

Topics from Deputy Secretary of Defense Memo, "Updates to Department of Defense Policy and Procedures for the Sexual Assault Prevention and Response Program and Adult Sexual Assault Investigations," signed November 10, 2021. Available at www.sapr.mil/policy.

TOPIC: Reporting Forms, Requests for Copies of Forms, and Procedures for the Retention of Forms

DoDI 6495.02, volume 1, Paragraph 4. POLICY, is revised as follows:

- ab. Reporting Forms. The following Department of Defense (DD) forms will be used for Restricted and Unrestricted reporting, Retaliation reporting, and to request the return of personal property in Restricted Reporting cases:
- (1) DD Form 2910, "Victim Reporting Preference Statement": Used to elect a reporting option (Restricted or Unrestricted) by the adult sexual assault victim in the SAPR Program.
 - (2) DD Form 2910-1, "Replacement of Lost DD Form 2910, Victim Reporting Preference Statement": While not a common occurrence, if a sexual assault victim requests a copy of a previously-filed DD Form 2910, and the original paper or electronic copy of the DD Form 2910 cannot be located, the victim can complete a DD Form 2910-1. If separated, the former or retired Service member shall sign the DD Form 2910-1, and then send the form to the nearest SARC or Military Service headquarters SAPR office. The Services have the flexibility to determine whether to request that the signed DD Forms 2910-1 are sent through secure email or mail. When completing the DD Form 2910-1, victims may elect to convert their original reporting option from Restricted to Unrestricted. The DD Form 2910-1 will take the place of the original DD Form 2910 and shall be uploaded to the DSAID File Locker for document retention purposes.
 - (3) DD Form 2910-2, "Retaliation Reporting Statement for Unrestricted Sexual Assault Cases": Used to file a Retaliation report within the SAPR Program related to an existing Unrestricted Report. Persons eligible to file a DD Form 2910-2 include: Adult Sexual Assault Victim, who has previously made an Unrestricted Report of sexual assault; Adult Sexual Assault Victim's adult family member (e.g., spouse, son, daughter); Witness; Bystander (who intervened); SARC or SAPR VA on the case; Responder; and other party to the incident (i.e., friend, co-worker, etc.). Retaliation reports can also be filed outside the SAPR Program. Refer to Enclosure 4 in this instruction for the listing, "Resources for Victims to Report Retaliation, Reprisal, Ostracism, Maltreatment, Sexual Harassment, or to Request an Expedited/Safety Transfer or Military Protective Order (MPO)/Civilian Protective Order (CPO)".
 - (4) DD Form 2910-3, "Return of Victim's Personal Property in Restricted Sexual Assault Cases Collected During a Sexual Assault Forensic Examination (SAFE)": The SARC or SAPR VA will use the DD Form 2910-3, to document the adult sexual assault Restricted Reporting victim's request, to describe the personal property requested, and to identify the RRCN that identifies the SAFE Kit in question, in accordance with Section 536 of NDAA FY 2020. This return of personal property request is not applicable for individuals who obtained a sexual assault forensic exam at a civilian facility, and whose kit and personal property are maintained by civilian law enforcement.
- ac. Requests for Copies of Forms and Procedures for the Retention of Forms. Adult sexual assault victims and Retaliation reporters can request a copy of their reporting preference form and associated documentation (i.e., DD Forms 2910, 2910-1, 2910-2, 2910-3) directly from a SARC or SAPR VA.

- (1) The DD Form 2910 will be retained for 50 years for both Restricted and Unrestricted reports in accordance with Section 1723 of NDAA FY2014. This retention requirement will also apply to DD Forms 2910-1, 2910-2, and 2910-3.
- (2) SARCs or designated SAPR VAs, who have been authorized to have DSAID access, will upload DD Forms 2910, 2910-1, 2910-2, and/or 2910-3 into the DSAID File Locker within 48 hours of the form being completed. In deployed locations, such as areas of combat that have internet connectivity issues, the timeframe is extended to 96 hours.
- (3) The DSAID File Locker will be the only DoD-authorized database for the electronic retention of DD Forms 2910, 2910-1, 2910-2, and 2910-3 to ensure the protection of personally identifiable information and to make reports more easily retrievable in one centralized database, in accordance with USD(P&R) Memorandum, "Defense Sexual Assault Incident Database Updates Involving the Replacement of Lost Forms, Retaliation Reporting, and Electronic File Locker," issued October 15, 2019.