



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NG-J1
DISTRIBUTION: A

CNGBI 6400.01
14 November 2013

USE OF THE DEFENSE SEXUAL ASSAULT INCIDENT DATABASE (DSAID)

References:

- a. DoD Directive 6495.01, 23 January 2012, "Sexual Assault Prevention and Response (SAPR) Program," Incorporating Change 01, 30 April 2013
- b. DoD Instruction 6495.02, 28 March 2013, "Sexual Assault Prevention and Response (SAPR) Program Procedures"
- c. DSAID Change Control Board (CCB) Charter, V4.0, 27 December 2012

1. Purpose. This instruction implements policy and assigns responsibilities for use of the Defense Sexual Assault Incident Database (DSAID) consistent with the guidance and intent of references a and b. DSAID is the centralized, case-level database for the collection and maintenance of information regarding sexual assaults involving members of the National Guard.

2. Cancellation. None.

3. Applicability. This instruction applies to all elements of the National Guard Bureau (NGB).

4. Policy. It is NGB policy that the National Guard will:

a. Use DSAID for the collection and maintenance of information relating to sexual assaults involving National Guard Service members. DSAID will be used for "Unrestricted" and "Restricted" reports from National Guard personnel, regardless of duty status at the time of the assault.

b. Follow DSAID's stringent user access controls. Further, the National Guard will use adequate safeguards to shield personally identifiable information (PII) from unauthorized disclosure. Information about sexual

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assault victims and subjects will receive the maximum protection allowed under the law. National Guard sexual assault prevention and response (SAPR) personnel will not enter PII in DSAID for victims who make a “Restricted” report.

c. Store all Title 10 and Title 32 Army National Guard (ARNG) and Air National Guard (ANG) case information reported to Joint Force Headquarters-State (JFHQ-State) and Wing-level Sexual Assault Response Coordinators (SARCs).

d. Disclose data stored in DSAID only when authorized by law. The National Guard will use the core functions provided by DSAID to satisfy the data collection and analysis requirements for the system in five basic areas: data warehousing; data query and reporting; SARC victim case management functions; subject investigative and legal case information; and SAPR program administration and management.

5. Definitions. None.

6. Responsibilities.

a. The Adjutants General (TAG) and the Commanding General of the District of Columbia (CG). TAG and the CG will:

(1) Ensure State SARCs comply with this instruction.

(2) Ensure all sexual assault incidents involving National Guard members are reported to the JFHQ-State SARC or Wing SARC, and entered into DSAID.

(3) Ensure all sexual assault case dispositions are reported and recorded in DSAID.

b. The Director of Manpower and Personnel-SAPR (NG-J1-SAPR). NG-J1-SAPR will:

(1) Be the office of primary responsibility for all matters related to DSAID for the National Guard. NG-J1-SAPR will function as the liaison between the National Guard and the DSAID proponents.

(2) Ensure that only SARCs are permitted to enter sexual assault reports into DSAID. SARCs will, at a minimum, possess a:

(a) Favorable National Agency Check.

(b) Current DSAID training certificate.

(c) Defense Sexual Assault Advocate Certification Program (D-SAACP) certification.

(3) Assign a primary and alternate member to the Department of Defense (DoD) Change Control Board (CCB) to ensure NGB participation in accordance with reference c. The primary member must be a member of the National Guard or a DoD civilian employee to cast a vote in the CCB decision process.

c. ARNG Sexual Harassment/Assault Response and Prevention and ANG SAPR Program Managers. ARNG and ANG program managers will:

(1) Provide oversight and data entry support to SARCs who have been granted DSAID access.

(2) Ensure timely and accurate data entry and address data entry deficiencies with the SARCs.

(3) Track and monitor D-SAACP status for SARCs within each Service directorate.

d. JFHQ-State SARCs and Wing SARCs. JFHQ-State SARCs and Wing SARCs will:

(1) Enter sexual assault data into DSAID within 48 hours of receiving a report of sexual assault.

(2) Prevent unauthorized users from accessing DSAID and information contained therein.

(3) Ensure victim, incident, and subject data is entered into DSAID timely and accurately.

(4) Ensure timely entry of all investigative and legal information following case disposition.

(5) Refer requests for information contained in DSAID to the appropriate office designated to respond to Freedom of Information Act (FOIA) and Privacy Act requests. Requests will not be informally handled by SARCs.

(6) Submit to NG-J1-SAPR, a certificate of completion for the online DSAID training to gain access to the system.

(7) Submit an application package to receive a D-SAACP certificate and meet annual requirements to be granted access to DSAID.

e. NGB. All elements of NGB will:

(1) Protect information in DSAID from unauthorized disclosure, distribution, and use. This information is extremely sensitive. FOIA and the Privacy Act limits disclosure of any information contained in DSAID.

(2) Direct all requests from individuals, private organizations, news media, federal entities outside of DoD, state agencies, and others related to the information in DSAID, to the appropriate NGB, JFHQ-State, or ANG Wing office responsible for handling FOIA and Privacy Act requests.

7. Summary of Changes. This is the initial publication of CNGBI 6400.01.

8. Releasability. This instruction is approved for public release; distribution is unlimited. NGB directorates, TAG, the CG, and JFHQ-State may obtain copies of this instruction through <www.ngbpdc.ngb.army.mil>.

9. Effective Date. This instruction is effective upon publication. It must be reissued, cancelled, or certified as current within five years of its publication.



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Enclosure:
GL -- Glossary

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
CCB	Change Control Board
CG	Commanding General of the District of Columbia
D-SAACP	Defense Sexual Assault Advocate Certification Program
DoD	Department of Defense
DSAID	Defense Sexual Assault Incident Database
FOIA	Freedom of Information Act
JFHQ-State	Joint Force Headquarters-State
NG-J1-SAPR	Director of Manpower and Personnel- Sexual assault prevention and response
NGB	National Guard Bureau
PII	Personally Identifiable Information
SAPR	Sexual assault prevention and response
SARC	Sexual Assault Response Coordinator
TAG	The Adjutants General

PART II. DEFINITIONS

(NONE)