



DEPARTMENT OF DEFENSE  
**SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE**



**TOPIC: FIVE NEW FORMS**

JULY 2024

*Topics from Deputy Secretary of Defense Memo, "Updates to Department of Defense Policies to Enhance Support for Adult Sexual Assault Victims," signed May 2024. Available at [www.sapr.mil/latest-policy-updates](http://www.sapr.mil/latest-policy-updates).*

**DoDI 6495.02, Volume 1, as follows:**

Incorporates the use of five new Department of Defense (DD) forms

1. [DD Form 2910-4, "Catch a Serial Offender \(CATCH\) Program Explanation and Notification Form for SAPR-Related Inquiry \(SRI\) CATCH Entries."](#)
2. [DD Form 2910-5, "Monthly Case Management Group \(CMG\) Meeting Notes for the Sexual Assault Prevention and Response \(SAPR\) Program."](#)
3. [DD Form 2910-6, "Quarterly Case Management Group \(QCMG\) Meeting Notes for the Sexual Assault Prevention and Response \(SAPR\) Program."](#)
4. [DD Form 2910-7, "High-Risk Response Team \(HRRT\) Meeting Notes for the Sexual Assault Prevention and Response \(SAPR\) Program."](#)
5. [DD Form 2910-8, "Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault."](#)

**CATCH Form: DD Form 2910-4**

[DD Form 2910-4, "Catch a Serial Offender \(CATCH\) Program Explanation and Notification Form For SAPR-Related Inquiry \(SRI\) CATCH Entries."](#) *DD Form 2910-4 provides a method for eligible adult sexual assault victims to submit a CATCH entry without first having to file an official report of sexual assault using DD Form 2910.*

**DoD Civilian Reporting Form**

[DD Form 2910-8, "Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault."](#) *DoD civilian employees (who are NOT adult dependents of Service members or in the Reserve Component) who elect to file a report of sexual assault through the SAPR Program will use DD Form 2910-8 to file a report of adult sexual assault. The DD Form 2910-8 will be retained for 50 years for sexual assault reports involving a Service member.*

- If the sexual assault victim is a DoD civilian employee who is also an adult military dependent or a member of the Reserve Component (Reservist or National Guard) eligible for SAPR services, the victim will ONLY use the DD 2910 to file a report and will NOT file a DD Form 2910-8, because their status as a military dependent or Reserve Component member may make them eligible for additional services. A victim would never file both forms.

- See topic summary handout “Restricted Reporting Policy for DoD Civilian Employees” for additional policy.

## **Case Management and High-Risk Response Team Forms**

*ae. To standardize and facilitate the SAPR Program’s oversight of adult sexual assault and associated retaliation reports during their monthly Case Management Group (CMG) meetings, Quarterly Case Management Group (QCMG) meetings, and High-Risk Response Team (HRRT) meetings, the CMG, QCMG, HRRT Chairs and Co-Chairs MUST use the three forms below. The forms serve as checklists to track the requirements in Enclosure 9 of DoDI 6495.02, vol. 1, and in Section 4 of the Retaliation DoDI (DoDI 6495.02, Volume 3, “Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases”) as applicable. DD Forms 2910-5, 2910-6 and 2910-7 are required to be uploaded into the Defense Sexual Assault Incident Database (DSAID). SARCs and designated SAPR VAs will upload DD Forms 2910-5, 2910-6, and 2910-7 into the appropriate DSAID meeting minutes tab within 48 hours of the form being completed. In deployed locations, such as combat zones, that have internet connectivity issues, the timeframe is extended to 96 hours. DSAID is the only DoD-authorized database for the electronic retention of DD Forms 2910-5, 2910-6, and 2910-7 to ensure the protection of any potential personally identifiable information and to make forms more easily retrievable in one centralized database. These forms will be retained for 50 years.*

*(1) DD Form 2910-5, “Monthly Case Management Group (CMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program.” Captures information discussed in the CMG. DD Form 2910-5 is NOT a substitute for the individual case meeting minutes for EACH victim in DSAID. This is an additional requirement. The SARC still need to document specific information for EACH victim as it relates to information needed in the victim’s case – this is the function of the specific meeting minutes that link to each specific DSAID Case Number for the specific victim.*

*(a) DD Form 2910-5 is only a checklist to ensure requirements are met for the monthly CMG meetings.*

*(b) Only one DD Form 2910-5 is completed for each monthly CMG meeting. One DD Form 2910-5 is completed per CMG meeting, not per victim.*

*(c) The CMG Co-Chair, as the CMG notetaker, fills out the form and the CMG Chair can carefully review, confirm all requirements are met, and sign DD Form 2910-5.*

*(2) DD Form 2910-6, “Quarterly Case Management Group (QCMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program.” DD Form 2910-6 incorporates most of the documentation requirements for QCMG meeting minutes. The QCMG Co-Chair, as the QCMG notetaker, shall fill out the form and the QCMG Chair can carefully review, confirm all requirements are met, and sign DD Form 2910-6.*

*(3) DD Form 2910-7, “High-Risk Response Team (HRRT) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program” and the required documentation for subsequent HRRT meetings in the “Supplement to the DD Form 2910-7 High Risk Response Team (HRRT) Meeting Notes for Subsequent HRRT Meetings (Supplement to 2910-7)”.*

*(a) DD Form 2910-7 will be filed for the first HRRT meeting. DD Form 2910-7 will be signed when the HRRT is completed.*

*(b) For the subsequent HRRT meetings, the "Supplement to the 2910-7" form will be filed.*

*(c) Uploading the completed DD Form 2910-7 and subsequent "Supplements to 2910-7" into DSAID will cover the majority of the meeting minute requirements for the HRRT meetings.*

*(d) When the HRRT is dissolved, the CMG Chair will sign the ORIGINAL DD Form 2910-7, not the last "Supplement to the 2910-7".*

---

### **What is an SRI CATCH Entry?**

*Eligible sexual assault victims who do not want to or are not ready to file an official report of sexual assault (through a [DD Form 2910, "Victim Reporting Preference Statement,"](#) or a [DD Form 2910-8, "Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault"](#) or to law enforcement) but DO want to submit an entry in the CATCH System, are able to submit a SAPR-related inquiry (SRI) CATCH Entry through a SARC or SAPR VA with a DD Form 2910-4, "Catch A Serial Offender (CATCH) Program Explanation and Notification Form for SAPR Related Inquiry (SRI) Catch Entries". If notified of a potential match, the SRI CATCH Entry victim can decide whether to file an Unrestricted Report and/or participate in the MCIO investigation.*

**If a current DoD Civilian employee makes a report that he/she was allegedly sexually assaulted in the past by a Service member, is the delayed report entered into DSAID even if the alleged suspect has since died or retired?**

*Yes. Due to the suspect's status at the time of the sexual assault incident, the case would be added to DSAID.*

**Can you clarify whether a DSAID case and a DD Form 2910 would be completed in a case where a DoD Civilian employee alleges a report of sexual assault by another DoD Civilian employee?**

*This is dependent on the suspect's status at the time of the incident. If the suspect was a Service member at the time of the alleged offense, then a case would be opened in DSAID.*

### **What is the "supplement" for the DD Form 2910-7?**

*The DD Form 2910-7 is used for the first meeting of the High-Risk Response Team (HRRT). The "supplement" is located at the end of the DD Form 2910-7 and is used for every meeting following the first HRRT, to include the final meeting. However, for the final HRRT, not only do you fill out a "supplement" to document the final meeting, but also the CMG Chair, the CMG Co-Chair, and the HRRT Chair need to sign the original DD Form 2910-7 from the first meeting. See: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2910-7.pdf>*

**For DoD Civilian employees serving in the National Guard or Reserve Component on a part-time basis, will they have to fill out the DD Form 2910 only when they are on active duty status or on drill weekends, but if not on active duty status or drill weekends then they fill out the DD Form 2910-8?**

*DoD Civilian employees who are also Reservists or members of the National Guard need to fill out a DD Form 2910 because they may be eligible for additional services that they may not*

## Sexual Assault Prevention and Response Office

*otherwise be eligible for as a DoD Civilian employee. They can file their DD Form 2910 at any time, they do not have to wait for their drill weekend. DoDI 6495.02, vol. 1: "If reporting a sexual assault that occurred prior to or while not performing active service or inactive training, NG and Reserve members will be eligible to receive timely access to SAPR advocacy services from a Sexual Assault Response Coordinator or a SAPR Victim Advocate, and the appropriate non-medical referrals, if requested, in accordance with section 584(a) of the NDAA for FY 2012, as amended by Section 1724 of the NDAA for FY 2014. They also have access to a Special Victims' Counsel, Victims' Legal Counsel, or Victims' Counsel (SVC/VLC/VC) in accordance with section 1044e of 10 US Code and are eligible to file a Restricted or Unrestricted Report."*

### **If a DoD Civilian employee files a DD Form 2910-8 with an unknown or civilian suspect, is Office of Special Trial Counsel (OSTC) notification still required?**

*Yes. DoDI 6495.02, vol. 1 states, "If a DoD civilian employee files an Unrestricted Report, law enforcement shall be notified. In addition, the victim's commander, or civilian supervisor, and the OSTC concerned will be notified of the sexual assault report."*

### **Are notifications to command required for DoD civilian employees who make Unrestricted Reports?**

*Yes. If a DoD Civilian employee files an Unrestricted Report, law enforcement shall be notified. In addition, the victim's commander or civilian supervisor and the Office of Special Trial Counsel (OSTC) concerned will be notified of the sexual assault report.*