



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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Lieutenant Governor

★
LISA J. HOU, D.O.
Brigadier General
The Adjutant General

TAG MEMORANDUM 23-03*

1 January 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment Letter for the Case Management Group (CMG)

1. References:

- a. CNGBI 1300.01A (National Guard Sexual Assault Prevention and Response Program), 26 June 2020
- b. 10 U.S.C. § 1034 (Protected Communications; Prohibition of Retaliatory Personnel Actions)
- c. Department of Defense Instruction 6495.02 (Sexual Assault Prevention and Response (SAPR) Programs Procedures), Enclosure 9, 28 March 2013, Incorporating Change 3, 24 May 2017
- d. Air Force Instruction 90-6001 (SAPR Program), 21 May 2015, Incorporating Change 1, 18 March 2016
- e. Army Regulation 600-20 (Army Command Policy), Appendix E, 24 July 2020

2. The Case Management Group meeting (CMG) provides executive oversight, procedural guidance and feedback to the Senior Commander concerning the SAPR program within the assigned area of responsibility. The CMG reviews the prevention program and the response to sexual assault incidents, to include cases and procedures, system accountability, and victim access to services. Furthermore, the CMG will also serve as a venue to discuss cases of retaliation against victim reporting, bystanders who witness a sexual assault, and/or first responders who serve the victims of sexual assault. The CMG also makes recommendations to the CMG Chair.

3. The Adjutant General of the New Jersey National Guard is the chairperson. The chairperson will establish and chair, or designate a Deputy Adjutant General or Assistant Adjutant General to chair, the monthly multi-disciplinary CMG meeting for reviewing all URs of sexual assault and retaliation allegations occurring within the State IAW references b and c.

****This memorandum supersedes TAG Memorandum No. 19-03, dated 1 September 2019***

4. Listed below are the appointed members of the CMG. The CMG will convene monthly meetings. The alternate chairperson will represent the chair during their absence. Upon notification of CMG, all members will acknowledge their attendance to the CMG Co-Chairperson/Sexual Assault Prevention and Response Officer (SAPRO).

Chairperson, TAG
Alternate Chairperson, Director of Joint Staff
Co-Chairperson/ SAPRO
Air, Director of Staff
Army, Chief of Staff
108th Wing SARC
177th Wing SARC
Victim Advocate
Army Surgeon
Staff Judge Advocate
Special Victims Counsel
FTSS Chaplain/Unit Chaplain
MSC/Wing Commanders of Victims
Victim Advocates assigned to Victims

5. Each service branch will discuss their cases independently following the opening remarks and programmatic concerns, in order to maintain confidentiality.

6. The chairperson may appoint or invite others, by nature of their responsibilities regarding the SAPR program, for example, civilian authorities, the victim's commander, or victim advocates.

7. The CMG meetings take precedence over other duties and primary members must attend or ensure their alternate attends in their absence. Primary CMG members without a designated alternate will notify the CMG Co-Chairperson/SAPRO, if the member is unable to attend.

8. Point of contact is Shenay Hawkins-Allen, CMG Co-Chairperson/ Sexual Assault Prevention and Response Officer, who can be reached by email shenay.c.hawkins-allen.civ@army.mil, work phone (609) 562-0280, or cell (609) 500-5536.



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