



CHIEF OF THE NATIONAL GUARD BUREAU MANUAL

NGB-J1-S
DISTRIBUTION: A

CNGBM 1300.02A
19 January 2023

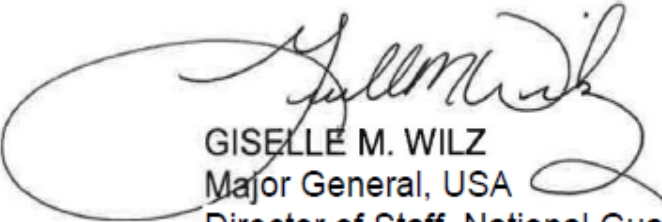
NATIONAL GUARD SEXUAL ASSAULT INCIDENT NOTIFICATION AND REPORTING REQUIREMENTS

References: See Enclosure D.

1. Purpose. This manual provides procedural guidance to complete a 24-Hour notification, 8-Day Incident Report, and a Commander's Critical Information Requirement (CCIR) report as required for Unrestricted Reports, Restricted Reports, and Independent Investigations of sexual assault involving non-Federalized National Guard (NG) members, eligible civilians, and adult dependents in accordance with (IAW) reference a and reference b.
2. Cancellation. This manual cancels and replaces its previous version, Chief of the National Guard Bureau Manual 1300.02, 29 October 2019, "National Guard Sexual Assault Incident Response Oversight and Commander's Critical Information Requirements Reports for Unrestricted Reports."
3. Applicability. This manual applies to all elements of the NG.
4. Procedures. Sexual assaults are reportable, serious incidents of a sensitive nature and require the notification of command and leadership. Following the report procedures described in this manual will meet the notification and reporting requirements for sexual assaults with a NG connection. All NG or Department of Defense personnel who receive a report of sexual assault from a military Service member, Department of Defense civilian, or adult dependent of a military member or Department of Defense civilian will notify a full-time Sexual Assault Prevention and Response (SAPR) professional who will respond immediately to offer SAPR services to the victim IAW reference b and initiate the appropriate notification procedures IAW this issuance. Collateral duty Sexual Assault Response Coordinators (SARCs) with access to the Defense Sexual Assault Incident Database (DSAID) may support these notification and reporting requirements on a case-by-case basis as determined by State, Territory, or District of Columbia (hereinafter referred to as "State") guidance. SARCs supporting Federalized NG and Active Component Service members will refer to and comply with Service-specific guidance. See Enclosures A, B, and C for additional procedures.

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5. Summary of Changes. This manual has been substantially revised, including new guidance on the 24-hour case notification requirement, updates to the 8-Day Incident Report (formerly known as the Sexual Assault Incident Response Oversight report), and additional guidance on the CCIR report.
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 five years.



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Enclosures:

- A -- 24-Hour Case Notification
- B -- 8-Day Incident Report Procedures
- C -- CCIR Report
- D -- References
- GL -- Glossary

ENCLOSURE A

24-HOUR CASE NOTIFICATION

1. General. SARCs will provide a 24-hour case notification IAW reference a and reference b when a victim signs a Department of Defense “Victim Reporting Preference Statement” (DD Form 2910) at reference c; when a Military Criminal Investigation Organization (MCIO) or Civilian Law Enforcement (CLE) agency initiates an independent investigation of a sexual assault pertaining to a NG member; and when a servicing SARC transfers a sexual assault case to a different command or servicing SARC. The servicing SARC will follow the procedures outlined in this Enclosure.
2. Notification Considerations. Before initiating the 24-hour notification, the following information defines some specific actions for consideration based on the victim’s identity, type of report selected, and alleged offender’s position.
 - a. If a victim signs a DD Form 2910, a Commander will not receive a copy of the DD Form 2910 or be allowed to view it IAW reference b.
 - b. If the alleged offender is the immediate Commander, or within the routing chain, the SARC will bypass their notification and will notify the next level of command leadership.
 - c. If a victim reports to a SARC assigned to a different command, the Commander may provide notification to victim’s leadership for awareness.
 - d. If the victim does not sign a DD Form 2910 and an independent investigation is not initiated, the SARC will not initiate a 24-hour notification IAW reference b, but will document disclosures or discussions with the victim in the SAPR Related Inquiry module in DSAID.
 - e. If the report is a Restricted Report, the notification will not contain Personally Identifiable Information (PII), which includes information that could reasonably identify the victim or alleged offender.
 - f. If the report is an Unrestricted Report, the SARC will release the victim’s name and specific incident location (City and State) to the victim’s or NG member sponsor’s immediate Commander during the verbal notification.
 - g. If the victim is an eligible adult dependent, the immediate Commander of the NG member sponsor will receive the notification.
 - h. If a NG member or an eligible person IAW reference a is identified in an independent investigation, the SARC may consider an outreach effort to offer advocacy services, and information regarding reporting options and their eligibility for a Special Victim’s Counsel.

i. If a SARC receives confirmation of an independent investigation of a non-military affiliated civilian victim, in addition to the verbal 24-hour notification, the SARC will inform the alleged offender's immediate Commander of their responsibility to complete the 8-Day Incident Report and to consult with the servicing Staff Judge Advocate for pertinent information relating to the case or investigation IAW reference b and Enclosure B of this issuance.

3. Verbal 24-hour Notifications. The servicing SARC will provide verbal notifications as soon as practical within 24-hours after a victim signs a DD Form 2910, upon receipt of a transferred Unrestricted Report case, and upon confirmation of an independent investigation IAW Appendix A, Table 1 of this Enclosure. If the SARC is unable to establish contact for the verbal notification, it will not delay completing the remainder of the notifications. The information released in the verbal notification will not exceed the information provided in the written notification defined in Appendix B of this Enclosure.

4. Written Follow-Up Notification. The servicing SARC will send written follow-up notifications by encrypted email to the recipients within 24-hours after the verbal notifications IAW Appendix A, Table 1 of this Enclosure. The servicing SARC may use the template at Appendix B of this Enclosure for the written notification or obtain a template from their National Guard Bureau Manpower and Personnel SAPR (NGB-J1-S) Regional Lead. Additional considerations for the written follow-up notification are identified below and are listed by type of report or case origin.

a. Signed DD Form 2910 - Restricted Report. The Adjutant General (TAG) or the Commanding General of the District of Columbia (CG) may include the first general officer in the victim's chain of command in the notification process. To maximize the victim's privacy and anonymity, only the SARC's chain of command will receive the notification if the victim filed the report outside their chain of command. (See reference c.)

b. Signed DD Form 2910 -- Unrestricted Report. TAG or the CG may include the first general officer in the victim's or sponsor's chain of command in the notification process.

c. Independent Investigation - No signed DD Form 2910. TAG or the CG may include the first general officer in the alleged offender's chain of command in the notification process.

5. Informal Notifications. For sexual assault incident awareness and case continuity, the SARC will provide informal verbal notifications IAW Appendix A for the situations identified below.

a. Restricted Report Case Transfer. SARCs will identify transferred cases at the first Case Management Group (CMG) meeting following the transfer. SARCs will not provide any information not otherwise released during a Restricted Report notification as identified in Appendix B.

b. Declined Investigation -- No signed DD Form 2910. Commanders who report an allegation of sexual assault to an MCIO or CLE that does not result in the initiation of an investigation will notify the SARC and provide details of the declination to the Staff Judge Advocate for further consultation and documentation of efforts. SARCs will open an Unrestricted Report case in DSAID, "Open with Limited," to document the report and declination of investigation, and report these actions at the first CMG meeting. The servicing Staff Judge Advocate will provide case information and declination of the investigation as appropriate.

APPENDIX A TO ENCLOSURE A
CASE NOTIFICATIONS MATRIX

Case Origin: Signed DD Form 2910	
Servicing SARC: Assigned to the Victim's Reporting Structure	
Type of Report: -- Restricted Report	
Responsibility	Servicing SARC with DSAID case ownership
<u>24-Hour Verbal notification:</u> Mandatory recipients	<u>Victim's or Sponsor's</u> <ul style="list-style-type: none"> • Brigade or Wing Commander • NG Joint Force Headquarters-State (JFHQs-State) Lead SARC or State SAPR Officer • TAG or the CG notified by the Commander, NG JFHQs-State Lead SARC, or State SAPR Officer depending on local policy
<u>24-Hour Written notification:</u> Mandatory recipients	Same as above plus: <ul style="list-style-type: none"> • NGB-J1-S Regional Lead
Type of Report: -- Unrestricted Report	
Responsibility	Servicing SARC with DSAID case ownership
<u>24-Hour Verbal notification:</u> Mandatory recipients	<u>Victim's or Sponsor's</u> <ul style="list-style-type: none"> • Immediate Commander or Sponsor's Immediate Commander • Brigade or Wing Commander (if applicable) • NG JFHQ-State Lead SARC or State SAPR Officer • TAG or the CG notified by the Commander, NG JFHQs-State Lead SARC, or State SAPR Officer depending on local policy
<u>24-Hour Written notification:</u> Mandatory recipients	Same as above, plus: <ul style="list-style-type: none"> • NGB-J1-S Regional Lead

Table 1. Case Notifications Matrix

Case Origin: Signed DD Form 2910	
Servicing SARC: Not Assigned to the Victim's Reporting Structure	
Type of Report: Restricted Report	
Responsibility	Servicing SARC with DSAID case ownership
<u>24-Hour Verbal notification:</u> Mandatory recipients	<u>SARC's</u> <ul style="list-style-type: none"> • Brigade or Wing Commander • NG JFHQs-State Lead SARC or State SAPR Officer • TAG or the CG notified by the Commander, NG JFHQs-State Lead SARC, or State SAPR Officer depending on local policy
<u>24-Hour Written notification:</u> Mandatory recipients	Same as above plus: <ul style="list-style-type: none"> • NGB-J1-S Regional Lead
Type of Report: Unrestricted Report	
Responsibility	Servicing SARC with DSAID case ownership
<u>24-Hour Verbal notification:</u> Mandatory recipients	<u>Victim's or Sponsor's</u> <ul style="list-style-type: none"> • Immediate Commander <u>SARC's</u> <ul style="list-style-type: none"> • Brigade or Wing Commander • NG JFHQs-State Lead SARC or State SAPR Officer • TAG or the CG notified by the Commander, NG JFHQs-State Lead SARC, or State SAPR Officer depending on local policy
<u>24-Hour Written notification:</u> Mandatory recipients	Same as above, plus: <ul style="list-style-type: none"> • NGB-J1-S Regional Lead

Table 1 continued. Case Notifications Matrix

Case Origin: Opened Independent Investigation	
Responsibility	Servicing SARC with DSAID case ownership inside the alleged offender's reporting structure
<u>24-Hour Verbal notification:</u> Mandatory recipients	<u>Alleged Offender's</u> <ul style="list-style-type: none"> • Immediate Commander (if not already notified) <u>SARC's</u> <ul style="list-style-type: none"> • Brigade or Wing Commander • NG JFHQs-State Lead SARC or State SAPR Officer • TAG or the CG notified by the Brigade or Wing Commander, NG JFHQs-State Lead SARC, or State SAPR Officer depending on local policy
<u>24-Hour Written notification:</u> Mandatory recipients	<u>SARC's</u> <ul style="list-style-type: none"> • Brigade or Wing Commander • NG JFHQs-State Lead SARC or State SAPR Officer • NGB-J1-S Regional Lead • TAG or the CG notified by the Brigade or Wing Commander, NG JFHQs-State Lead SARC, or State SAPR Officer depending on local policy

Table 1 continued. Case Notifications Matrix

Case Origin: Case Transfer	
Type of Report: Restricted Report	
Responsibility	Servicing SARC with DSAID case ownership
<u>Informal Verbal Notification</u>	<ul style="list-style-type: none"> Notification occurs during first CMG meeting following transfer for awareness of additional case being managed only. SARCs will not release any information that would not be released during a 24-Hour Notification.
Type of Report: Unrestricted Report	
Responsibility	Servicing SARC with DSAID case ownership
<u>24-Hour Verbal notification:</u> Mandatory recipients	<u>Victim's or Sponsor's</u> <ul style="list-style-type: none"> Immediate Commander or Sponsor's Immediate Commander Brigade or Wing Commander NG JFHQs-State Lead SARC or State SAPR Officer TAG or the CG notified by the Commander, NG JFHQs-State Lead SARC, or State SAPR Officer depending on local policy
Case Origin: Declined Investigation	
Type of Report: Unrestricted Report opened with limited	
Responsibility	Servicing SARC with DSAID case ownership
<u>24-Hour Verbal notification</u>	<ul style="list-style-type: none"> Notification occurs during first CMG meeting following the Commander's notification to the applicable MCIO or CLE for awareness. SARCs will not have any further information to release. The Staff Judge Advocate will provide information regarding notification and declination of the investigation.

Table 1 continued. Case Notifications Matrix

APPENDIX B TO ENCLOSURE A

24-HOUR CASE WRITTEN FOLLOW UP NOTIFICATION CONTENT

1. The servicing SARC will prepare a written follow up notification containing the content listed below and will send it by encrypted email to the individuals identified in Appendix A of this Enclosure. If the alleged offender is within the routing chain, the SARC will bypass the individual and provide notification to the next level of command or leadership.
2. The servicing SARC will not include PII or any additional incident details in the follow-up notification. The SARC may obtain a fillable template for this requirement from their NGB-J1-S Regional Lead.
 - a. Type of Report.
 - b. SARC's Affiliated State and Unit.
 - c. Defense Sexual Assault Incident Database Case Number.
 - d. Date 8-Day Report is Due (Not applicable to Restricted Report).
 - e. Timeframe Assault Occurred.
 - f. Timeframe of Assault written as follows:
 - (1) 0000L -- 0559L.
 - (2) 0600L -- 1759L.
 - (3) 1800L -- 2359L.
 - g. General Location:
 - (1) On military post or base (includes military Government-owned vehicles).
 - (2) Off post or base.
 - (3) Multiple Instances (on- and off-post or base).
 - h. Victim Status (at the time of the incident): Military, Civilian, or Protected due to Restricted Report.
 - i. Number of Victim(s).
 - j. Alleged Offender Status (at the time of the incident): Military, Civilian, or Protected due to Restricted Report.

- k. Number of Alleged Offenders (may indicate “unknown”).
- l. Victim or Alleged Offender either NG or Active Duty Title 10 United States Code status (at time of incident): Yes or No.
- m. Nature or Type of Sexual Assault: Penetration or Non-Penetration.
- n. Alcohol Involved: Yes, No, or Protected due to Restricted Report.
- o. Drugs Involved: Yes, No, or Protected due to Restricted Report.
- p. Confirmation that victim was (Not Applicable to Independent Investigations):
 - (1) Offered advocacy services: Yes or No.
 - (2) Provided an explanation of the DD Form 2910: Yes or No.
 - (3) Offered medical, mental health, and spiritual referrals: Yes or No.
 - (4) Informed of eligibility to request Special Victims Counsel: Yes or No.
- q. Applicability of Commander’s Critical Information Requirement. Does the alleged or confirmed sexually-based crime warrant higher-level command awareness by meeting one of the following criteria (Not Applicable to Restricted Reports):
 - (1) The alleged offender is an O6 or higher rank or equivalent civilian grade, an E9, SARC, Victim Advocate, or other SAPR staff at the time of the incident or upon receipt of the information: Yes or No.
 - (2) The report is considered a “Curious Case,” such as a report that includes multiple alleged offenders or multiple victims as established by open investigations or reports of allegations. (Consult with NGB-J1-S Regional Lead to determine whether a report meets this criteria): Yes or No.
 - (3) Media attention is expected, to include social media postings: Yes or No.
 - (4) Congressional or elected official involvement is expected: Yes or No.

ENCLOSURE B

8-DAY INCIDENT REPORT PROCEDURES

1. General. An 8-Day Incident Report is required for every Unrestricted Report of sexual assault based on a signed DD Form 2910 and for an independent investigation of a sexual assault IAW reference a and reference b. This report is routed for awareness and visibility of the standard of care provided for sexual assault incidents. It details the actions taken or in progress to provide the necessary care for and support to the victim of sexual assault, and the referral of the allegation to the appropriate investigative agency. Only one 8-Day Incident Report is prepared and routed per incident, regardless of any changes to the type of report or investigative process, such as when a victim of a previously reported independent investigation or an associated “open with limited” case, elects to sign a DD Form 2910. The expected arrival of this report to all its recipients is within eight calendar days, no later than 2359 hours from receipt of the 24-Hour Notification. A lack of information does not constitute a reason for delay, nor will it require a follow-up report.
2. Report Preparation. The initiating Commander identified in Appendix A of this Enclosure will prepare the incident report with input from the servicing SARC, Judge Advocate, and MCIO or CLE with jurisdictional authority. The SARC will not provide input on independent investigations but will assist with providing guidance for preparing and routing the abbreviated report. The servicing SARCs will ensure that their NGB-J1-S Regional Lead receives a copy of all 8-Day Incident reports.
3. Report Initiation. Preparation of the incident report begins after notification of one of the following events:
 - a. A SARC receives a signed DD Form 2910 from an eligible adult victim of sexual assault electing an Unrestricted Report.
 - b. A SARC receives a signed DD Form 2910 from an eligible adult victim of sexual assault to convert a Restricted Report to an Unrestricted Report.
 - c. Independent Investigation opened by an MCIO or CLE of an alleged sexual assault when the alleged offender or victim is a NG Service member, eligible civilian, or adult dependent.
4. Report Type, Content, and Routing. Refer to Appendix A to this Enclosure to identify the Commander responsible for initiating the report, the type of report required (full or abbreviated), and the required recipients of the report. Refer to Appendix B to this Enclosure for the required report content. SARCs may request a fillable 8-Day Incident Report Memorandum template from their NGB-J1-S Regional Lead to facilitate the preparation of this report. An incident report, IAW reference b, will not include PII, including victim photographs, health information protected under reference d, or any demographic or incident information that could reasonably lead to personal identification of the victim or the alleged offender for both Unrestricted Reports and Independent

Investigations. The initiating Commander will sign the 8-Day Incident Report memorandum.

5. Additional Considerations. The information contained in an incident report is limited to personnel with a need to know that allows them to perform their official duties IAW reference b or as authorized by law. An intended recipient may not direct anyone lower in the chain of command to receive the report on their behalf. If the alleged offender is in the routing chain the report will be sent to the next higher level of command or leadership instead.

APPENDIX A TO ENCLOSURE B
8-DAY INCIDENT REPORT MATRIX

Case Origin: DD Form 2910		Type of Incident Report: Full
Victim Type	Service member, civilian employee, or eligible military adult dependent	
Report Initiator	Victim's or victim's sponsor's immediate Commander	
Routing Chain includes:	<p>The victim's or victim's sponsor's chain of command as follows:</p> <ul style="list-style-type: none"> • First O6 Commander • Brigade or Wing Commander (if different from the first O6) • First general officer and TAG or the CG 	
If -- Alleged Offender Type	Service member, civilian employee, or eligible military adult dependent	
Routing Chain includes:	<p>The alleged offender's or alleged offender's sponsor's chain of command as follows:</p> <ul style="list-style-type: none"> • First O6 Commander • Brigade or Wing Commander (if different from the first O6) • First general officer and TAG or the CG 	
If -- Alleged Offender Type	Non-military affiliated civilian	
Routing Chain	Not Applicable	

Table 2. 8-Day Incident Report Matrix

Case Origin: Independent Investigation		Type of Incident Report: Abbreviated
Victim Type	Service member, civilian employee, or eligible military adult dependent	
Report Initiator	Victim's or victim's sponsor's immediate Commander	
Routing Chain includes:	The victim's or victim's sponsor's chain of command as follows: <ul style="list-style-type: none"> • First O6 Commander • Brigade or Wing Commander (if different from the first O6) • First general officer and TAG or the CG 	
If -- Alleged Offender Type	Service member, civilian employee, or eligible military adult dependent	
Routing Chain	The alleged offender's or alleged offender's sponsor's chain of command as follows: <ul style="list-style-type: none"> • First O6 Commander • Brigade or Wing Commander (if different from the first O6) • First general officer and TAG or the CG 	
If -- Alleged Offender Type	Non-military affiliated civilian	
Routing Chain	Not Applicable	
Case Origin: Independent Investigation		Type of Incident Report: Abbreviated
Victim Type	Non-military affiliated civilian	
Report Initiator	Alleged offender's or alleged offender's sponsor's Commander	
Alleged Offender Type	Service member, civilian employee, or eligible military adult dependent	
Routing Chain includes:	The alleged offender's or alleged offender's sponsor's chain of command as follows: <ul style="list-style-type: none"> • First O6 Commander • Brigade or Wing Commander (if different from the first O6) • First general officer and TAG or the CG 	

Table 2 continued. 8-Day Incident Report Matrix

APPENDIX B TO ENCLOSURE B
8-DAY INCIDENT REPORT CONTENT

1. Demographic Data.

a. Victim Information. The information provided will be based on time of incident. If the information could reasonably identify a victim or alleged offender, it will be entered as “protected.” The SARC will provide the below information (if known) to the victim’s, or sponsor’s, immediate Commander after the victim signs the DD Form 2910 electing an Unrestricted Report:

- (1) Gender.
- (2) Rank or grade.
- (3) Duty status.
- (4) Service affiliation.
- (5) State NG membership.
- (6) Assigned unit.

b. Alleged Offender(s). The information provided will be based on time of incident. If the information could reasonably identify a victim or alleged offender, it will be entered as “protected.” The MCIO or CLE provides the following information:

- (1) Gender.
- (2) Rank or grade.
- (3) Duty status.
- (4) Service affiliation.
- (5) State NG membership.
- (6) Assigned unit.

c. Incident Details.

- (1) Nature or Type of Sexual Assault: Specify the most serious sexual assault offense under investigation.
- (2) General location.
- (3) Date.

- (4) Time.
- (5) Date referred to SAPR Professional.
- (6) Date victim signed the DD Form 2910, if applicable.
- (7) Alleged offender Command actions taken (do not include PII).
- (8) Additional information pertaining to alleged offender (do not include PII).

d. Investigation.

- (1) Date reported to MCIO or CLE.
- (2) Investigative organization notified.
- (3) Case number (provide explanation if no case number is available).
- (4) Confirmation that DD Form 2701, at reference e, was provided.

e. Case Management. The SARC provides the following information:

- (1) Date SARC opened case in DSAID.
- (2) Confirmation SARC uploaded DD Form 2910: Yes or No.
- (3) DSAID case number.
- (4) Date of next CMG meeting.

f. Legal Services.

- (1) Date Informed of Special Victim's Counsel eligibility.

(2) Date Informed of Special Victim's Counsel role to provide legal advice and representation to the victim and clarification that the Special Victim's Counsel is free of cost to the victim, not affiliated with anyone in the victim's command, trial counsel or defense counsel, and does not have to be retained after the initial consultation is provided.

2. Victim Advocacy and Support Services. Use this section only when an eligible victim has signed a DD Form 2910 to elect an Unrestricted Report. The SARC provides the following information if applicable:

a. Victim Advocacy.

(1) Description of circumstances that adversely affected ability to address victim needs such as timeliness, sensitivity, obstacles to care, coercion, retaliation, or reprisal.

- (2) Identification of collateral misconduct, if applicable.
- (3) Victim input, if applicable. Victim must provide written consent for input.
- (4) Date referred to Equal Opportunity, if applicable.

b. Health Care.

(1) Date offered Sexual Assault Forensic Exam (provide explanation if not offered).

- (2) Date offered medical care.
- (3) Date offered mental health services.
- (4) Date informed of eligibility for Line of Duty.
- (5) Date Line of Duty initiated, if applicable.

c. Expedited Transfer.

- (1) Date informed of Expedited Transfer eligibility.
- (2) Date Expedited Transfer requested, if applicable.
- (3) Type of Expedited Transfer requested, if applicable.
- (4) Status of Expedited Transfer, if applicable.

d. Safety.

- (1) Date victim safety assessment conducted.
- (2) Date High Risk Response Team assembled, if applicable.
- (3) Date Military Protective Order issued, if applicable.
- (4) Date Civilian Protective Order issued, if applicable.

3. Applicability of CCIR. CCIR applies if the alleged or confirmed sexually-based crime warrants higher level command awareness meets one of the following criteria:

a. The alleged offender is an O6 or higher rank or equivalent civilian grade, an E9, SARC, Victim Advocate, or other SAPR staff at the time of the incident or upon receipt of the information: Yes or No.

b. The report is considered a "Curious Case," such as a report that includes multiple alleged offenders or multiple victims as established by open investigations or reports of

allegations. (Consult with NGB-J1-S Regional Lead to determine if a report meets this criteria): Yes or No.

- c. Media attention is expected, to include social media postings: Yes or No.
- d. Congressional or elected official involvement is expected: Yes or No.

ENCLOSURE C

CCIR REPORT

1. General. NG Commanders will prepare a CCIR report immediately upon receiving information pertaining to an Unrestricted Report of sexual assault, alleged, or confirmed, that meets one of the four qualifying criteria listed below which requires visibility by the Secretary of Defense, Chief of the National Guard Bureau, and other higher levels of leadership IAW reference a and reference b.

a. The alleged offender is an O6 or higher rank or equivalent civilian grade, an E9, SARC, Victim Advocate or other SAPR staff at the time of the incident or upon receipt of the information.

b. The report is considered a "Curious Case," such as a report that includes multiple alleged offenders or multiple victims as established by open investigations or reports of allegations.

c. Media attention is expected, to include social media postings.

d. Congressional or elected official involvement is expected.

2. Report Initiation. At any time following the official Unrestricted Report of sexual assault, Commanders who receive information that meets one of the criteria above will consult with the servicing SARC and will prepare a CCIR report as appropriate. The servicing SARC or SAPR professional will assist the Commander in completing the report and consult with their NGB-J1-S Regional Lead to verify the incident meets one of the criteria, if necessary. Information received and discussed during the monthly CMG meetings may identify a situation that meets one of the criteria and requires the initiation of a CCIR, if not already completed.

3. Verbal Notification. After the Commander determines the requirement for a CCIR, the serving SARC will call their NGB-J1-S Regional Lead or NGB-J1-S PM IAW Appendix A of this Enclosure to initiate the verbal CCIR notification process. If unable to make verbal contact with one of the NGB-J1-S personnel, the SARC will leave a voicemail and send a text with a brief message indicating that the Commander is initiating a CCIR. The SARC will then proceed with the remaining notifications and processing of the CCIR.

4. Report Content. The CCIR report will contain the required content identified below. The servicing SARC may obtain a fillable CCIR template from their NGB-J1-S Regional Lead to facilitate the report's preparation. CCIRs will not include PII, which includes victim photographs, health information protected under reference d and reference f, or any demographic or incident information that could reasonably lead to personal identification of the victim or the alleged offender.

a. Incident Type. Select one of the four report qualifying criteria from subparagraphs 1.a. through 1.d. above.

b. Who.

(1) Victim(s). Provide only generic identifiers, such as grade or rank, gender, unit of assignment, position, duty status, and other relevant information. Do not provide any PII. If the information could reasonably identify a victim or alleged offender, it will be entered as “protected.”

(2) Alleged Offender(s). Provide only generic identifiers, such as grade or rank, gender, unit of assignment, position, duty status, and other relevant information. Do not provide any PII. If the information could reasonably identify a victim or alleged offender, it will be entered as “protected.”

c. What. Provide a summary of the incident in a narrative case synopsis.

d. When. Provide the date and time of the incident and report.

e. Where. Provide the general location of the incident. Do not provide personal addresses.

f. Actions Taken. Provide information on the command’s response to date.

g. Other Factors. Include other information such as known or expected media or international interest.

5. Routing Written Report Procedures. The CCIR will be routed IAW Appendix A and Figure 1 in Appendix B of this Enclosure in addition to the following:

a. The State SAPR Officer or NG JFHQs-State Lead SARC will notify NGB-J1-S upon receipt of a CCIR.

b. The NGB-J1-S Regional Lead and Program Manager will review the CCIR report to validate no PII was utilized and verify receipt of the CCIR with the NGB-J1-S Division Chief.

c. The NGB-J1-S Division Chief will:

(1) Provide situational awareness to the Director of Manpower and Personnel, National Guard Bureau Director of Staff, Vice Chief of the National Guard Bureau, and the Deputy Director of the Army National Guard or Air National Guard, as appropriate.

(2) Provide situational awareness to the Air National Guard Readiness Center as appropriate for reports involving an Air National Guard Service member on Title10 United States Code status.

(3) Ensure that the completed CCIR is provided in the body of an email and as an attachment and submitted to the Joint Staff J3, Joint Operations Center IAW reference g.

19 January 2023

6. Additional Considerations. The information contained in an incident report is limited to personnel with a need to know that allows them to perform their official duties IAW reference b or as authorized by law. An intended recipient may not direct anyone lower in the chain of command to receive the report on their behalf. If the case is not affiliated with a Brigade or Wing the first O6 Commander at the State will receive the CCIR. If the alleged offender is in the routing chain, the report will be sent to the next higher level of command or leadership instead.

APPENDIX A TO ENCLOSURE C

CCIR NOTIFICATIONS

NOTIFICATION PROCESS	
Occurs: During Duty hours or meets the following criteria:	
<ul style="list-style-type: none"> • Likely to result in significant negative national media coverage, including social media postings • Likely to result in Congressional or elected official involvement 	
Initial Verbal Notification: Immediately within one hour	
Initiator	SARC
Recipients	<ul style="list-style-type: none"> • NGB-J1-S Regional Lead or PM • NG JFHQs-State Lead SARC or State SAPR Officer • Brigade or Wing Commander
2	Follow-on Verbal Notification: Within one hour of verbal notification
Initiator	<ul style="list-style-type: none"> • NG JFHQs-State Lead SARC or State SAPR Officer
Recipient	<ul style="list-style-type: none"> • TAG or the CG
Initiator	<ul style="list-style-type: none"> • NGB-J1-S Regional Lead or PM
Recipient	<ul style="list-style-type: none"> • NGB-J1-S Chief
Follow-on <u>Written</u> Notification Within two hours of verbal notification	
Initiator	<ul style="list-style-type: none"> • Brigade or Wing Commander or • TAG or the CG
Recipients	<ul style="list-style-type: none"> • TAG or the CG • NG JFHQs-State Joint Operation Center • NGB-J1-S Regional Lead or PM

Table 3. CCIR Notifications

NOTIFICATION PROCESS	
Occurs: Outside duty hours and meets the following criteria:	
<ul style="list-style-type: none"> • Alleged offender is an O6 or higher rank or equivalent civilian grade, an E9, SARC, Victim Advocate or SAPR staff member • May be a “curious case,” including multiple alleged offender or multiple victims 	
Initial Verbal Notification: No later than 0800 the next calendar day	
Initiator	SARC
Recipients	<ul style="list-style-type: none"> • NGB-J1-S Regional Lead or PM • NG JFHQs-State Lead SARC or State SAPR Officer • Brigade or Wing Commander
2	Follow-on Verbal Notifications: Within two hours of verbal notification
Initiator	<ul style="list-style-type: none"> • NG JFHQs-State Lead SARC or State SAPR Officer
Recipient	<ul style="list-style-type: none"> • TAG or the CG
Initiator	<ul style="list-style-type: none"> • NGB-J1-S Regional Lead or PM
Recipient	<ul style="list-style-type: none"> • NGB-J1-S Chief
Follow-on Written Notification: Within four hours of verbal notification	
Initiator	<ul style="list-style-type: none"> • Brigade or Wing Commander or • TAG or the CG
Recipients	<ul style="list-style-type: none"> • TAG or the CG • NG JFHQs-State Joint Operation Center • NGB-J1-S Regional Lead or PM

Table 3 continued. CCIR Notifications

APPENDIX B TO ENCLOSURE C
CCIR WRITTEN NOTIFICATION ROUTING

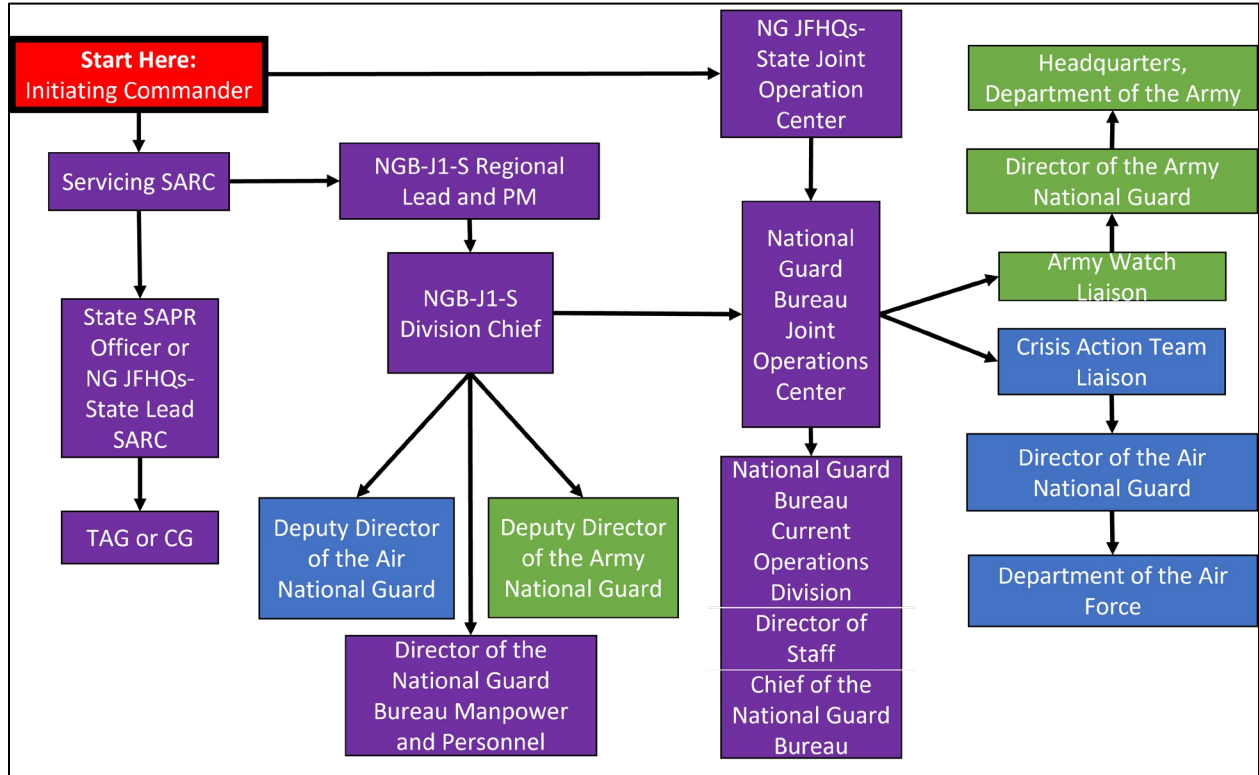


Figure 1. CCIR Written Notification Routing

ENCLOSURE D

REFERENCES

PART I. REQUIRED

- a. Chief of the National Guard Bureau (CNGB) Instruction 1300.01, 26 June 2020, "Sexual Assault Prevention and Response Program"
- b. Department of Defense (DoD) Instruction 6495.02, Volume 1, 28 March 2013, "Sexual Assault Prevention and Response: Program Procedures," Incorporating Change 7, 06 September 2022
- c. DoD Forms Management Program, DD Form 2910, "Victim Reporting Preference Statement," <https://www.esd.whs.mil/Directives/forms/dd2500_2999/>, accessed 06 September 2022
- d. Title 5 United States Code, Section 552a, "Records Maintained on Individuals"
- e. DoD Forms Management Program, DD Form 2701, "Initial Information for Victims and Witnesses of Crime," <https://www.esd.whs.mil/Directives/forms/dd2500_2999/>, accessed 08 December 2022
- f. DoD Manual 6025.18, 13 March 2019, "Implementation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule in DoD Health Care Programs"
- g. CNGB Directive-Type Memorandum 3500.00, 19 April 2021, "National Guard Joint Operations Center"

PART II. RELATED

- h. DoD Directive 6495.01, 23 January 2012, "Sexual Assault Prevention and Response (SAPR) Program," Incorporating Change 5, 10 November 2021

GLOSSARY

PART I. ACRONYMS

CCIR	Commanders Critical Information Requirement
CG	Commanding General of the District of Columbia
CLE	Civilian law enforcement
CMG	Case management group
DSAID	Defense sexual assault incident database
IAW	In accordance with
MCIO	Military Criminal Investigative Organization
NG	National Guard
NG JFHQs-State	National Guard Joint Force Headquarters-State
NGB-J1-S	National Guard Bureau Manpower and Personnel Sexual Assault Prevention and Response
PII	Personally Identifiable Information
SAPR	Sexual Assault Prevention and Response
SARC	Sexual Assault Response Coordinator
SARCs	Sexual Assault Response Coordinators
TAG	The Adjutant General

PART II. DEFINITIONS

Curious Case -- An alleged or confirmed sexual assault case may be considered curious if the report includes multiple alleged offenders or multiple victims, a Court Martial Convening Authority overturns a verdict, multiple reports originate from a unit or organization within a defined time, a pattern of reports that may suggest a serial offender, extreme violence causing physical or mental harm, and sex trafficking. This list is not all inclusive.

Personally Identifiable Information -- 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 h.

Restricted Report -- A reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals and receive medical treatment and counseling without triggering an official investigation in accordance with reference b.

Servicing SARC -- The Sexual Assault Response Coordinator overseeing the delivery of SAPR services for a sexual assault report associated with their Defense sexual assault incident database location code.

Unrestricted Report -- A reporting option that allows sexual assault victims to disclose, without requesting confidentiality or restricted reporting, that he or she is the victim of a sexual assault. This report will be referred to the appropriate law enforcement agency and may be used to initiate the official investigative process in accordance with reference h.