



DEPARTMENT OF DEFENSE
SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE



**SUMMARY OF POLICY CHANGES IN DEPUTY SECRETARY OF DEFENSE
MEMORANDUM, “UPDATES TO DEPARTMENT OF DEFENSE POLICIES TO ENHANCE
SUPPORT FOR ADULT SEXUAL ASSAULT VICTIMS”**

JULY 2024

Sections in red font reflect provisions that have already been executed. Certain provisions have been implemented through memoranda issued by the Office of the Secretary of Defense (Personnel and Readiness (P&R)) outside the DoD Issuance program and without an exception to policy. Upon signature of this Deputy Secretary of Defense (DSD) Memorandum, these provisions will be included as changes incorporated into the applicable DoD Instructions (DoDI) and the relevant P&R Memoranda will be cancelled. Changes that support implementation of the Independent Review Commission on Sexual Assault in the Military (IRC-SAM) recommendations as approved by the Secretary of Defense (SD) are indicated.

Policy changes directed by the Deputy Secretary of Defense Memo affect:

1. DoDI 5505.18, “Investigation of Adult Sexual Assault in the Department of Defense”
2. DoDI 6495.02, vol. 1, “Sexual Assault Prevention and Response (SAPR): Program Procedures”
3. DoDI 6495.02, vol. 3, “Sexual Assault Prevention and Response: Retaliation Response for Adult Sexual Assault Cases” (hereinafter “SAPR Retaliation DoDI”)

Updates in the IG DoDI 5505.18 (Issued by the DoD IG):

1. Law Enforcement Victim Exception: Creates a “Law Enforcement (LE) Sexual Assault Victim Disclosure Exception (LE Victim Exception)” that allows LE who are victims to disclose their sexual assault incident in “personal” conversations to certain law enforcement and military criminal investigative organization (MCIO) personnel without initiation of an investigation or command notification. (Manpower & Reserve Affairs’ (M&RAs’) request to USD(P&R))
2. Catch a Serial Offender (CATCH) Program: Includes updates to eligibility for the CATCH Program and other procedural revisions.

Incorporates and cancels four memoranda:

The text of these memos will be incorporated into the SAPR DoDI 6495.02, vol. 1.

1. Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandum, “Safe-to-Report Policy for Service Member Victims of Sexual Assault,” October 25, 2021
2. USD(P&R) Memorandum, “Authorization to Provide Sexual Assault Prevention and Response Program Advocacy Services to Department of Defense Civilian Employees,” November 29, 2021
3. USD(P&R) Memorandum, “Inclusion of Race and Ethnicity in Annual Reports on Sexual Assaults,” August 24, 2022
4. Office of the USD(P&R) Memorandum, “Revisions to the Sexual Assault Prevention and Response Program’s Expedited Transfer Policy,” February 10, 2020

Updates in the SAPR DoDI 6495.02, vol. 1:

1. Sexual Assault Response Workforce: Establishes the requirement for the Military Departments and National Guard Bureau (NGB) to implement a Sexual Assault Response Workforce (SARW) within their respective components.
 - Directs the implementation of the approved Independent Review Commission on Sexual Assault in the Military (IRC-SAM) recommendations to undertake a comprehensive approach to restructuring, professionalizing, strengthening, and

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- resourcing for the SARW. (Supports IRC-SAM Recommendations 4.1 a, 4.1 b, 4.3 a, and Cross-Cutting Recommendation 2, as approved by the Secretary of Defense).
- The DSD Memo approves the SARW Model and directs the Executive Director, Office of Force Resiliency, as the Office of the Secretary of Defense (OSD) Functional Community Manager (OFCM) for the SARW, in accordance with the February 23, 2024 P&R Memorandum, "Appointment of the Office of the Secretary of Defense Functional Community Manager for the Sexual Assault Response Workforce," to expeditiously establish a governance structure to maintain the standard functions of the SARW as well as oversee workforce planning efforts and strategies.
2. SARCs and SAPR VAs outside the chain of command and limited collateral duty: Implements requirement to move SARCs and SAPR VAs from the command reporting structure, and significantly reduces reliance upon collateral duty personnel by increasing reliance on full-time SARCs and SAPR VAs (with very limited exceptions). (IRC-SAM Recommendation 4.1 b and 4.1 a)
 3. Restricted Reporting for civilian employees and corresponding DD Form 2910-8: Implements a Restricted Reporting option for civilian employees in the Military Departments, NGB, and DoD components that have SAPR programs. (Sec. 1101 of National Defense Authorization Act (NDAA) for FY2023)
 - The DSD memorandum approves the use of the new DD Form 2910-8, "Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault".
 4. Incorporates into the relevant issuances the requirement to use the following forms:
 - **Published June 30, 2023** - DD Form 2910-4, "Catch a Serial Offender (CATCH) Program Explanation and Notification Form For SAPR-Related Inquiry (SRI) CATCH Entries"
 - **Published April 27, 2023** - DD Form 2910-5, "Monthly Case Management Group (CMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program"
 - **Published April 27, 2023** - DD Form 2910-6, "Quarterly Case Management Group (QCMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program"
 - **Published April 27, 2023** - DD Form 2910-7, "High Risk Response Team (HRRT) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program"
 5. Increased oversight over case management and High-Risk Response Teams (HRRTs): **To standardize and facilitate the SAPR program's oversight of Unrestricted Reports of adult sexual assault and associated retaliation allegations, the policy update mandates the use of the following forms by the Military Services and NGB: DD Form 2910 -5 for the monthly SAPR Case Management Group (CMG) meetings, the DD Form 2910 -6 for the quarterly CMGs meetings, and the DD Form 2910-7 for the HRRT meetings.**
 6. Convalescent Leave: Reference to Memorandum "Clarification of Convalescent Leave Policy for Service Members Recovering from Sexual Assault" Memo (supports IRC-SAM Recommendation 4.3 c). This change to the issuance incorporates the content of this memorandum and specifies that a military treatment facility (MTF) Director/Commander may authorize convalescent leave for Restricted Reporters.
 7. SAPR responsibilities for Defense Health Agency Director : Adds responsibilities for the Director of the Defense Health Agency (DHA), to include requiring MTF directors to treat every sexual assault as an emergency, approve convalescent leave, and require MTF healthcare providers' attendance at SAPR CMG meetings, when invited.
 8. Safe-To-Report Policy: Prescribes policy for the treatment of alleged minor and non-minor collateral misconduct by Service member victims of sexual assault, and the role of the

Offices of Special Trial Counsel regarding collateral misconduct. (Sec. 539A of NDAA FY2021)

9. “No Wrong Door” approach: Establishes the “No Wrong Door” approach by requiring SARCs and SAPR VAs be trained to ensure that those seeking assistance receive an in-person or virtual “warm handoff” to the appropriate provider. (Supports IRC-SAM Recommendation 4.3 a)
10. DoD Safe Helpline reporting: Authorizes the DoD Safe Helpline, once operationally capable, to perform the intake of DD Form 2910 of sexual assault reports and any associated retaliation report through a DD Form 2910-2. (Sec. 549H of NDAA FY 2022)
11. Inclusion of race and ethnicity information in SAPR Annual Report: **Implements requirement to include the race and ethnicity of suspects, if known, in Unrestricted Reports of sexual assault, to the maximum extent practicable and without personally identifiable information (PII), in the DoD Annual Report. (Sec. 549G(b) of NDAA FY 2022)**
12. USD(P&R) will assess all Exceptions to Policy (ETPs): Explicitly states that requests for ETPs for DoDI 6495.02, Volumes 1 and 3, must be submitted to USD(P&R) for approval and cannot be approved by the Secretaries of the Military Departments or Chief, NGB
13. No Additional SAPR Personnel for GO/FO Advice: The Lead SARC will be the single source for SAPR Program advice and guidance to installation leadership (including tenant commands). General Officers/Flag Officers (GO/FOs) and commanders will not have their own advisors on their staff providing guidance or information impacting SAPR Program matters. This does not include legal advice.
14. Funding for SAPR Program: The Secretaries of the Military Departments will ensure SAPR funding is explicitly designated as such in their respective financial systems.
 - The Secretaries of the Military Departments will ensure SAPR funding is made available to the appropriate Service SAPR Program Managers for full execution, in accordance with their respective financial policies and process, unless an exception is approved by the Secretary of the Military Department concerned.
 - Deviation from executing SAPR funding, including use of SAPR funding for non-SAPR items, will be reported to the Secretary of the Military Department concerned.
15. Sexual Assault Prevention and Response Training & Education Center of Excellence (SAPRTEC): Requires USD(P&R) to support the establishment and continued operation of SAPRTEC as a DoD center of excellence. SAPRTEC administers a standardized core curriculum of trauma and response trainings for all SARCs, all SAPR VAs, and certain other responders. (Supports IRC-SAM Recommendation 4.4 a) **The Center is stood up and functioning, but this establishes the SAPRTEC as the Center of Excellence in policy.**
16. Limitations to suspect’s commander’s role in the HRRT: Prohibits inviting the suspect’s commander to attend the HRRT meetings in cases discussing a victim’s possible suicidal ideations or self-harm except in those cases where the suspect is believed to be involved in triggering those thoughts or the commander is also the victim’s commander. In all other cases, the suspect’s immediate commander should be invited to be a member of the HRRT.
17. Process to address safety issue of persons other than victim: Requires that if a safety issue is raised by persons (Service member or civilian employee) other than the sexual assault victim during a CMG meeting, the commander or civilian equivalent of the individual with the safety issue be immediately contacted to address the safety issue and take appropriate immediate action and report back on actions taken to the CMG.

18. SAPR-Related Inquiry (SRI) CATCH entry and corresponding DD Form 2910-4: Authorizes eligible adult sexual assault victims to submit a CATCH entry without first having to file an official report of sexual assault through the DD Form 2910, in support of IRC-SAM Recommendation 4.2 c. This is available through an SRI CATCH entry and corresponding documentation in DD Form 2910-4, "Catch a Serial Offender (CATCH) Program Explanation and Notification Form For SAPR-Related Inquiry (SRI) CATCH Entries. The DD Form 2910-4 is published. The DSAID SRI Module that generates a DSAID Control Number and supports the upload of DD Form 2910-4 is fully operational.
19. Expanded CATCH eligibility for former Service members and DoD civilian employees:
 - Former Service members who never filed an official report of sexual assault can now submit an SRI CATCH Entry on incidents occurring while in the Service, and
 - DoD Civilian employees can now submit a CATCH entry through the DD Form 2910-8, or an SRI CATCH Entry, if the suspect was a Service member at the time of the sexual assault incident.
20. Printout of CATCH entry: Implements CATCH capability for victims to print out their CATCH entry, or request a printout, for their records or to submit as a contemporaneous self-report of their experience to support Department of Veterans Affairs healthcare (medical or mental health) or disability compensation claims in accordance with IRC-SAM Recommendation 4.2 c. This feature is currently fully operational in the CATCH system, but now will appear in permanent policy in the DoDI.
21. Support of Department of Justice's (DOJ) Office for Victims of Crime (OVC) and SAPRO Training: In accordance with IRC-SAM Recommendation 4.2 a, requires the Military Departments and NGB installation commanders to support the DOJ OVC and DoD SAPRO's training program entitled "Strengthening Military-Civilian Community Partnerships to Respond to Sexual Assault."
22. Inclusion of requirement to provide Service members who are victims of sexual assault information on the availability of Department of Veterans Affairs resources: The following requirements are incorporated in Volume 1 of DoDI 6495.02, and this contact information currently appears in the DD Form 2910.
 - In accordance with Sec. 599 of NDAA FY 2020 and Sec. 538 of NDAA FY 2021, train SARCS and SAPR VAs on the availability of Department of Veterans Affairs services for sexual assault associated trauma and direct SARCs and SAPR VAs to inform Service members who report a sexual assault about those services with the DD Form 2910 notifications.
 - In accordance with Sec. 538 of NDAA FY 2021, at the time of filling out the DD Form 2910, the SARC and SAPR VA will ask if the Service member is separating or retiring from the Armed Forces. If so, they will provide contact information for the Department of Veterans Affairs Military Sexual Trauma Coordinators nearest to the Service member's residence for healthcare resources and also for disability claims.
23. Inclusion of legal resources from civilian legal service organizations: In accordance with Sec. 549C of NDAA FY 2023, the DoD will provide information on the availability of legal resources from civilian legal service organizations. This provision is already updated on the DD Form 2910, but now the requirement will appear in permanent policy in the DoDI. This capability is also available in the DoD Safe Helpline.
24. Updates to Expedited Transfer Process: In accordance with the Implementation Plan for IRC-SAM Rec. 4.3.d, the following updates are being implemented to the Expedited Transfer (ET) process:
 - Require the servicing SARC to be directly provided with a copy of all ET requests received by command as soon as practicable, without the SARC having to go through multiple commanders or supervisors.

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- When assessing whether there is a credible report as part of the ET request, require commanders, in consultation with their respective staff judge advocates, to consider as a factor in their decision that victims who have a history of behavioral problems or collateral offenses such as underage drinking are precisely the individuals who may be at greatest risk for sexual assault.
 - Ensure permanent change of station moves following the final disposition of the victim's case are within an appropriate assignment cycle for the victim's career and development, and not used to inappropriately extricate an individual perceived as problematic from the losing unit.
 - When deciding the victim's transfer and in order to facilitate victim recovery, require the commander to request and consider the victim's preference of location and to request and consider the victim's preference on whether the suspect be transferred instead of the victim. Transfer of the suspect may, in some instances, be appropriate not as a punitive measure against the suspect, but solely for the purpose of maintaining good order and discipline within the commander's unit.
25. Publicizing of information for non-DoD providers near each military installation:
Requirement that installation commanders, and commanders in comparable locations, in the Military Services, publicize assistance available and contact information for non-DoD providers near each military installation and/or military community under their authority, in accordance with the implementation plan for IRC-SAM Recommendation 4.2 a.
26. Use of Recommendations for Victim Care and Support for Unrestricted Reports ("Victim's Commander's Package"): In accordance with IRC-SAM Rec 4.3 b, require SAPR VAs to prepare the Victim's Commander's Package within 24 hours of the filing of a DD Form 2910 for an Unrestricted Report. The Victim's Commander's Package will contain recommendations for the adult sexual assault victim's immediate and ongoing care, to include any known safety concerns or retaliation allegations. During the monthly CMG meetings, the Chair will confirm that a Victim's Commander's Package was completed within the required timeframe for each Unrestricted Report and signed off by the victim's commander. The CMG Chair will request from the appropriate SARC for each victim (on the CMG agenda) whether there were any challenges implementing the Victim's Commander's Package.

Updates in the SAPR Retaliation DoDI 6495.02, vol. 3:

1. Process to address safety issue of retaliation reporters other than the victim: If a safety issue is raised by retaliation reporters (Service member or civilian employee) other than the sexual assault victim, requirement that the commander or civilian supervisor of the individual with the safety issue be immediately contacted to address the safety issue and take appropriate immediate action and also report back on actions taken to the CMG.
2. No Retaliation Restricted Report: Deletion of the verbiage that implied that there could be a "Restricted" retaliation report.
3. The SAPR Program will not accept retaliation allegations from DoD Civilian Employees: DoD civilian employees, who are not adult military dependents or part of the Reserve Component, may report allegations of retaliation using existing civilian employee reporting avenues, to include those administered by the Equal Employment Opportunity Program and the IG, or by consulting with their human resources offices. The SAPR Program does not accept retaliation reports from DoD civilian employees who are not adult military dependents or part of the Reserve Component.
4. Safety Exception for declinations of "consent to discuss at the CMG": If a victim who reveals to the SARC or SAPR VA that there is a safety issue but declines to have their case discussed at the CMG:
 - The SARC will immediately report the safety issue to the victim's commander.

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- The victim's commander will take immediate appropriate action and if the commander believes an HRRT should be stood up as a result of the safety issues, the victim's declination to have their case discussed will not be honored due to the superseding safety concern.
- The victim's commander will request that the installation commander (as Chair of the CMG) immediately stand up an HRRT in accordance with Enclosure 9 of volume 1 of this issuance.
- The monthly CMG will track both the victim's Unrestricted Report and retaliation report.