



REPLY TO
ATTENTION OF

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
OFFICE OF THE ADJUTANT GENERAL OF VIRGINIA
JOINT FORCE HEADQUARTERS - VIRGINIA
5901 BEAULAH ROAD, SANDSTON VA 23150-6112

NGVA-VA-AG

9 April 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sexual Assault Prevention and Response Guidance

1. References:

- a. Virginia National Guard Command Policy 13-04, Sexual Assault Prevention and Response dated 1 June 2013.
- b. Virginia National Guard Command Policy 13-05, Sexual Harassment Prevention Policy dated 1 February 2011.
- c. Virginia National Guard Command Policy 13-06, Prohibiting sexually explicit or suggestive Material in the workplace dated 1 June 2013

2. Sexual Assault Prevention and Response begins with Leaders at every level taking responsibility for preventing such deplorable crimes and protecting our Service Members. It is imperative that we always take action to ensure our climate builds a culture of trust and confidence throughout this organization. Any allegation of sexual assault / sexual harassment will be investigated and appropriate actions taken. The Department of Military Affairs / Virginia National Guard will respond swiftly to care for victims and to hold perpetrators fully accountable.

3. Commanders and full time OICs will ensure the above referenced command policy letters are communicated and posted on each unit's bulletin board. Commanders will report up through their chain of command this task has been accomplished. Additionally, Commanders will continue to conduct monthly visual inspections of their work centers to ensure all sexually-oriented, sexually degrading or sexually offensive material is removed. MSC Commanders will report these tasks have been completed at the May 2014 SLC. CSMs and Chiefs will make this a part of their checklist when visiting readiness centers.

4. Leaders will conduct training and educate Soldiers and Airmen using innovative ways and small group instruction to prevent sexual assault /sexual harassment. Information briefs previously used for large groups provide diminishing effectiveness. Leaders must engage in squad, section, and platoon level discussions to enforce a culture that will deter sexual assault and punish perpetrators. The prevention of sexual assault / sexual harassment will be addressed at all leaders training. Leaders will develop plans to assess the effectiveness of programs designed to prevent and eliminate sexual assault / sexual harassment.

5. Safety briefings at first formation and last formation daily will include sexual assault / sexual harassment prevention. A prevalent trend in sexual assault is alcohol. Many victims and /or perpetrators were under the influence of alcohol when these crimes occurred. The consumption or use of Alcohol at any time during the duty day is prohibited. Leaders at all levels must conduct proper risk assessments to ensure the safety of our Service Members and enforce this requirement. Understanding our environment will allow Leaders to support Soldiers and Airmen, in preventing sexual assault / sexual harassment, and eliminate a culture where sexual predators exist.

6. April is sexual assault prevention awareness month. Commanders will capitalize on the additional resources and focus to emphasize the importance of sexual assault prevention. The Sexual Assault Response Coordinator has provided talking points for Commanders to use and begin facilitating small group discussions (team, squad, and platoon).

7. Sexual Assault has no place in the Department of Military Affairs. Sexual Assault threatens the integrity, trust, and mission readiness of our Service Members. Leaders at all levels play a key role in the success or failure of prevention efforts.

8. Questions concerning this memorandum are directed to the Sexual Assault Response Coordinator at (434) 236-7858. POC regarding identifying explicit materials and sexual harassment is the EEO/EO office at (804) 236-7739.


DANIEL E. LONG JR.
MG, VaARNG
The Adjutant General

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