



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE ADJUTANT GENERAL  
2460 FAIRVIEW DRIVE  
CARSON CITY, NV 89701

NGNV-ZAZ

31 July 2020

MEMORANDUM FOR: All Nevada Army National Guard Commanders

SUBJECT: NVARNG Reporting Procedures for Restricted and Unrestricted Reports

1. References:

- a. AR 600-20, Army Command Policy, 06 November 2014.
- b. DoDI 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures, 24 May 2017.
- c. CNGBI 1301.01, National Guard Implementation of Sexual Assault Incident Response Oversight Report, 8 August 2017.
- d. Memorandum, OTAG, NVNG, 27 April 2020, subject: Nevada Adjutant General's Sexual Assault Prevention and Response (SAPR) Program.

2. The purpose of this memorandum is to establish the command chain's reporting requirements for incidents of sexual assault. Commanders should reference the enclosure for specific, time-drive actions used to respond to sexual assault reports.

3. Unrestricted Reporting Procedures.

Within 24 hours from the time the victim signs the DD Form 2910 electing an unrestricted report:

- a. The SARC or VA forwards the report to the JFHQ SARC and JFHQ VAC.
- b. The JFHQ SARC alerts the survivor's immediate commander.
- c. The commander, in turn, notifies the Provost Marshals Office for assistance with reporting to local law enforcement and the OSJA for assistance.
- d. The reporting commander reports to their immediate commander and if no contact; continues to work up the chain of command until contact is made up to the Land Component Commander. Concurrent with first-tier commander notification, the JFHQ SARC advises the command suite of the incident.

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e. The commander uses the Commander's Checklist for Responding to Reports of Sexual Assault provided (see Enclosure) to facilitate an appropriate response to the incident.

4. Restricted Reporting Procedures.

Within 24 hours from the time the victim signs the DD Form 2910 electing a restricted report:

a. The SARC or VA notifies the JFHQ SARC and JFHQ VAC.

b. The JFHQ SARC then notifies command of the incident and follows SAPR reporting procedures IAW above references.

5. The point of contact for questions or further guidance regarding the Nevada National Guard's Sexual Assault Prevention and Response (SAPR) program is the JFHQ Sexual Assault Response Coordinator (SARC), Ms. Karen-Nicole Randel at (775) 384-5840 or karennicole.c.randel.civ@mail.mil.

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Encl  
Commander's Checklist

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Brigadier General, USA  
Commanding