to Service-specific guidelines to remove the skill identifier.

## ENCLOSURE C

### D-SAACP CERTIFICATION RENEWAL REQUIREMENTS

1. Renewing Applicants. The Commander, supervisor, or appointing authority of renewing applicants will:

a. Verify the applicant underwent their required assignment eligibility screening, received a favorable determination of continued assignment eligibility, and does not have a disqualifying condition.

b. Verify the applicant is still serving in the capacity of a SAPR professional. Individuals who are no longer serving as a SAPR professional may not renew their D-SAACP certification at DoD expense.

2. D-SAACP Renewal Application Packet. All SAPR professionals, both military and civilian, renewing their certifications will complete applicable sections of DD Form 2950-1, found at reference s, every two years. Instructions on how to complete the packet and where to submit the completed packet are included in this Enclosure. The completed renewal application packet will include the following required minimum sections of the DD Form 2950-1:

a. Completed, signed, and dated application and worksheet (pages 1 to 3).

(1) Determine and select the appropriate level of advocacy for application.

(2) Select either Army or Air Force under Affiliation (page 3, block 3).

(3) Select "National Guard" under Status (both military and civilian applicants) (page 3, block 4).

(4) Designate the State NG affiliation under Installation (both military and civilian applicants) (page 3, block 6.b).

b. Signed SAPR Professional Code of Ethics (pages 4 and 5).

c. Supervisor and Commander Statement of Understanding (page 10).

d. Two Letters of Recommendation, as specified by SAPR position identified. The Commander, supervisor, or appointing authority signing the recommendation will acknowledge that the required assignment eligibility screening is completed with favorable results through the pre-screening requirements, Tier 3 background investigation with SCHR check, or verified continuous evaluation enrollment IAW reference b (pages 11 to 13 as applicable).

e. Training documentation for and verification of 32 hours of continuing education training (page 14). Additional documents may be required to verify the training.

f. Verification of Sexual Assault Advocacy experience for applicants seeking advancement to Levels II, III, and IV (pages 6 to 9).

3. Continuing Education Training. Renewing D-SAACP applicants will provide evidence of completing 32 hours of CEUs within two years of certification. Individuals may begin to acquire CEUs immediately upon receipt of official notice of their application approval and receipt of their unique alphanumeric D-SAACP certification number. CEUs obtained before award of D-SAACP certification cannot be counted toward CEU requirement. Applicants renewing for a second time or more cannot repeat CEUs from within the same certification renewal period. Training CEUs must adhere to the following guidelines.

a. Prevention and Advocacy Building Skills. All SAPR professionals must seek training in emerging issues related to victim-focused and trauma-informed victim advocacy and care. The continuing education must be related to sexual assault prevention and response, or other topics related to building victim advocacy skills.

b. Victim Advocacy Ethics Training. All SAPR professionals must take two hours of victim advocacy ethics training, which counts toward the 32-hour CEU requirement. This training must be related to the duties and responsibilities of NG SAPR positions and include the SAPR professional code of ethics.

c. Safe Helpline 101 Training. All SAPR professionals must complete the Safe Helpline 101 or higher training either in person or online at reference t. The Safe Helpline training counts toward the 32-hour requirement.

d. Limitations to CEU Training.

(1) Topic Areas. A maximum of 12 hours of CEUs may include topics not directly related to sexual assault victim advocacy, such as program management or DSAID.

(2) Service-Specific Training. A maximum of 12 hours of CEUs may be allocated to Service-specific policy and procedural updates.

(3) Online Training. A maximum of 24 hours of CEUs can be completed online and may be prescribed by the NG or Service SAPR program office. This total does not include live webinars that require active participation.

(4) Ineligible Courses. The pre-approved Service-specific initial SAPR training courses and the NG initial SAPR training course used to obtain initial D-SAACP certification and courses unrelated to victim advocacy or prevention, such as facilitator courses, annual general military training, information security, or general ethics, will not satisfy continuing education training requirements. SAPR professionals should contact NGB-J1-SAPR for assistance identifying eligible training courses.

(5) Ineligible Activities. Activities, such as participating in a run or walk event, reading information online, reviewing SAPR program or policy updates, volunteering at

a sexual assault awareness table or booth, or serving as an instructor in a SAPR training, do not meet the training or educational guidelines and will not count toward D-SAACP continuing education training course requirements.

d. Continuing Education Training Verification. Approved and vetted training and organizations for CEUs are listed online at reference q and reference r. For trainings and organizations not listed, SAPR professionals should consult with NGB-J1-SAPR Regional Lead to verify the intended training would be appropriate for CEU accrual. Additional continuing education opportunities may be sent using email from the following:

- (1) DoD SAPRO.
- (2) Headquarters Department of Army.
- (3) Department of the Air Force.
- (4) NGB-J1-SAPR.
- (5) National, State, County, or other civilian agencies and organizations.

e. Continuing Education Training Documentation. This section describes the acceptable methods to document continuing education training, the information that is required to verify attendance, and the number of CEUs earned.

(1) Acceptable Methods. A certificate of completion provided by the sponsoring agency or organization, DD Form 2950-1 completed by the SAPR professional, or the DSAID continuing education print-out signed by the Commander, supervisor, or other approving authority as proof of attendance and course completion.

(2) Pre-approved Training Agendas. SARCs may route a detailed training agenda as specified for pre-approval of the training and the number of CEUs available.

(a) Single Day Training for Fewer Than Eight Hours. Send the agenda to the NGB-J1-SAPR Regional Lead for review and verification.

(b) Multi-day Training for Eight Hours or More. Send the agenda through the NGB-J1-SAPR Regional Lead for review and submission to NOVA for pre-approval no less than 60 days before the training. NGB-J1-SAPR Regional Lead will provide the response from NOVA to the requesting SARC. Agendas may be requested for renewal packet inclusion for verification.

(3) Information Requirements. All acceptable methods to document continuing education training must include the date, location, topic, number of training hours completed, and signature of the trainer or training coordinator or contain a clearly stated method of verification used by the hosting organization to grant continuing education units. Additionally, any training attended that is more than eight hours will require

submission of an agenda that breaks down the topics and the time spent on each topic when submitting the hours for D-SAACP renewal.

4. NG SAPR Position Change. A SAPR VA or NG JFHQs-State VA applicant selected to fill a SARC position may upgrade his or her role as SARC during the D-SAACP renewal process.

5. Expired D-SAACP Certification. The NGB-J1-SAPR Compliance and Accountability (C&A) Branch Chief will initiate a memorandum to notify a full time SAPR professional when their D-SAACP Certification expires and will take action to suspend access to applicable reporting systems. All SAPR professionals whose D-SAACP certification expires will immediately cease providing SAPR services and create a plan for victim care continuity and coverage until their certification is renewed IAW reference c.

a. Full-time NG JFHQs-State, Brigade, and Wing SARCs will coordinate with their State SAPR OFFICER or designee and NGB-J1-SAPR Regional Lead to transfer all cases to a D-SAACP certified SAPR professional to ensure continuity of services for victims. Additionally, the individual will immediately notify the appointing official of the expired certification. Failure to maintain D-SAACP certification may be cause for removal of full-time employment.

b. Full-time SAPR VAs will coordinate with the NG JFHQs-State, Brigade or Wing SARC, and State SAPR OFFICER or designee to transfer all cases to a D-SAACP certified SAPR professional to ensure continuity of services for sexual assault victims. The supervisory SARC will notify the appointing official of the expired certification. Failure to maintain D-SAACP certification may be cause for removal of full-time employment.

c. Collateral duty and volunteer SAPR professionals will coordinate with the NG JFHQs-State, Brigade or Wing SARC, and State SAPR OFFICER or designee to transfer all cases to a D-SAACP certified SAPR professional to ensure continuity of services for sexual assault victims and will notify NGB-J1-SAPR of this action. The supervisory SARC will notify the appointing official of the expired certification.

6. Renewal Application Package Submission. Submit renewal applications no later than the pre-set deadlines as established by NOVA that precedes the certification expiration date to avoid loss of certification. Any requests for review outside of the pre-set deadlines must be coordinated and submitted through the applicable NGB-J1-SAPR Regional Lead. Additional information is available on the DoD SAPRO website at reference q and the NOVA website at reference r. If any D-SAACP certified SAPR professional does not submit renewal for:

a. One, two, or three consecutive D-SAACP Committee deadlines for renewing certification, the individual may submit a completed DD Form 2950-1, proof of completing 32 CEUs, and a statement from the applicant or Commander explaining the reasons for exceeding time allowed for package submission.

b. Four or more consecutive D-SAACP Committee deadlines for renewing certification, the individual is required to submit a completed DD Form 2950-1 and proof of taking the required pre-approved Service-specific or NG initial SAPR VA training within one year of submission. No other training or CEUs are acceptable.

## ENCLOSURE D

### D-SAACP CERTIFICATION SUSPENSION AND REVOCATION GUIDELINES

1. Cause for Suspension. A D-SAACP certified SAPR professional is subject to suspension if alleged to have engaged in, committed, or attempted to commit any of the following:

a. An activity that is required to be reported IAW reference i and reference j. This action is subject to the procedures outlined in reference k and the DoD Personnel Security Program.

b. A sexual assault or any other offense identified in paragraphs 2.a. or 2.b. of Enclosure A or attempts to commit such acts or equivalent offenses punishable under Federal or State law, regardless of when the alleged offense occurred.

c. Violation of the SAPR professional code of ethics provided on the DD Form 2950 and DD Form 2950-1 or other misconduct that is not a sexual offense listed in Enclosure A, but that conflicts with the expectations, conduct, or character of a SAPR professional.

2. Administrative Position Deferment Procedures. Temporary suspension of the duties of a SAPR professional can be accomplished by the SARC and appointing authority due to circumstances not related to paragraphs 1.a. through 1.c. by rescinding the appointment memorandum. SAPR professionals whose appointment memorandum is rescinded will be notified in person, by memorandum, or email that they are not authorized to serve as or perform SAPR professional related duties to include providing victim advocacy. The SAPR professional will acknowledge the notification in writing by signing a prepared memorandum or sending an email acknowledging suspension of SAPR duties. The SAPR professional will coordinate with the State SAPR OFFICER or supervising SARC to create a plan for victim care continuity and coverage.

3. D-SAACP Certification Suspension and Revocation Procedures. The Commander, supervisor, or appointing authority defined as the first General Officer, O6-level commanding officer, or supervisor at the grade of GS-15 in the SAPR professional's chain of command will ensure adherence with the following procedures before suspending or revoking a D-SAACP certification.

a. Complaints Made Against Civilian and Technician Employees. Consult the Human Resources Officer and Staff Judge Advocate to ensure additional procedural requirements are addressed before issuing the notification.

b. Complaints Made Against Non-Technician Employees. Consult the Staff Judge Advocate before notifying the SAPR professional to ensure procedural requirements are addressed before and during the inquiry.



c. Sexual Misconduct Allegations Made Against a SAPR Professional. Upon receipt of information that a SAPR professional is alleged to have committed, engaged in, or attempted to commit an offense identified in 1.b above, the Commander, supervisor, or appointing authority will:

(1) Immediately report all sexual assault or attempted sexual assault allegations made against the SAPR professional to the appropriate Military Criminal Investigative Organization or civilian law enforcement organization and will:

(a) Inform TAG or CG of all unrestricted reports of sexual assault declined by the Military Criminal Investigative Organization or local law enforcement organization for referral to the NGB-CI.

(b) Abstain from conducting internal command-directed investigations on sexual assault allegations.

(c) Abstain from referring sexual assault allegations to appointed command investigators or inquiry officers or attempting to assess the credibility of the report.

(2) File an 8-Day Sexual Assault Incident Response Oversight report and a Commander's Critical Information Requirements report, as applicable, IAW reference u.

(3) Notify the State SAPR Officer, NG JFHQs-State, Brigade, or Wing SARC of the complaint and investigation for consultation of suspension procedures. The State SAPR Officer or designee will ensure TAG or CG and the NGB-J1-SAPR Regional Lead are notified. If the allegation is against a State SAPR Officer, notify the NGB-J1-SAPR Regional Lead directly. NGB-J1-SAPR Regional Lead will provide consultation and guidance on completion of the memorandum for suspension.

(4) Notify the SAPR professional immediately, in writing, that an allegation was received, an investigation was initiated, their authority to perform SAPR professional duties are suspended, and that they must surrender their D-SAACP certificate and wallet identification card pending the investigation outcome and reinstatement by the Commander, supervisor, or appointing authority. The individual will sign and date the notification acknowledging suspension of his or her authority to perform SAPR duties and to serve as a SAPR professional. Refusal to sign does not negate the suspension action. In the event the individual is inaccessible, the appointing authority will make every effort to provide notification of suspension in a timely manner; inability to notify or obtain signature will not delay suspension actions. The suspension memorandum template and routing may be requested from the NGB-J1-SAPR Regional Lead.

(5) Provide a copy of the suspension notification memorandum to the State SAPR Officer or designee and supervisory SARC for routing to NGB-J1-SAPR PM and C&A Branch.

(6) Verify the completion of a timely and appropriate investigation. The investigation will follow established laws and regulations. If necessary, TAG or CG will consult with the State Judge Advocate Office and may request NGB-CI investigate any unrestricted reports of sexual assault.

d. Non-Sexual Misconduct Allegations Made Against a SAPR Professional. Upon receipt of a non-sexual misconduct allegation against a SAPR professional in which an inquiry was or will be initiated, the responsible Commander or appropriate approving authority will:

(1) Notify the State SAPR Officer, NG JFHQs-State, Brigade, or Wing SARC, if not already informed of the allegation and pending inquiry for consultation of suspension procedures. The State SAPR Officer or designee will ensure TAG or CG and NGB-J1-SAPR Regional Lead are notified. NGB-J1-SAPR Regional Lead will provide consultation and guidance on completion of the memorandum for suspension.

(2) Notify the SAPR professional immediately, in writing, that an allegation or complaint was received, an inquiry was or will be initiated, their authority to perform SAPR professional duties is suspended, and they must surrender their D-SAACP certificate and wallet identification card pending the inquiry outcome and reinstatement by the Commander, supervisor, or appointing authority. The individual will sign and date the notification acknowledging suspension of his or her authority to perform SAPR duties and to serve as a SAPR professional. Refusal to sign does not negate the suspension action. In the event the individual is inaccessible, the appointing authority will make every effort to provide notification of suspension in a timely manner; inability to notify or obtain signature will not delay suspension actions. The suspension memorandum template and routing may be requested from the NGB-J1-SAPR Regional Lead.

(3) Provide a copy of the suspension notification memorandum to the State SAPR Officer or designee and supervisory SARC for routing to NGB-J1-SAPR PM and C&A Branch.

(4) Verify the completion of a timely and comprehensive administrative inquiry. The inquiry process will follow established NG adverse action, administrative inquiry, or investigative procedures as outlined by the Staff Judge Advocate. A command-directed investigation is used for non-sexual misconduct allegations. The inquiry process will determine if any of the following situations apply to the D-SAACP certified SAPR professional:

(a) Violated the SAPR professional code of ethics provided on the DD Form 2950 and DD Form 2950-1.

(b) Presented a danger of immediate or serious harm to victims of sexual assault, co-workers, military, or civilian personnel, or to the public.

(c) Intentionally made a false statement in the application for certification or renewal on the DD Form 2950 or DD Form 2950-1.

(d) Used a controlled substance or alcoholic beverage while serving on-call that impaired his or her ability to perform SAPR duties.

(e) Charged with, arrested for, or convicted of crimes of domestic violence; child abuse; violent crimes; or any criminal activity determined by the Commander, supervisor, or the appointing authority to be inconsistent with the SAPR duties.

(f) Convicted at court-martial of an offense under the Uniform Code of Military Justice carrying a maximum sentence of confinement for greater than one year or punitive discharge from the Military Service or convicted of a felony criminal offense in State or Federal courts.

(g) Engaged in or solicited sexual relations with a sexual assault victim currently under their care, a victim known to be currently under the care of any D-SAACP certified individual, or with an alleged offender. Doing so risks exploitation of the knowledge and trust derived from the professional relationship.

(h) Failed to maintain the privacy of victims before, during, and after the professional relationship IAW reference c, and applicable Federal, DoD, Service, and State privacy laws and regulations.

(i) Intentionally provided false or misleading guidance or advice to a victim.

(j) Demonstrated a lack of competency or ability that jeopardized the delivery of professional victim advocacy.

(k) Violated DSAID policy as stated in reference e, Service, or NGB policy.

(l) Named as the subject in an informal or formal equal opportunity or equal employment opportunity complaint, or an IG investigation in which the complaint is sexual in nature or has a connection to their SAPR duties.

e. Actions Taken by NGB-J1-SAPR. NGB-J1-SAPR will:

(1) Provide the NOVA D-SAACP Administrator and DoD SAPRO with the suspension notification memorandum within five business days of receipt.

(2) Take action to suspend access to DSAID.

(3) Take action to suspend access to CATCH.

(4) Take action to suspend access (4) medical and other victim related systems.

(5) Coordinate with TAG or CG to initiate the suspension process if the Commander, supervisor, or appointing authority fails to seek suspension once a violation is identified. If necessary, TAG or CG will consult with the State Judge Advocate Office and may conduct a command-directed investigation.

f. Actions Taken by the Commander, Supervisor, or Appointing Authority Following the Completed Investigation. The Commander, supervisor, or appointing authority will:

(1) Determine whether to maintain the suspension or revoke the D-SAACP certification if enough evidence is found to support the allegation, and after consulting with the Human Resources Office and the Staff Judge Advocate.

(2) Notify the individual, in writing, of the decision to maintain the suspension or revoke a D-SAACP certification. This notification letter must be retained IAW reference v and will include:

(a) The effective date of the decision by the Commander, supervisor, or appointing authority.

(b) The grounds for the continued suspension or revocation, including the specific misconduct, ethical violation, substandard performance, professional or personal impairment, or the reason the Commander, supervisor, or appointing authority lost faith and confidence in the D-SAACP certified individual to perform his or her assigned duties.

(c) Notification of the individual's right to appeal the decision to maintain the suspension or revoke the certification IAW NG appeals procedures in paragraph 4. of this Enclosure.

(3) Request the individual sign and date the notification acknowledging continued suspension of his or her authority to perform SAPR duties and to serve as a SAPR professional. Refusal to sign does not negate the continued suspension or revocation action. In the event the individual is inaccessible, the appointing authority will make every effort to provide notification in a timely manner; inability to notify or obtain signature will not delay these actions. The "Summary of Investigation or Inquiry" memorandum template and routing may be requested from the NGB-J1-SAPR Regional Lead.

(4) Immediately forward all information reportable IAW reference i to the Defense Counterintelligence and Security Agency using the Defense Information System for Security portal for consideration and inclusion into the individual's case file.

(5) Submit a final report of an investigation resulting in D-SAACP revocation to the State Service security office for the security file. Any derogatory information meeting insider threat thresholds will be reported to the respective insider threat activity.

(6) Provide a copy of the decision to maintain the suspension or to revoke a SAPR professional's D-SAACP certification to the State SAPR Officer or designee and supervisory SARC for routing to NGB-J1-SAPR PM and C&A Branch.

g. Actions Taken by NGB-J1-SAPR Following the Completed Investigation. NGB-J1-SAPR will:

(1) Provide the NOVA D-SAACP administrator and DoD SAPRO with the summary of investigation or inquiry memorandum within five business days of receipt. The notification must include the written report provided to NGB-J1-SAPR, which must contain the reasons for the decision based on guidelines in paragraphs 1.a. through 1.c. or 3.d.(4)(a) through 3.d.(4)(l) of this Enclosure.

(2) Take action to maintain suspension or to revoke access to the DSAID.

(3) Take action to maintain suspension or to revoke access to CATCH.

(4) Take action to maintain suspension or to revoke access to medical and other victim systems.

(5) Coordinate with TAG or CG to follow through with the continuation of suspension or initiation of the revocation process if the appointing authority fails to seek appropriate action within five business days of receiving the investigation/inquiry summary.

h. Unsubstantiated or Unfounded Allegation or Complaint. Should an allegation or complaint prove unfounded or unsubstantiated, the individual may be reinstated IAW the guidelines in Enclosure E.

4. Termination of Employment. D-SAACP certification is a condition of employment for all full-time SAPR professionals. An unfavorable finding in the investigation resulting in suspension or revocation of D-SAACP certification may result in the individual's termination of employment.

5. Appeal of D-SAACP Certification Revocation. SAPR professionals have the right to appeal a decision to revoke their D-SAACP certification.

a. The written appeal request will be submitted to the next level in the revocation authority's chain of command. The appeal authority must be a minimum rank of O-6.

b. The appeal authority will review all documentation, interview pertinent personnel as applicable, and render a decision within 30 days of appeal request submission. The appeal authority's decision is final and not subject to further review.

## ENCLOSURE E

### D-SAACP CERTIFICATION REINSTATEMENT GUIDELINES

1. Unsubstantiated or Unfounded Allegation or Complaint. If an allegation or complaint proves to be unsubstantiated or unfounded:

a. The Commander, supervisor or appointing authority will:

(1) Consider the allegations, complaints, and actions related to the decision to suspend D-SAACP certification to determine whether the individual should resume SAPR professional duties and be considered for reinstatement.

(2) Provide written notification to the applicable supervisory SARC and State SAPR Officer or designee within five business days from concluding a determination and intent for reinstatement consideration. The State SAPR Officer or designee will ensure written notification is routed to NGB-J1-SAPR PM and C&A Branch. A reinstatement memorandum template and routing may be requested from the NGB-J1-SAPR Regional Lead.

(3) Provide notification to the SAPR professional of intent to reinstate them and request the individual complete and submit their DD Form 2950-1 IAW the guidance in Enclosure C to NGB-J1-SAPR C&A Branch.

b. NGB-J1-SAPR C&A Branch, in consultation with the NGB-J1-SAPR PM, will provide the NOVA D-SAACP Administrator and DoD SAPRO with the submitted DD Form 2950-1 and the written notification to consider reinstatement of D-SAACP certification from the Commander, supervisor, or appointing authority.

c. The Commander, supervisor, or appointing authority, NGB-J1 SAPR C&A Branch, and the NGB-J1-SAPR PM will meet with the NOVA D-SAACP Review Committee, as requested, for final determination of reinstatement.

d. Upon receipt of notification from the NOVA D-SAACP Review Committee of reinstatement:

(1) The SAPR professional will submit a written request to NGB-J1-SAPR C&A Branch Chief and NGB-J1-SAPR PM to reestablish access to DSAID, CATCH, and other victim reporting systems.

(2) NGB-J1-SAPR will reestablish the SAPR professional's access to DSAID, CATCH, and other victim reporting systems upon receipt of the request.

2. Administrative Error.

a. In the event a SAPR professional's D-SAACP certification is suspended or revoked due to an administrative error, Commander, supervisor, or appointing authority

will provide a memorandum requesting reinstatement of the SAPR professional within five business days of the discovery of the administrative error to NGB-J1-SAPR C&A Branch Chief and NGB-J1-SAPR PM for routing to the NOVA D-SAACP Administrator and DoD SAPRO.

b. NGB-J1-SAPR C&A Branch Chief will submit the request for reinstatement to the NOVA D-SAACP Administrator and DoD SAPRO within five business days of receipt.

c. Upon receipt of the reinstatement notification from the NOVA D-SAACP Administrator, NGB-J1-SAPR C&A Branch Chief will notify the NGB-J1-SAPR PM, who will notify the State SAPR Officer or designee, and the Commander, supervisor or appointing authority. The State SAPR Officer, supervising SARC, Commander, supervisor, or appointing authority will notify the SAPR professional.

3. NOVA D-SAACP Review Committee Denial. If the NOVA D-SAACP Review Committee denies reinstatement of an individual's D-SAACP certificate, the Commander, supervisor, or appointing authority will maintain suspension or revoke the individual's D-SAACP certification permanently following the guidelines in Enclosure D of this manual.

ENCLOSURE F

SYSTEMS ACCESS GUIDELINES

1. NOVA D-SAACP certified State SAPR Officer, NG JFHQs-State, Brigade and Wing SARCs, and designated NG JFHQs-State SAPR VAs will complete the following steps to request access to the required reporting systems.

a. Complete the following training requirements and save all the completion certificates:

(1) Access Joint Knowledge Online at reference w to complete the following SAPR-related training:

(a) SAPRO-US1244 DSAID Basic Online Training.

(b) SAPRO-US1245 DSAID Online Training for SARCs.

(c) SAPRO-WEB011 DSAID SAPR Related Inquiry Module Webinar.

(d) SAPRO-US016 Catch a Serial Offender (CATCH) Program Training.

(2) Identifying and Safeguarding Personally Identifiable Information (PII) at reference x.

(3) Cyber Awareness Training found at reference y.

(4) Safe Helpline 101 Training at reference t.

b. Submit the training completion certificates listed in 1.a.(1) through 1.a.(4) along with the following documents to the NGB-J1-SAPR Regional Lead:

(1) Letter of Appointment as State SAPR Officer, NG JFHQs-State, Brigade or Wing SARC in the Primary or Alternate position. NG JFHQs-State SAPR VA appointment letters must state the requirement for DSAID access.

(2) Security Manager Memorandum (completion information found in Appendix A to this Enclosure).

(3) Current copy of D-SAACP Certification Certificate or notification.

(4) Appropriate pre-approved Service-specific or NG initial SAPR training certificate.

(5) DOD Identification number located on your Common Access Card.

c. NGB-J1-SAPR Regional Lead will coordinate and validate appropriate reporting systems access is granted, including but not limited to DSAID and CATCH.



2. Maintaining Systems Access. D-SAACP certified State SAPR Officer, NG JFHQs-State, Brigade, and Wing SARCs, and designated NG JFHQs-State SAPR VAs will ensure they maintain active access to systems by doing the following:

a. Log into DSAID, CATCH, and other systems every 30 days to ensure accessibility and to avoid deactivation of account access.

(1) All CATCH users will receive an auto-notification 10 days before deactivation, and subsequent notifications four, three, two, and one day prior to deactivation if the user does not access the site.

(2) CATCH users who do not receive the auto-notification should notify their respective NGB-J1-SAPR Regional Lead.

b. Submit the updated D-SAACP Certificate or notification following renewal to NGB-J1-SAPR Regional Lead.

c. Submit the updated annual Cyber Awareness Training to NGB-J1-SAPR Regional Lead.

3. Systems Access Support. Users with deactivated accounts or accounts that require an update to their profile, such as name, email address, or Service affiliation, will contact their respective NGB-J1 SAPR Regional Lead for support.

APPENDIX A TO ENCLOSURE F

SECURITY MANAGER MEMORANDUM INFORMATION

1. The applicable Service-specific Security Manager or ANG Information Protection Officer will provide a Controlled Unclassified Information memorandum to the SAPR professional to provide to the NGB-J1-SAPR Regional Lead. The memorandum must contain a statement declaring that he or she saw the applicant's security clearance information listed in the Defense Information System for Security and verifies the following information:
  - a. Rank and Name. (No Social Security Number.)
  - b. Clearance.
  - c. Date Clearance Granted: MM/DD/YYYY.
  - d. Type Investigation Completed: National Agency Check/Local Background Check.
  - e. Date Investigation Completed: MM/DD/YYYY.
  - f. Current Investigation Status: Favorable National Agency Check Completed.
  - g. Continuous Evaluation Enrollment Date (if applicable).
  - h. Date FBI Fingerprint Check Completed.
  - i. Date National Sex Offender Database Check Completed.
  - j. POC for this information, to include telephone number and email address.
2. The Security Manager must include a signature block with a digital or wet signature.

ENCLOSURE G

REFERENCES

PART I. REQUIRED

- a. Chief of the National Guard Bureau (CNGB) Instruction 1300.01, 26 July 2020, "Sexual Assault Prevention and Response Program"
- b. Department of Defense (DoD) Instruction 6495.03, 28 February 2020, "Defense Sexual Assault Advocate Certification Program (D-SAACP)"
- c. Under Secretary of Defense for Personnel and Readiness Memorandum, 10 March 2015, "Certification Standards for Department of Defense Sexual Assault Prevention and Response Program Managers"
- d. DoD Directive 6495.01, 23 January 2012, "Sexual Assault Prevention and Response (SAPR) Program," Incorporating Change 5, 10 November 2021
- e. DoD Instruction 6495.02, Volume 1, 28 March 2013, "Sexual Assault Prevention and Response: Program Procedures," Incorporating Change 5, 09 April 2021
- f. United States Office of Personnel Management Federal Investigations, Notice Number 16-02, 06 October 2015, "Federal Investigative Standards for Tier 3 and Tier 3 Reinvestigation"
- g. DoD, United States Department of Defense Sexual Assault Prevention and Response Office, "Defense Sexual Assault Incident Database"  
<<https://www.sapr.mil/?q=dsaid-overview>>, accessed 05 October 2022
- h. Office of the Under Secretary of Defense Memorandum, 10 June 2019, "Procedures to Implement the 'Catch a Serial Offender' Program"
- i. Office of the Director of National Intelligence, Security Executive Agent Directive 3, 12 June 2017, "Reporting Requirements for Personnel with Access to Classified Information or Who Hold a Sensitive Position"
- j. Office of the Director of National Intelligence, Security Executive Agent Directive 4, 08 June 2017, "National Security Adjudicative Guidelines"
- k. DoD Manual 5200.02, 03 April 2017, "Procedures for the DoD Personnel Security Program (PSP)," Incorporating Change 1, 29 October 2020
- l. Title 10 United States Code, Chapter 47 "Uniform Code of Military Justice"

- m. DoD Instruction 6400.06, 15 December 2021, “DoD Coordinated Community Response to Domestic Abuse Involving DoD Military and Certain Affiliated Personnel”, Incorporating Change 1, 10 May 2022
- n. Secretary of the Army Memorandum, 08 November 2018, “Army Directive 2018-16 (Suitability Criteria for Military Personnel in Specified Positions)”
- o. Air Force Instruction AF 90-6001, 15 July 2020, “Sexual Assault Prevention and Response (SAPR) Program,” Incorporating Change 1, 26 March 2021
- p. DoD Forms Management Program, DD Form 2950, “Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for New Applicants,” <[https://www.esd.whs.mil/Directives/forms/dd2500\\_2999/](https://www.esd.whs.mil/Directives/forms/dd2500_2999/)>, accessed 05 October 2022
- q. DoD, United States Department of Defense Sexual Assault Prevention and Response Office, <<https://www.sapr.mil/d-saacp/>>, accessed 05 October 2022
- r. National Organization for Victim Assistance, “(D-SAACP) Department of Defense Sexual Assault Advocate Certification Program,” <<https://www.trynova.org/credentialing/d-saacp-dod/>>, accessed 05 October 2022
- s. DoD Forms Management Program, DD Form 2950-1, “Department of Defense Sexual Assault Advocate Certification Program (D-SAACP) Application Packet for Renewal Applicants,” <[https://www.esd.whs.mil/Directives/forms/dd2500\\_2999/](https://www.esd.whs.mil/Directives/forms/dd2500_2999/)>, accessed 05 October 2022
- t. DoD Safe Helpline, Sexual Assault Support for the DoD Community, Safe Helpline Education Portal, <<https://safehelpline.rainntrain.org/>>, accessed 05 October 2022
- u. CNGB Manual 1300.02, 29 October 2019, “National Guard Sexual Assault Incident Response Oversight and Commander’s Critical Information Requirements Reports for Unrestricted Reports”
- v. DoD Instruction 5015.02, 24 February 2015, “DoD Records Management Program,” Incorporating Change 1, 17 August 2017
- w. Joint Knowledge Online, <<https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>>, accessed 05 October 2022
- x. Center for Development of Security Excellence, “Security Awareness Hub,” <<https://securityawareness.usalearning.gov/piiv2/index.htm>>, accessed 05 October 2022

y. Cyber Security Signal Training Site, Fort Gordon, "Welcome to the Information and Communication Technologies Defense (ICTD) Division," <<https://cs.signal.army.mil/>>, accessed 05 October 2022

## GLOSSARY

### PART I. ACRONYMS

CATCH	Catch a Serial Offender
CEU	Continuing education unit
CEUs	Continuing education units
CG	Commanding General of the District of Columbia
C&A	Compliance & Accountability
DoD	Department of Defense
D-SAACP	Department of Defense Sexual Assault Advocate Certification Program
DSAID	Defense Sexual Assault Incident Database
FBI	Federal Bureau of Investigations
GS	General Schedule
IAW	In accordance with
NG	National Guard
NG JFHQs-State	National Guard Joint Force Headquarters-State
NGB	National Guard Bureau
NGB-CI	National Guard Bureau Office of Complex Investigations
NGB-J1-SAPR	National Guard Bureau Manpower and Personnel Sexual Assault Prevention and Response
NOVA	National Organization for Victim Assistance
SAPR	Sexual Assault Prevention and Response
SAPRO	Sexual Assault Prevention and Response Office
SARC	Sexual Assault Response Coordinator
SARCs	Sexual Assault Response Coordinators
SCHR	State Criminal History Repository
TAGs	The Adjutants General
VA	Victim Advocate
VAs	Victim Advocates

### PART II. DEFINITIONS

Catch a Serial Offender Program -- A program that gives people making a Restricted Report an opportunity to disclose suspect information anonymously to help the Department of Defense identify serial offenders.

Continuous Evaluation -- Personnel security investigative process to review the background of individuals who have been determined to be eligible for access to classified information or to hold a sensitive position. Continuous evaluation will leverage technology to perform automated records checks for personnel security on a more frequent basis.

Continuing Education Unit -- One hour of training is equivalent to one continuing education unit.

Defense Sexual Assault Incident Database -- The authoritative, centralized database used to collect and maintain information about sexual assault cases involving members of the United States Armed Forces. This database gives Sexual Assault Response Coordinators the enhanced ability to provide comprehensive and standardized victim case management.

National Guard Sexual Assault Prevention and Response Professionals -- Include Defense Sexual Assault Advocate Program certified State SAPR Officer, National Guard Joint Forces Headquarters-State, Brigade, and Wing Sexual Assault Response Coordinators, National Guard Joint Force Headquarters-State Sexual Assault Prevention and Response Victim Advocates (formerly known as Victim Advocate Coordinators), and all full time, collateral duty, and volunteer Victim Advocates.

State -- One of the fifty States, three United States Territories, or the District of Columbia.

Verifying or Approval Authority -- An individual, such as Commander, supervisor, or appointing authority responsible for evaluating an applicant's suitability and screening.