

2025 Annual Report to the Maine State Legislature Regarding Sexual Assault and Sexual Harassment within the Maine National Guard



Presented to the Joint Standing Committee on Veterans and Legal Affairs

132nd Maine Legislature

Brigadier General Diane L. Dunn

The Adjutant General of the Maine National Guard and Commissioner of the
Department of Defense, Veterans, and Emergency Management

January 27, 2026



**LETTER FROM THE ADJUTANT GENERAL
BRIGADIER GENERAL DIANE L. DUNN**

To: Members of the Joint Standing Committee on Veterans and Legal Affairs (VLA)

The safety, dignity, and welfare of every Soldier, Airman, and civilian employee are paramount to our mission success and a top priority for the Maine National Guard (MENG). I am focused on leading the MENG to be the best it can be and deeply appreciate your continued partnership and steadfast support.

In accordance with Public Law 2021, Chapter 634, “An Act to Enhance the Prevention of and Response to Sexual Assault and Sexual Harassment in the Maine National Guard,”¹ I submit the 2025 sexual assault and sexual harassment report.

2025 marked continued progress to include work by the Governor’s Advisory Council (GAC) on Military Sexual Trauma. The Council continues to address recommendations and successfully helped implement those determined to be feasible. MENG signed Memoranda of Understanding (MOU) with both the Maine Coalition Against Sexual Assault (MECASA) and the Maine Prosecutors Association. These agreements create an integrated support network, ensuring comprehensive care for survivors and a consistent, victim-centered response statewide. I expect interagency collaboration and resource sharing to continue in the coming year.

Internally, MENG Sexual Assault Prevention and Response (SAPR) program remains focused. A Staff Assistance Visit (SAV) from the National Guard Bureau (NGB) found our program to be broadly compliant, noting that all findings from the previous inspection had been corrected. Furthermore, our team continues to innovate, developing benchmarked products, such as virtual messages and an all-inclusive pop-up information banner, to more effectively communicate vital resources to our members.

This report includes our FY25 Army and Air National Guard demographics. By examining recruitment, retention, and promotion data, we gather additional understanding of representation across our organization. This data-informed approach allows us to acknowledge successes, while also identifying areas requiring further attention to ensure equitable and sustainable career paths for all service members.

The progress to date stems from our collective dedication to fostering a climate of trust and accountability, as well as our partnerships and programs. Maine National Guard will build upon that progress and on behalf of our entire organization, I thank you for your continued support.

¹ <https://legislature.maine.gov/backend/App/services/getDocument.aspx?documentId=92059>

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Section 1: Historical Data

37-B MRSA §3, sub-§1¶D(25)(a)

“Data regarding all reported incidents of sexual assault within the National Guard in each of the preceding 10 years, including information on the current duty status of victims and the outcome of any state or federal criminal or Maine Code of Military Justice proceedings arising out of such incidents, to the extent that the sharing of data and information is not prohibited by federal law or federal regulation and can be presented in a way that does not identify, and that cannot be used with other information to identify the victims of sexual assault. If necessary to protect the identity of victims of sexual assault, the Adjutant General may submit a summary of specific items of data or information required to be included in the report;”

37-B MRSA §3, sub-§1¶D(26)(f)

“Number of restricted and unrestricted reports of sexual harassment and sexual assault in the Maine National Guard by year broken down by gender of the reporting party.

This is the fourth report since the enactment of PL 2021, which requires the MENG to provide reported incidents of sexual harassment and assault data in alignment with federal confidentiality guidelines.

MENG SAPR program is the single point of contact for providing advocacy and resources to eligible members, to include military and Department of Defense (DOD) civilian employees with the MENG and their eligible family members.² Advocacy services and referrals to community-based resources are provided regardless of the reported offenders’ duty status or the victims’ military status. Except for the Catch a Serial Offender (CATCH) Program³ expansion in 2024, the SAPR program is unable to provide ongoing advocacy and support to eligible reporters if they separate from service before filing an official report. The SAPR program is not permitted to provide ongoing advocacy for those who experience sexual assault in the context of a domestic or intimate partner relationship. However, to provide the greatest support possible, and if the victim requests, in situations where the SAPR team is unable to provide support, MENG utilizes the “No Wrong Door” concept and conducts a warm hand-off to appropriate care.

The metrics provided in Graphic 1 are inclusive of MENG members and their eligible dependents, as well as eligible DOD civilian employees working for the MENG who have experienced a sexual assault and file a formal report. Statistics **include** assaults committed by civilian offenders who have no connection to the MENG, as well as cases that may have originated in other branches of service but at the victim’s request were transferred to the MENG. Per the legislative requirement to provide data from the preceding 10 years, this report includes sexual harassment/sexual assault input from FY15 through FY24 when available.

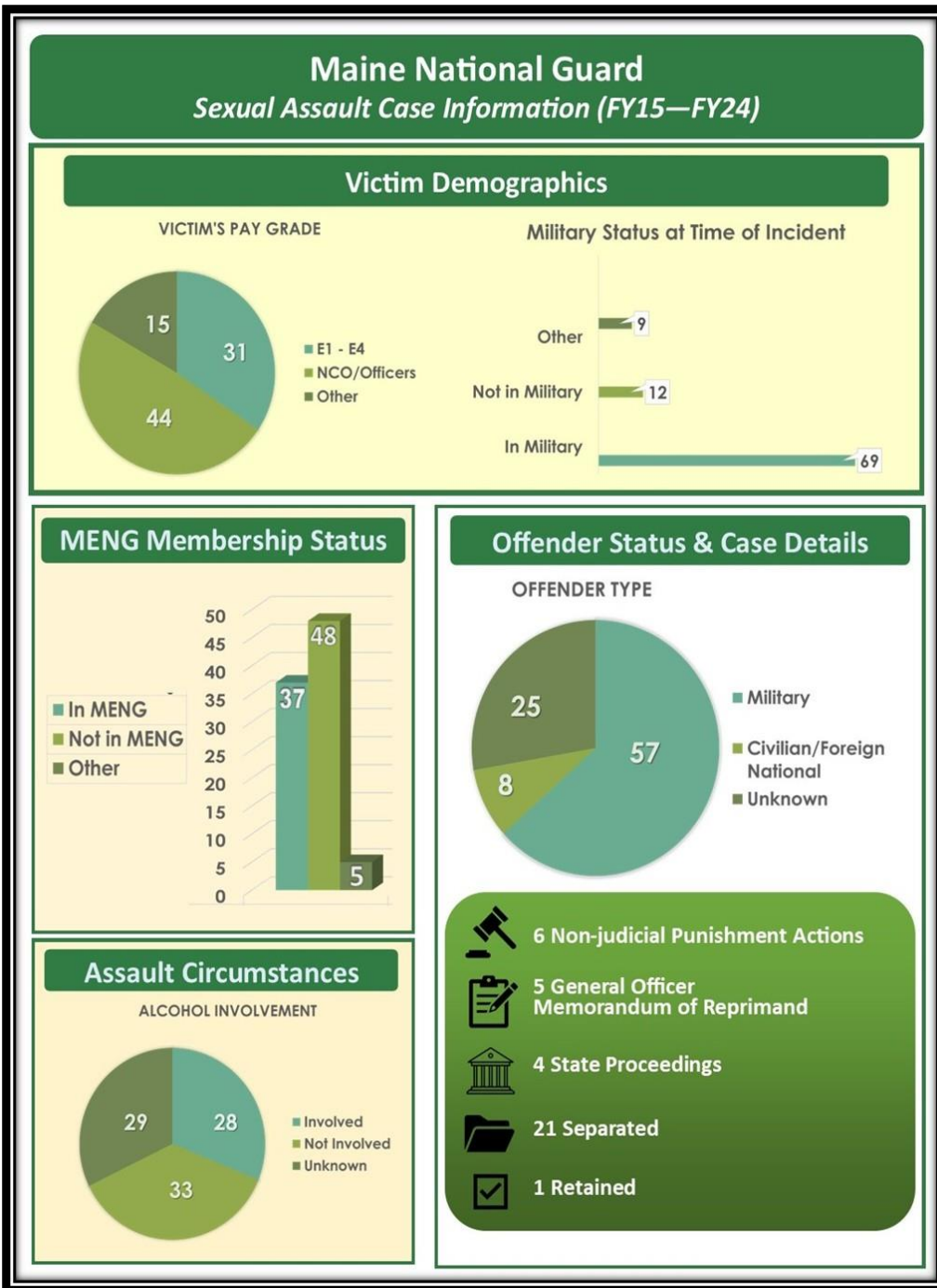
Graphic 1 indicates that over the past decade, sexual assault cases involving the MENG have predominantly involved military members as both victims and offenders. This is an expected

² https://www.sapr.mil/sites/default/files/public/docs/victim-assistance/Victim_Assistance_Slick_Sheet_Reference_Copy.pdf

³ <https://www.sapr.mil/catch>

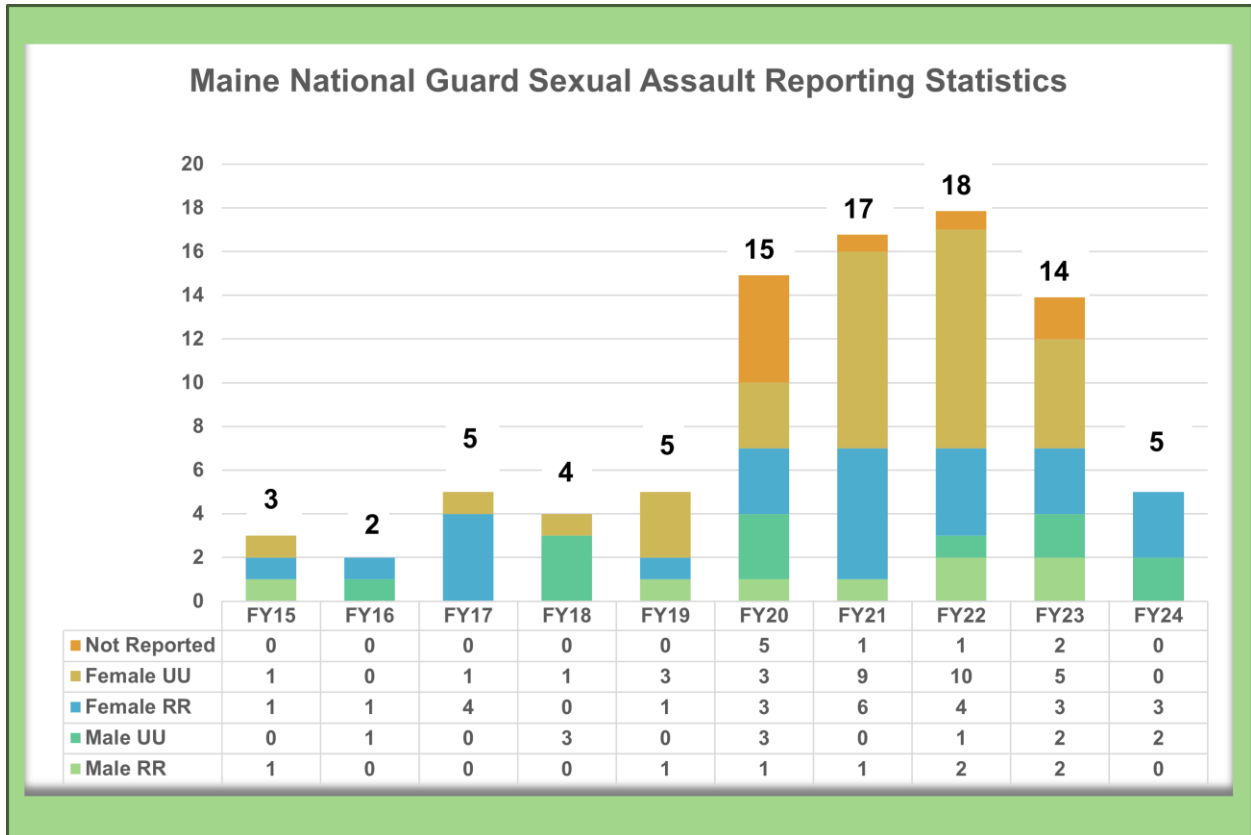
finding, as the program’s scope and jurisdiction are specifically designed to provide resources and response for members of the military community. Alcohol was a factor in nearly one-third of the incidents. It is notable that the most common outcome for offenders was separation from

service. These metrics are inclusive of all formal reports filed by eligible individuals within the MENG community, as well as Open with Limited Information (OWL) cases created when the subject was a military member, and the victim was a civilian.



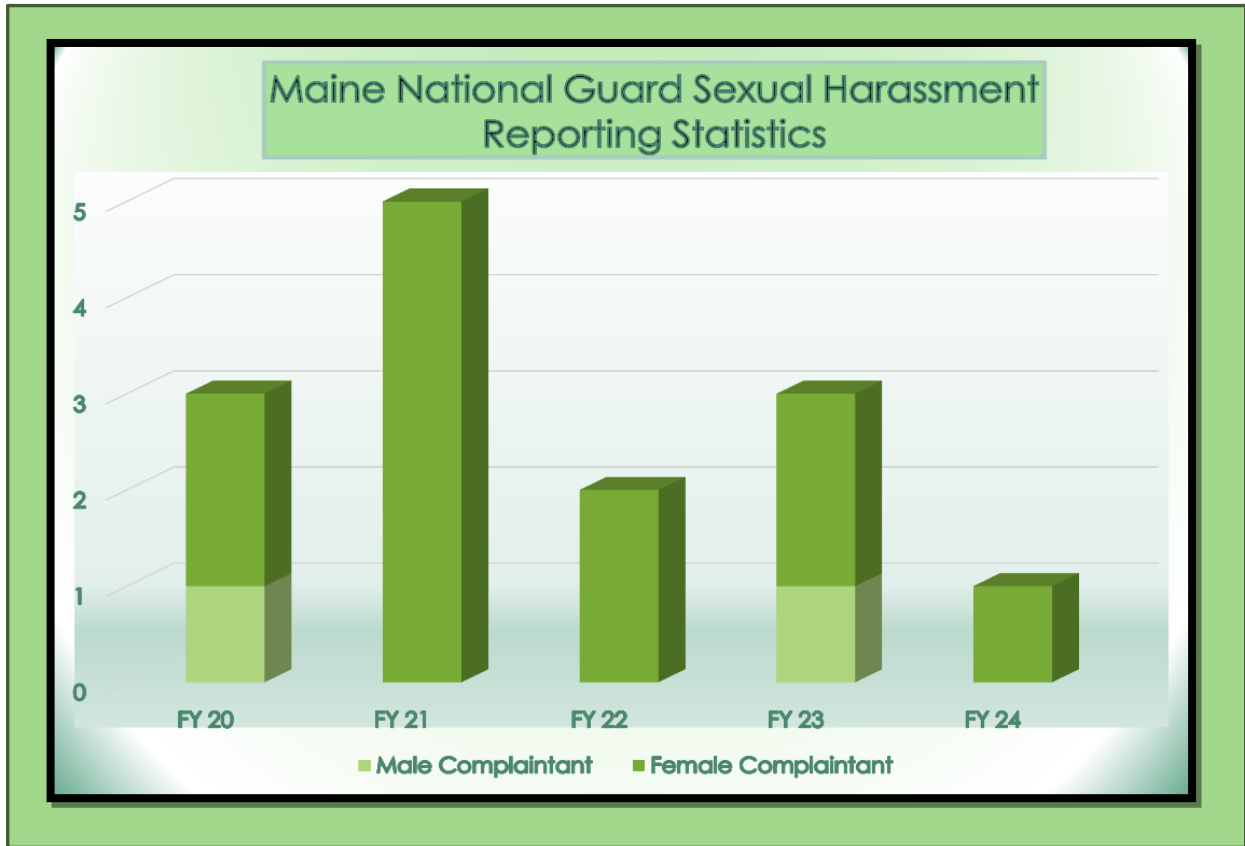
Graphic 1

Graphic 2 depicts gender specific reporting. As noted in previous years reports, the data depicts a rise in the number of service members reporting sexual assault between FY20 and FY22, followed by a return toward historical pre-pandemic reporting levels in FY24. The increase during FY 20-22 was most pronounced among female service members. Reports from male service members also fluctuated but did not show a comparable rise during the same period.



Graphic 2

Graphic 3 shows the number of sexual harassment complaints by gender over a five-year data set, beginning in FY 2020. Prior record retention schedules did not require the data to be maintained, thus the data preceding this period are not available. Prospectively, MENG has established the necessary data tracking process to compile and provide a ten-year historical overview in subsequent annual reports.



Graphic 3

Section 2: Sexual Assault Prevention & Response & Equal Opportunity Training Programs

37-B MRSA §3, sub-§1 ¶D(25)(b)

“A description of all sexual assault and sexual harassment prevention training provided to members of the National Guard in the Preceding year:”

MENG continues to execute a range of training programs, in alignment with federal mandates. In particular, the SAPR program is responsible for delivering prevention training and providing policy assistance to leaders at all levels. Commanders also leverage additional training opportunities beyond the mandatory requirements to cultivate the best possible command climate.

MENG conducts mandated annual training for SAPR and Military Equal Opportunity (MEO) programs. Our strategy is founded on the "Continuum of Harm" principle, which recognizes that sexual harassment and assault are interrelated. Consequently, there is intentional overlap between the two programs. This synergy creates multiple opportunities to educate Soldiers, Airmen, and civilian employees on the early warning signs of harmful behavior, thus reinforcing a more comprehensive and proactive prevention culture.

The FY25 Joint Annual SAPR Training was specifically designed to integrate key Buddy Aid Principles. This curriculum aimed to reduce victim-blaming attitudes and build supportive response skills for service members and leaders to apply across all operational settings, including risk assessments, mission briefs, and field exercises. By promoting a safe and respectful culture, the training advances prevention efforts, supports survivors, and directly contributes to Service member well-being, resiliency, and overall mission readiness.

To ensure effective and widespread training, MENG utilizes a de-centralized "Train-the-Trainer" (T3) model. Between October and December 2024, MENG SAPR team facilitated multiple T3 courses to expand this internal teaching capacity and equip personnel from diverse units to deliver SAPR training tailored to their own formations.

The T3 model strengthens MENG's ability to provide consistent, high-quality education by fostering peer engagement and unit-level ownership of prevention efforts. By developing certified facilitators within each organization, MENG enhances the accessibility and relevance of SAPR expertise and empowers commanders to cultivate healthy and informed command climates.

- In total, MENG SAPR team certified 22 facilitators for the Maine Air National Guard (MEANG) and 32 facilitators for the Maine Army National Guard (MEARNG).

The integrity of our SAPR and MEO programs is built upon the expertise of personnel, which is maintained through rigorous and continuous professional development.

- SAPR Personnel: Maintaining credentials from the Defense Sexual Assault Advocate Credentialing Program (D-SAACP) is a career-long obligation. This is fulfilled through continuous education via workshops, virtual seminars, and other training formats, ensuring our response professionals remain proficient in the most current and effective protocols. SAPR professionals are required to complete thirty-two continuing education units (CEU) over a 24-month period.
- MEO Personnel: Similarly, personnel in key MEO roles must obtain professional certification from the Defense Equal Opportunity Management Institute (DEOMI). This specialized training provides the critical skills to manage the formal complaint process impartially and ensures all outcomes comply fully with federal statutes and National Guard Bureau standards.

Beyond these specific initiatives, all military and civilian personnel receive mandatory SAPR and MEO training at key touchpoints throughout their careers, as mandated by Congress and the respective Services. Graphic 4 provides a detailed list of mandatory training events and frequency.

Mandatory	By Duty Status
	<ul style="list-style-type: none"> • Initial Entry Education and Training • Accession Education and Training • Pre-deployment Education and Training • Post-deployment Education and Training • Annual Refresher Training • First Responder Training (by duty status and position)
Mandatory	By Rank or Position
	<ul style="list-style-type: none"> • Pre-command Education and Training • Professional Military Education • General Officer Training • Military Recruiters, Personnel Temporarily assigned to assist Recruiters, Drill Instructors or Sergeants and Instructors at Formal Service Schools Education and Training • New Commander's 30-Day In-Brief

Graphic 4

In addition to the mandatory training requirements, MENG engaged in the following training:

The Office of the State Judge Advocate (OSJA) and the provost Marshal (PM) presented to the Maine Chiefs of Police Association to expand understanding and facilitate cooperation. The MENG team discussed local law enforcement obligations to investigate and prosecute sexual assault in the National Guard, as well as the need for MENG Judge Advocate General (JAG) and PM to coordinate with law enforcement on criminal misconduct committed by a MENG member.

In accordance with the Memorandum of Understanding (MOU) between the MENG and the Maine Coalition Against Sexual Assault (MECASA), the four full-time members of the MENG SAPR team completed the 40-hour Statewide Advocate Training in October, presented by Aroostook Mental Health Center Sexual Assault Services (AMHC SAS). This engagement served two primary purposes. First, it enhanced the team's expertise regarding the specific resources and processes utilized by AMHC SAS and other community-based support centers. Second, it provided a valuable forum for military and civilian advocates to collaboratively examine the marked differences in their operational models. A key distinction discussed was the contrast between providing external advocacy to the public, as civilian agencies do, versus providing internal support to members of one's own organization, which is the unique and complex role of the MENG SAPR team.

Building on the collaborative framework established in the MOU with MECASA, MENG SAPR team delivered a specialized training session in November 2025. Titled “Working Together: Supporting Service Members Through the SAPR Program,” the 90-minute event was designed for community-based sexual assault advocates from across the state.

The training provided civilian advocates with crucial information on the resources, policies, and reporting processes specific to the military’s SAPR program. A key objective was to clarify how military and community-based advocates can best collaborate to provide seamless, wrap-around support for survivors who report an assault.

Section 3: Practices and Procedures for Prevention

37-B MRSA §3, sub-§1 ¶D(25)(c)

“A description of the current practices and procedures for the prevention of sexual assault and sexual harassment and investigation of and disciplinary actions taken in response to reports of sexual assault and sexual harassment in the National Guard.”

MENG follows established state and federal policies to prevent, respond to, and adjudicate sexual assault and sexual harassment. Commanders receive legal guidance from the OSJA, a joint office that provides legal review, oversight, and support throughout all investigative and disciplinary processes. References to these policies can be found at the end of the report.

Sexual Assault

Survivors may confidentially disclose sexual assault through the SAPR program and may choose to submit a Restricted Report (RR), an Unrestricted Report (UU), or convert their report from Restricted to Unrestricted (RU).

RRs remain confidential, trigger internal case management involving data entry in the Defense Sexual Assault Incident Database (DSAID), and require limited senior-leader notification without identifying information.

UUs and RUs initiate mandatory notifications, data entry in the DSAID, commander actions to safeguard the survivor, and referral to local law enforcement for criminal investigation.

If an allegation is reported independently of the survivor, the Sexual Assault Response Coordinator (SARC) opens an OWL case in DSAID, and the matter is referred to local law enforcement.

When local authorities file charges, the command monitors the civilian case and may take administrative or non-judicial punishment (NJP) actions consistent with the Maine Code of Military Justice (MCMJ). If civilian authorities decline charges, the case is referred to the National Guard Bureau’s Office of Complex Investigations (OCI) for administrative investigation. Eligible survivors receive SAPR support throughout all processes.

Sexual Harassment

Sexual harassment complaints are processed under CNGBM 9601.01. Service members may initiate an informal complaint with the Equal Opportunity Advisor (EOA) or State Equal Employment Manager (SEEM) within 180 days of the incident.

The MENG’s monthly Case Management Group (CMG) is the principal mechanism for ensuring the proper handling of all matters related to military sexual trauma. This group methodically reviews every unrestricted report of sexual assault to guarantee that our established procedures for prevention, collaboration with investigation, and disciplinary action are appropriately and consistently applied. This comprehensive oversight provides critical accountability and demonstrates our unwavering commitment to preventing and decisively responding to these offenses within our organization.

While sexual harassment complaints are formally handled by Equal Opportunity (EO) offices, National Guard SAPR professionals serve as a crucial first point of contact. Under the "No Wrong Door" concept, SAPR personnel provide confidential advocacy and support, ensuring individuals are connected to the appropriate resources and formal reporting channels within the EO system. Advocacy is provided at the victim's request whether or not a formal complaint is filed. This vital, supportive role ensures that every individual seeking help is guided to the right place.

For all sexual harassment complaints, EO and MEO personnel offer a warm handoff to the SARC for limited support services. If allegations indicate potential sexual assault, the victim is immediately referred to the SARC.

EO professionals assist with required administrative paperwork, and a formal inquiry is conducted within 60 days.

Commanders review findings with the complainant and may impose administrative actions or refer the matter for a Formal Resolution Request (FRR).

Formal complaints are reviewed by NGB-EO, who may conduct an additional investigation, issue findings, and recommend corrective actions.

Disciplinary Actions

MENG commanders may impose NJP under §415 of the MCMJ for substantiated sexual assault or sexual harassment. Punishments may include forfeiture of pay, extra duty, reduction in grade, or temporary bar to promotion.

Commanders may also pursue administrative actions, including reprimands, bars to reenlistment, adverse evaluation entries, removal from positions of trust, separation for enlisted personnel, or withdrawal of federal recognition for officers.

Administrative separation boards or federal recognition boards review cases requiring separation. These boards weigh evidence, make recommendations regarding retention and characterization of service, and forward findings to the appropriate state or federal separation authority.

Primary Prevention Programming

The Integrated Primary Prevention Program (IPPP) is responsible for aligning and synchronizing MENG's existing prevention efforts, including the SAPR program, the EO program, the Family Program, the Risk Reduction Program for Suicide and Substance Abuse, Behavioral Health, and the Chaplain Corps. Using both qualitative and quantitative data, the IPPP analyzes risk and protective factors across the force and implements targeted, evidence-based prevention programming grounded in the Public Health Model. While a range of factors influence service member well-being, the IPPP specifically focuses on reducing the prevalence of sexual assault, sexual harassment, retaliation, suicide, domestic abuse, and child abuse. Data gathered through this model is used to strengthen policies, programs, and procedures across the organization.

To better understand climate and emerging concerns, the IPPP facilitates sensing sessions with Soldiers and Airmen across the MENG. These sessions enable commanders to make timely, unit-specific adjustments that improve morale and readiness. Due to the Deferred Resignation Program (DRP), the IPPP lost three of its four core staff members in FY25. The Human Resources Directorate is currently coordinating with the National Guard Bureau to secure

funding for replacement positions and will evaluate the program's long-term manpower requirements.

A Comprehensive Integrated Prevention Plan, completed in 2025 and informed by FY24 data and an initial force Needs Assessment, established measurable goals to evaluate the impact of new prevention initiatives. Prevention program goals will guide the prevention team and its partner programs in identifying priority areas for procedural, policy, and programmatic improvements.

Section 4: Advisory Groups and Inspections

37-B MRSA §3, sub-§1 ¶D(25)(d)

“A summary of the activities during the preceding year of any advisory council or special study group convened by the Governor or the department or in which officials of the department have been asked to participate whose duties involve, at least in part, examining or making recommendations regarding the prevention of or the response to sexual assault and sexual harassment in the National Guard or, if no advisory council or special study group with such duties engaged in activities during the preceding year, a statement to that effect.”

Staff Assistance Visit to the Maine National Guard

In previous reports to the Joint Standing Committee on Veterans and Legal Affairs, MENG provided updates on the annual SAPR By-Law inspections. The U.S. Air Force has since changed its process and integrated the formerly separate By-Law inspections into the comprehensive Foundational Readiness Inspection (FRI). Consequently, a standalone SAPR By-Law inspection update will no longer be provided.

The most recent assessment of MENG’s SAPR program occurred in two phases. The NGB SAPR Compliance and Accountability Branch conducted a preliminary review on August 9, 2025. These results were incorporated into the final report for the formal NGB SAPR Staff Assistance Visit (SAV), which was completed on August 18-19, 2025.

The overall assessment determined that MENG SAPR program is broadly compliant with all DOD, NGB, and service-specific requirements. The inspection team formally noted that all findings from the FY22 SAV had been successfully corrected and acknowledged the efficacy of the MENG corrective action plans.

The 2025 inspection team identified minor items requiring attention, all of which were addressed and resolved during the visit. These findings were not indicative of systemic program deficiencies and are common across SAPR program inspections.

- For example: appointment memorandums for a full-time SAPR team member must be updated every two years upon the professional’s re-credentialing. A previous memorandum was expired; however, a new, updated memorandum was routed for signature prior to the SAV. The SAPR office completed the fully executed document before the inspection concluded, resolving the finding.

During the SAV, the inspection team benchmarked an innovative product created by MENG SAPR team for use across the entire formation. Commanders are required to ensure specific information is readily available to all members. To reduce information clutter on unit bulletin boards, MENG team developed an all-inclusive poster. This poster provides essential

information and utilizes QR codes that direct personnel to more robust digital resources on various programs and topics. This MENG-developed tool was highlighted as best practice. (Graphic 5)

MENG looks forward to its next triannual SAV scheduled for FY2028.

Governor’s Advisory Council on Military Sexual Trauma

The Governor’s Advisory Council (GAC) on Military Sexual Trauma effectively collaborated to execute the actionable recommendations set forth in the 2022 Governor’s Advisory Council Resolution.

Ongoing efforts include MENG Provost Marshall participation in recurring meetings with the Maine Prosecutor’s Association, Chiefs of Police Association and Sheriff’s Association.

Among the recommendations achieved, the Council facilitated the signing of two key MOUs:

- Maine Coalition Against Sexual Assault (MECASA) and MENG MOU:** Signed in February, this agreement supports service members, family members, and civilian employees impacted by sexual assault through the following:

 - Expands the SAPR program’s ability to connect victims and survivors with external specialized advocacy and community services, improving continuity of care and reducing barriers to accessing confidential support.
 - Enhances MECASA’s understanding of military-connected survivors’ unique needs. Also, MECASA will provide up-to-date resource materials—including statewide service listings, legal guidance, and military-specific information on Protection from Abuse/Harassment orders—to ensure MENG SAPR professionals can offer comprehensive and timely support.
- Maine Prosecutors Association and MENG MOU:** Finalized in September, the MOU strengthens the network of support for victims and survivors.

Council collaborations reinforce a shared commitment to improving survivor outcomes, promoting early access to services, and ensuring consistent, victim-centered support across the state.

Graphic 5

Section 5: Accessions, Discharges, Promotion and Discharge Code Data

37-B MRSA §3, sub-§1 ¶D(26) (a-d)

“Aggregate number of new members of the Maine National Guard broken down by gender in the previous year”

“Aggregate discharge numbers of Maine National Guard members broken down by gender in the previous year”

“Aggregate promotion rates from the previous year of Maine National Guard members broken down by gender”

“Aggregate data or coded reason for discharge of all Maine National Guard members discharged in the previous year broken down by gender”

Graphics 6 (MEARNG) and 7 (MEANG) identify by gender the FY25 aggregate numbers of new members, discharges, categories for discharge, and promotions.

Regarding accessions, 18% of MEARNG’s 169 new members were female and 82% were male. MEANG, females composed 15% of its 93 new members while men constituted 85%.

Discharge data varied across the Services, though contract fulfillment was the primary driver in both the MEARNG and MEANG. MEARNG discharged zero females due to adverse action or entry level separation. In the MEARNG, the percentage of female accessions (18%) was higher than the percentage of female discharges (12%), raising the potential for increased female representation over time. In the MEANG, females accounted for 21% of discharges and 15% of accessions.

Promotions rates in MEARNG were 17% female and 83% male. MEANG females earned 20% of the promotions while male counterparts earned 80%.



Maine Army National Guard FY25
Annual Gender Breakdown Summary

Aggregate number of new members of the MEARNG broken down by gender		
Total	Male	Female
169	139	30

Aggregate discharge numbers of the MEARNG broken down by gender		
Total	Male	Female
224	198	26

Discharge Reasons	Total	Male	Female
Administrative	6	4	2
Adverse Action	12	12	0
Conditional Release	17	16	1
Contract Fulfillment	68	56	12
Appointed as Officer / Warrant Officer	3	2	1
Entry Level Separation	12	12	0
Interstate Transfer	22	21	1
Medical	33	29	4
Officer Resignation	9	8	1
Retirement	40	37	3

Aggregate promotion numbers for the MEARNG broken down by gender		
Total	Male	Female
434	362	72

Graphic 6



Maine Air National Guard FY25 Annual Gender Breakdown Summary

Aggregate number of new members of the MEANG broken down by gender		
Total	Male	Female
93	79	14

Aggregate discharge numbers of the MEANG broken down by gender		
Total	Male	Female
84	66	18

Discharge Reasons	Total	Male	Female
Administrative			
Adverse Action	6	4	2
Conditional Release	15	8	7
Contract Fulfillment	26	23	3
Appointed as Officer	3	1	2
Officer – Twice Deferred for Promotion	1	1	0
Retirement	33	29	4

Aggregate promotion numbers for MEANG broken down by gender		
Total	Male	Female
275	219	56

Graphic 7

Section 6: Survey Data

37-B MRSA §3, sub-§1 ¶D(26)(e)

“Percentages of Maine National Guard members broken down by gender reporting sexual harassment and sexual assault as measured by the anonymous survey with the highest percentage of Maine National Guard members having completed surveys from the previous year.”

Beginning in July 2023, the DOD mandated that the Force Wide Climate Assessment (FWCA), formerly known as the Defense Organizational Climate Survey (DEOCS), be administered annually during a specific window of time for all military and civilian DOD employees to generate maximum participation.

The Office of People Analytics selected a sample of NG service members to participate in the Workplace Gender Relations Survey (WGRS) to measure workplace relations. Selected members receive an invitation to complete the WGRS following completion of the FWCA. This survey is optional; states do not have access to the WGRS results.

Conclusion

The progress detailed in this report reflects our unwavering commitment to fostering a climate of trust and accountability through data-informed prevention, robust training, and strengthened community partnerships. We will continue to build upon these foundational efforts to ensure a safe and respectful environment for every member of the Maine National Guard.

Relevant Department References

1. DOD Instructions and Directives⁴
 - a. DoDD 6495.01, Sexual Assault Prevention and Response (SAPR) Program, January 23, 2012, Incorporating Change 6, March 26, 2025⁵
 - b. DoDI 6495.02, Volume 1, Sexual Assault Prevention and Response (SAPR) Program Procedures, March 28, 2013, Incorporating Change 9, March 18, 2025
 - c. DoDI 6495.02, Volume 2, Sexual Assault Prevention and Response: Education and Training, April 9, 2021, Incorporating Change 1, March 18, 2025
 - d. DoDI 6495.02, Volume 3, Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases, June 24, 2022, Incorporating Change 1, July 26, 2024
 - e. DoDI 6495.03, Defense Sexual Assault Advocate Certification Program (D-SAACP), February 28, 2020
 - f. DoDI 6400.07 Standards for Victim Assistance Services in the Military Community, Incorporating Change 3, March 18, 2025
 - g. DoDI 6400.11 DoD Integrated Primary Prevention Policy for Prevention Workforce and Leaders, December 20, 2022, Incorporating Change 2, July 30, 2025
2. Chief of the National Guard Bureau Instructions (CNGBI)⁶
 - a. CNGBI 0400.01B, National Guard Complex Administrative Investigations, April 12, 2018
 - b. CNGBI 1300.01, Sexual Assault Prevention and Response Program, June 26, 2020
 - c. CNGBI 0400.01B, National Guard Complex Administrative Investigations, April 12, 2018
3. CNGB Manuals
 - a. CNGBM 1300.01A, Department of Defense Sexual Assault Advocate Certification Program and Systems Access Requirements, November 1, 2022
 - b. CNGBM 1300.02A, National Guard Sexual Assault Incident Notification and Reporting Requirements, January 19, 2023
 - c. CNGBM 1300.03B, National Guard Retaliation Reporting Processes Related to Unrestricted Reports of Sexual Assault, December 12, 2023
 - d. CNGBM 1300.04A, National Guard Expedited Transfer Program for Unrestricted Reports of Sexual Assault, November 18, 2022
 - e. CNGBM 1300.05, National Guard Monthly and Quarterly Sexual Assault Prevention and Response Case Management Group Meetings, November 15, 2023
 - f. CNGBM 9601.01, National Guard Discrimination Complaint Process, April 25, 2017

⁴ DOD specific regulations and policies can be found at <https://www.esd.whs.mil/Directives/issuances/dodd/>

⁵ SAPR specific regulations and policies can be found at <https://www.sapr.mil/policy>

⁶ National Guard regulations and policies can be found at <https://www.ngbpmc.ng.mil/>

- g. CNGBM 0401.01 National Guard Special Victims' Counsel Program Procedural Guidance, March 23, 2020
4. CNGB Memorandums
 - a. CNGBM Direct Reporting Structure and Operational Supervision of National Guard Sexual Assault Prevention and Response Personnel, April 25, 2023
 - b. Use of Section 540K Declination Letter for Sexual Assault Victims with Third Party or Command-Initiated Investigations, February 24, 2023
 5. NGB Regulations / Directives
 - a. NGR 600-21, Equal Opportunity Program in the Army National Guard, 22 May 2017
 - b. NGR 635-100, Termination of Appointment and Withdrawal of Federal Recognition, September 8, 1978
 - c. NGB DTM 1300.00, Safe-to-Report Policy for National Guard Service Member Victims of Sexual Assault, December 6, 2022
 - d. NGB DTM 1300.01, Limited Sexual Assault Prevention and Response Services for Sexual Harassment Complainants, November 29, 2022
 - e. NGB DTM 1300.02, National Guard Use of Department of Defense Form 3114 "Uniform Command Disposition Report" For Reporting Sexual Assault Information, October 17, 2022
 - f. NGB DTM 1300.03, No Wrong Door and Warm Handoff Policy for National Guard Service Member Victims of Sexual Assault, November 29, 2022
 6. Army Regulation / Directives⁷
 - a. AR 600-20 c.7 Sexual Harassment/Assault Response and Prevention Program, July 24, 2020
 - b. AR 600-52, Sexual Harassment/Assault Response and Prevention Program, February 11, 2025
 - c. AR 600-8-2, Suspension of Favorable Personnel Actions, April 5, 2021
 - d. AR 15-6 Procedures for Administrative Investigations and Board of Officers, April 1, 2016
 - e. AR 135-178, Enlisted Administrative Separations, June 21, 2024
 - f. ARMY DIR 2021-30 Sexual Harassment / Assault Response and Prevention Services for Department of the Army Civilians, September 2, 2021
 - g. ARMY DIR 2022-04 Sexual Assault Line of Duty Determinations and Reporting, February 7, 2022
 - h. ARMY DIR 2022-10 Safe to Report for Victims of Sexual Assault, July 6, 2022
 - i. ARMY DIR 2022-13 Reforms to Counter Sexual Harassment/ Sexual Assault in the Army, September 20, 2022
 - j. ALARACT 027/2022 Additional Sexual Harassment / Assault Response and Prevention Program Guidance: Expedited Transfers, 24-Month SARC and VA Stabilization, and SHARP Personnel Incentives, May 25, 2022

⁷ Army regulations and policies can be found at <https://armypubs.army.mil/>

7. Department of the Air Force Instructions (DAFI) / Policy Directives / Memorandums⁸
 - a. DAFI 90-6001, "Sexual Assault Prevention and Response (SAPR) Program," Incorporating Change DAFGM2025-01, 16 July 2025
 - b. DAFPD 90-60 "Sexual Assault Prevention and Response (SAPR) Program" 05 October 2022
 - c. DAFI 36-3211, Military Separations, 24 June 2022, Incorporating Change DAFGM2025-01, 12 August 2025.
 - d. Department of the Air Force Safe-to-Report Policy for Service member Victims of Sexual Assault, 25 August 2022

8. State Law / Policy
 - a. Maine Code of Military Justice (MCMJ), Title 37-B M.R.S., Chapter 5.
 - b. TAG 23-02, MENG Sexual Assault and Harassment No-Contact and Separation Policy, 17 January 2023.
 - c. TAG Memorandum Sexual Assault Prevention and Response (SAPR) High-Risk Response Team (HRRT) Procedures, 17 January 2023

⁸ Air Force regulations and policies can be found at <https://www.e-publishing.af.mil/Product-Index/>

Definitions

Case Management Group: A mandatory, multidisciplinary team that meets monthly to coordinate care, support, and legal process for Unrestricted Reports of sexual assault. These cases are inclusive of formal reports filed when the eligible victim formally elects an Unrestricted Report and when the case has been opened as an Open With Limited Information case.

Formal Resolution Request or External Report: After an Informal Resolution Request has been completed a complainant can request this type of report. NGB will review the case, assign investigators, and substantiate or unsubstantiate the allegations. If the claim is substantiated, they will offer disposition recommendations for the command to action as they see fit.

Informal Resolution Request or Internal Report: Allegations of unlawful discrimination or sexual harassment, made either orally or in writing to the EO program. The request will be investigated by an official appointed by the commander. Findings of the investigation will be brought to the commander with recommendations included. The commander will determine appropriate actions to take, if any. The person reporting the allegations, the complainant, then can accept this outcome, withdraw the allegation, or request a Formal Resolution Request.

Open With Limited Information: Entry into the federal database to be used in the following situations: victim refused or declined services, victim opted out of participating in investigative process, third-party reports, local jurisdiction refused to provide victim information, or civilian victim with military subject.

Restricted Report: Reporting option that allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., credentialed SAPR professional or healthcare personnel), and receive medical treatment, including emergency care, counseling, and assignment of a victim advocate, without triggering an investigation. The victim's report provided to healthcare personnel (including the information acquired from a SAFE Kit), SARCs, or SAPR VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents or an established EXCEPTION applies. The Restricted Reporting program applies to Service members, their military dependents 18 years of age and older, and DOD civilian employees. Only a SARC, SAPR VA, or healthcare personnel may receive a Restricted Report.

Sexual Assault: The DOD defines sexual assault as Intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these acts. The MCMJ utilizes the same crimes and definitions as the Maine Criminal Code, Title 17-A M.R.S. chapter 11.

Sexual Harassment: The definition of sexual harassment applicable to this report is described in DoD Directive 1350.2, “Department of Defense Military Equal Opportunity Program. It states: Sexual Harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

*Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s job, pay or career or

*Submission to or rejection of such conduct by a person is used as a basis for career or employment decision affecting that person, or

*Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Unit Risk Inventories: Surveys that are completed annually by Soldiers in the MEARNNG. Questions included relate to substance use, suicidal ideation and behaviors, sexual activity, sexual violence, sexual harassment, domestic violence, relationship health and mental health.

Unrestricted Report: A process that an individual covered by DODD 6595.01 uses to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim’s report provided to healthcare personnel, a credentialed SAPR professional, command authorities, or other persons is reported to law enforcement and may be used to initiate the official investigative process.

Acronyms

ALARACT – All Army Activities

Army DIR – Army Directive

AR – Army Regulation

ARNG – Army National Guard

CATCH – Catch a Serial Offender Program

CMG – Case Management Group

CNGBI – Chief of the National Guard Bureau Instruction

CNGBM – Chief of the National Guard Bureau Memorandum

CEU – Continuing Education Unit

DAFGM – Department of the Air Force Guidance Memorandum

DAFI – Department of the Air Force Instruction

DAFPD – Department of the Air Force Policy Directive

DEOCS – Defense Organizational Climate Survey

DEOMI – Defense Equal Opportunity Management Institute

DOD – Department of Defense

DODD – Department of Defense Directive

DODI – Department of Defense Instruction

DSAID – Defense Sexual Assault Incident Database

EOA – Equal Opportunity Advisor

FWCA – Force Wide Climate Assessment

FY – Fiscal Year

IPPP - Integrated Primary Prevention Program

JAG – Judge Advocate General

MCMJ – Maine Code of Military Justice

MeANG – Maine Air National Guard

MEARNG – Maine Army National Guard

MENG – Maine National Guard (Maine Air and Army National Guard as a whole)

MRSA – Maine Revised Statutes Annotated
NCO – Non-commissioned Officer
NG – National Guard
NGB – National Guard Bureau
NJP – Non-Judicial Punishment
NGBDTM –National Guard Bureau Directive Type Memorandum
OCI – Office of Complex Investigations
OSJA – Office of the State Judge Advocate
OWL – Open With Limited Information
PM – Provost Marshal
RR – Restricted Report of Sexual Assault
RU – Restricted Report of sexual assault Converted to an Unrestricted Report of Sexual Assault
SAPR – Sexual Assault Prevention and Response
SARC – Sexual Assault Response Coordinator
SEEM – State Equal Employment Manager
TAG – The Adjutant General
UCMJ – Uniform Code of Military Justice
UU – Unrestricted Report of Sexual Assault
WGR – Workplace and Gender Relations Survey