



DEPARTMENT OF DEFENSE
SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE



**TOPIC: INCREASED OVERSIGHT OF CASE MANAGEMENT AND HIGH-RISK
RESPONSE TEAMS**

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.

Paragraph 4, Policy, in DoDI 6495.02, Volume 1, as follows:

Mandates use of Department of Defense (DD) Forms 2910-5, 2910-6, and 2910-7 to increase oversight of the Case Management Group (CMG), Quarterly Case Management Group (QCMG), and High-Risk Response Team (HRRT).

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). SARC 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.

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(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".

Enclosure 9, DoDI 6495.02, Volume 1, as follows:

Limits the suspect's commander's role in the HRRT in certain situations.

Suspect's Commander's Role in HRRT

(3) Standing Up the HRRT. The CMG Chair will immediately stand up a multi-disciplinary HRRT if a victim is assessed to be in a high-risk situation. The purpose and the responsibility of the HRRT is to continually monitor the victim's safety, by assessing danger and developing a plan to manage the situation.

*(a) The HRRT shall be chaired by the victim's immediate commander and **co-chaired by the CMG Co-Chair (Lead SARC) and**, at a minimum, include the **suspect's** immediate commander; the victim's SARC and SAPR VA; the Military Criminal Investigative Organization, the judge advocate, and the Victim Witness Assistance Program assigned to the case, victim's healthcare provider, or mental health and counseling services provider; and the personnel who conducted the safety assessment. **Additional members may be invited at the discretion of the HRRT Chair and Co-Chair.***

1. In situations where the HRRT will discuss a victim's possible suicidal ideations or self-harm, do not invite the suspect's commander UNLESS the suspect is believed to be involved in triggering those thoughts. This is in an effort to protect the victim's privacy. However, in situations where the victim's commander is also the suspect's commander, the victim's commander will always be a member of the HRRT and take on the role of HRRT Chair.

2. In all other cases, the suspect's immediate commander should be invited to be a member of the HRRT.

Enclosure 9, DoDI 6495.02, Volume 1, as follows:

Establishes process to address safety issues of persons other than the victim(s).

Addressing Safety Issues of Persons Other than the Victim

(c) If a safety issue is raised for persons other than the sexual assault victim, the CMG Chair or Co-Chair will immediately contact the commander or civilian supervisor of that person to assess the safety issue and take appropriate immediate action. Actions taken will be reported back to the CMG Chair and Co-Chair for inclusion in CMG the meeting minutes. When immediate action is necessary, the CMG Chair will take appropriate steps.

How are components without access to DSAID supposed to maintain and provide the CMG, QCMG, and HRRT forms?

Please see DoDI 6495.02, vol. 1, Appendix to Enclosure 4 and corresponding DD Form 2910-8. DoD Civilian employees who report experiencing adult sexual assault shall be offered the assistance of a SARC and a SAPR VA to assist with filing a Restricted or Unrestricted Report, immediate crisis intervention, and referrals to available resources. There is no requirement for a monthly SAPR CMG meeting on "services provided to DoD civilian employees who file a DD Form 2910-8."