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NGWV-TAG

**FEB 27 2026**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Policy Memorandum NGWV-TAG-JP-26-001, Sexual Assault Prevention and Response (SAPR) Program Policy for the West Virginia National Guard

1. **SUPERSESSION:** This policy supersedes NGWV-TAG-JP-23-001.
2. **REFERENCES:** See enclosure 1.
3. **PURPOSE:** This policy establishes The Adjutant General's (TAG) guidance for the prevention of and response to sexual assault within the West Virginia National Guard (WVNG). It is designed to create a healthy work environment that prioritizes mission readiness and the treatment of all personnel with dignity and respect.
4. **APPLICABILITY:** This policy applies to all military and civilian personnel of the West Virginia National Guard.
5. **POLICY:**
  - a. **Leader Initiatives.** Leaders at all levels will foster a command climate where individuals who have experienced sexual assault feel safe to seek support without fear of retaliation. All leaders will be:
    - (1) Connected to their people by creating an environment where personnel are treated with dignity and respect.
    - (2) Competent in their mission by using prevention efforts to reduce incidents and ensuring all personnel know how to report offenses and access SAPR resources.
    - (3) Committed to our values by actively intervening as bystanders and maintaining a professional, violence-free workplace.
  - b. **SAPR Services.** The WVNG SAPR Program provides 24/7 advocacy services, prevention education, and resource referrals. Support services include emotional support, crisis intervention, reviewing reporting options, safety planning, and referrals to other programs. Confidential help is available 24/7 through the DoD Safe Helpline at (877) 995-5247 or the WVNG SAPR Program.

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**c. Reporting Options.** All eligible personnel who have been sexually assaulted have the following reporting options:

(1) **Unrestricted Reporting.** This option triggers an official investigation and full command notification. Details of the incident are shared with law enforcement and the chain of command. This option allows for full access to SAPR services, medical and legal support, military protective orders, and expedited transfer requests.

(2) **Restricted Reporting.** This option is confidential and does not trigger an investigation. The command is notified that "an assault occurred" without the victim's personally identifying information. This option allows for full access to SAPR services, medical care, and confidential legal advice from a Special Victims' Counsel (SVC).

(3) A victim may elect to change a Restricted Report to an Unrestricted Report at any time. An Unrestricted Report cannot be changed to a Restricted Report.

**d. Command and Supervisor Responsibilities.**

(1) **Commander's Initial Response.** Upon receiving a report of sexual assault, commanders will immediately contact a SARC, contact their legal advisor, refer the case to law enforcement, and take measures to protect all parties from retaliation. Commanders will not investigate allegations themselves.

(2) **Civilian Supervisors.** Federal supervisors will refer employees seeking assistance to the SAPR program. State supervisors will comply with West Virginia Military Authority policies to maintain confidentiality and ensure a safe workplace.

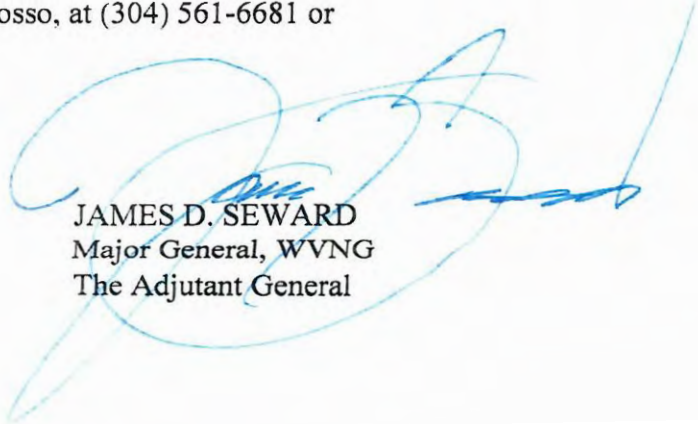
**e. Oversight.** The WVNG Case Management Group (CMG) will meet monthly to oversee all Unrestricted Report cases to ensure victim safety, coordinate services, and confirm appropriate accountability measures are pursued. The victim's commander will provide monthly status updates to the victim.

**6. POINT OF CONTACT:** The POC for this memorandum is the Sexual Assault Prevention and Response Principal SARC, Mrs. Jenny Colagrosso, at (304) 561-6681 or [jenny.r.colagrosso.civ@army.mil](mailto:jenny.r.colagrosso.civ@army.mil).

Encls

1. References

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WVNG List 'A'



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ENCLOSURE 1

REFERENCES

Department of Defense Directive (DoDD) 6495.01, 23 January 2012, "Sexual Assault Prevention and Response (SAPR) Program," Incorporating Change 6, 26 March 2025

DoDI 6495.02, Volume 1, 28 March 2013, "Adult Sexual Assault Prevention and Response: Program Procedures," Incorporating Change 9, 18 March 2025

Department of the Air Force Instruction (DAFI) 90-6001, 04 September 2024 "Sexual Assault Prevention and Response (SAPR) Program"

AR 600-52 11 February 2025, "Sexual Harassment/Assault Response and Prevention Program"

Chief of the National Guard Bureau Instruction (CNGBI) 1300.01A, 26 June 2020, "Sexual Assault Prevention and Response Program"

CNGBI 1300.04, 02 September 2020, "National Guard Expedited Transfer Program for Members with Unrestricted Reports of Sexual Assault"

Chief of the National Guard Bureau Manual (CNGBM) 1300.02A, 19 January 2023, "National Guard Sexual Assault Incident Notification and Reporting Requirements"