



DEPARTMENT OF DEFENSE  
SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE



**TOPIC: RESTRICTED REPORTING POLICY FOR DoD CIVILIAN EMPLOYEES**  
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).*

**Appendix to Enclosure 4 of DoDI 6495.02, volume 1, as follows:**

Authorizes Restricted Reporting policy for DoD civilian employees. See corresponding [DD Form 2910-8, "Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault."](#)

**Sexual Assault Reporting and Services for DoD Civilian Employees**

- 1. This Appendix applies to the Secretaries of the Military Departments, Chief, NGB, and DoD Components that have SAPR programs.*
- 2. This Appendix implements [section 1101 of the National Defense Authorization Act for Fiscal Year 2023](#) authorizing a Restricted and Unrestricted Reporting option for adult sexual assault and related SAPR services for DoD civilian employees to the extent provided for in this Appendix.*
- 3. DoD civilian employees are authorized to file a Restricted or Unrestricted Report of adult sexual assault with their OWN employing organization if their employing organization has a SAPR Program.*
- 4. The authorization to file a Restricted or Unrestricted Report does not confer any additional benefits or entitlements beyond that which is contained in this Appendix, or as provided for in [DoDM 1000.13, Volume 2, "DoD Identification Cards: Benefits for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals"](#).*
- 5. Organizations that do not have a SAPR Program may enter into a written support agreement with another DoD Component to enable their own civilian employees to make a Restricted or Unrestricted Report of adult sexual assault, and receive limited SAPR services from the supporting organization, subject to the availability of resources and funds.*
- 6. Procedures for Components with SAPR Programs:*
  - a. 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.*
  - b. DoD civilian employees may be provided victim assistance through their employing organization's SAPR Program if available, or through other available resources, including advocacy, support, and referrals available through workplace violence prevention and response programs in accordance with the guidance in [DoDI 1438.06, "DoD Workplace Violence Prevention and Response Policy,"](#) and in the [USD\(P&R\) March 11, 2021 memorandum, "Requirement to Implement Ability for DoD Civilian Employees Who Have Experienced Sexual Assault to Make Requests for Assistance Through the Federal Workplace Violence Prevention](#)*

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*and Response Program”, which authorized DoD civilian employees who have experienced adult sexual assault to obtain advocacy, support, and referrals available through workplace violence prevention and response programs.*

*c. 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, “Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault” 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.*

*(1) 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.*

*(2) The DD Form 2910-8 report does not confer any additional entitlements to civilian employment for which DoD civilian employees are not otherwise entitled.*

*7. 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 concerned will be notified of the sexual assault report.*

*8. Components shall comply with collective bargaining obligations, as applicable.*

*9. Disclosure of an adult sexual assault incident to a union representative does not constitute an official report of sexual assault to the DoD SAPR program. Additionally, union representatives who are not credentialed SARCs or SAPR VA are not authorized to accept a Restricted or Unrestricted Report of sexual assault.*

*10. The Military Departments, NGB and DoD components that have SAPR programs, should have processes in place addressing how disclosures of sexual assaults to DoD civilian employees serving as union representatives are handled.*

*11. Filing an Unrestricted or Restricted Report through the SAPR program does not toll or otherwise supersede timeframes established by law or regulation pertaining to federal employment programs.*

*12. The receipt of a Restricted Report by a SARC or SAPR VA shall not be construed as imputing actual or constructive knowledge of an alleged incident of sexual assault to the DoD for any purpose.*

*13. Allegations of retaliation by DoD civilian employees will be made through existing programs and procedures independent of the SAPR program.*

*a. The SAPR Program does NOT accept RETALIATION allegations from DoD civilian employees.*

*b. DoD civilian employees who believe they are experiencing retaliation should consult with their component’s Equal Employment Opportunity Office, Inspector General’s Office, or Human Resources office.*

*14. Catch a Serial Offender (CATCH) Program Eligibility. (For CATCH Program information, please visit <[sapr.mil/catch](http://sapr.mil/catch)>)*

*a. Current DoD Civilian Employees who file, or have already filed, a Restricted Report using a DD Form 2910-8. The Restricted Report will not be converted to an Unrestricted Report based on the information provided by the employee through the CATCH Program without the victim's written permission on a revised DD Form 2910-8 (where the Restricted Report is converted to Unrestricted).*

*b. Current DoD Civilian Employees who file, or have already filed, an Unrestricted Report with a DD Form 2910-8, for eligible CATCH suspects as detailed in the DD Form 2910-8 and the identity of the suspect was not disclosed by the victim or uncovered by law enforcement, to include MCIOs (e.g., third-party report with no suspect identification).*

*(1) Information from the CATCH Entry in the CATCH System: If notified of a potential match, the Unrestricted Reporting victim can decide whether they now want to participate in the investigation.*

*(2) Information from the original Unrestricted Report made to law enforcement: While the information from the CATCH Entry cannot be used by law enforcement to investigate until there is a match and the victim consents, the information from the original Unrestricted Report made to law enforcement may be used by MCIOs for investigative purposes or as otherwise authorized by law.*

*c. Who make a SAPR Related Inquiry (SRI) CATCH Entry through a SARC or SAPR VA with a DD Form 2910-4, for eligible CATCH suspects as detailed in the [DD Form 2910-4](#).*

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#### **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 2910-8 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.*

#### **When DoD Civilian employees report a sexual assault by a Service member through the DD Form 2910-8, can they receive limited services at the military treatment facility (MTF), i.e. a Sexual Assault Forensic Exam (SAFE)?**

*The authority to report a sexual assault through a DD Form 2910-8 does not confer medical entitlement to which the DoD Civilian employee is not otherwise entitled to by law or DoD regulation.*

#### **If a DoD Civilian wants to make a delayed report regarding a sexual assault that happened while they were active duty, is that still done through the DD Form 2910-8?**

*Yes. That reporting would now be done through the DD Form 2910-8. Former or retired Service members are not eligible to file a DD Form 2910 with the SAPR Program. The DoD Civilian employee veteran can also report through a Military Sexual Trauma Coordinator at the Department of Veterans Affairs (VA) and receive information about eligibility for healthcare (medical and mental health) and disability claims.*