



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-J1

JUL 19 2005

MEMORANDUM FOR All JFHQ (ST) Manpower and Personnel Officers

SUBJECT: State Sexual Assault and Response Coordinator (J1-05-044)

1. References:

a. Memorandum, NGB-J1, dated 30 June 2005, subject: National Guard Bureau (NGB) Sexual Assault Victim Service Resource Guide

b. Memorandum, NGB-J1, dated 30 June 2005, subject: National Guard Bureau (NGB) Commander's Checklist for Responding to Allegations of Sexual Assault

2. In support of the DoD requirements identified in references a. and b. , request you appoint, as an additional duty, a State Sexual Assault and Response Coordinator (SARC) as soon as possible.

3. A State SARC should be selected based upon outstanding duty performance; demonstrated stability in their personal affairs, to include no significant indebtedness, excessive use of alcohol, or any use of illegal drugs; have no recent history of domestic violence or sexual assault; have not been punished under the provisions of the UCMJ or State Code of Military Justice during the five years preceding their nomination; are able to respond to a sexual assault incident at anytime during Inactive Duty Training (IDT), Active Duty for Training (ADT), and /or Annual Training (AT); and are able to complete continuing education requirements on an annual basis.

4. SARCs may not begin responding to victims until they receive training. DoD is sponsoring and will fund attendance at a SARC training conference 27-30 September 2005 in Atlanta, Georgia. National Guard specific training will take place on 30 September 2005, from 0730 until 1530. All newly appointed SARCs should plan to attend. Detailed information will be provided in a subsequent e-mail.

5. The additional duties assigned to the SARC should include:

a. Overall management of the sexual assault education and prevention, training, and victim advocacy program; oversight of the Unit Victim Advocate (UVA) in the performance of their duties; ensuring that victims receive guidance and emotional support during administrative, medical, investigative, and legal procedures; maintaining liaisons with civilian and military authorities; tracking and maintaining a roster of UVAs

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and the services they provide to victims; and serving as a permanent member of the Sexual Assault Review Board.

6. JFHQ-J1 should forward the name and contact information of their state representative, no later than 15 August 2005 to Ms. Deborah A. White, NGB SARC, at DSN 327-9193 or 703-607-9193, e-mail Deborah.Ann.White@ngb.army.mil.



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National Guard Bureau