



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

*Prevent. Assist. Restore.*



**PROCEDURES FOR THE CATCH A SERIAL OFFENDER (CATCH) PROGRAM FOR  
ADULT SEXUAL ASSAULT ENTRIES**

*Last updated February 2025; Updates appear in red font*

**General Background**

The CATCH Program is a law enforcement program with an investigation purpose. Sexual Assault Response Coordinators (SARCs) and Sexual Assault Prevention and Response (SAPR) Victim Advocates (VAs) can only notify the sexual assault victim of the opportunity to enter the CATCH Program. If a victim has any follow-up questions about the investigation or legal process, the SARCs shall offer the victim a referral to a Special Victims' Counsel (SVC)/Victims' Legal Counsel (VLC)/Victims' Counsel (VC).

The CATCH Program allows an adult sexual assault victim eligible for SAPR services to submit suspect or incident details into the CATCH website for the purpose of identifying individuals suspected of perpetrating multiple sexual assaults. When a victim approaches a SARC or at the time of filling out the DD Form 2910, Victim Reporting Preference Statement, the SARC and the SAPR VA will advise every sexual assault victim of the opportunity to participate in the CATCH Program but cannot encourage or discourage victims' participation. Participation in the CATCH Program is voluntary and the victim may decline to participate in the CATCH Program at any stage, even after being informed that there was a potential match to another entry in the CATCH system or to a law enforcement case. There shall be no adverse consequences for the victim if the victim does not agree to participate. Any intimate partner sexual assault cases will be governed by guidance from the Family Advocacy Program (FAP).

**CATCH Program Personnel**

**Required Assignments:**

- Naval Criminal Investigative Service (NCIS) CATCH Program Lead: Oversees the CATCH website system. Since December 28, 2016, the Navy has served as the "Executive Agent for the development and maintenance of the Catch a Serial Offender Program server and searchable database."
- CATCH Headquarters (HQ) MCIO Lead and Team: Each Military Service has specially trained Military Criminal Investigation Organization (MCIO) investigators assigned to a CATCH HQ MCIO Team to assess entries in the CATCH system for potential matches. The CATCH HQ MCIO Lead is part of that team and assesses the potential match in question.
- CATCH HQ SAPR Lead (Service/NGB Admins): Each Service and the National Guard Bureau (NGB) has specially trained SAPR program personnel who manage the data and procedures relating to CATCH for the SAPR program. The CATCH HQ SAPR Leads also enroll SARCs in the CATCH system so SARCs are able to generate the username and password from the CATCH System for the victim.
  - The CATCH HQ SAPR Leads will now enroll CATCH HQ Notification Points of Contact (POCs) so they can access and update the CATCH system in addition to the Defense Sexual Assault Incident Database (DSAID).
  - CATCH HQ SAPR Leads may serve in the capacity of CATCH HQ Notification POCs.
- Reports Manager: Local SARCs who generate the CATCH username and password for eligible sexual assault victims and who update the CATCH record as appropriate after a match or other change. All intake for FAP victims will be conducted solely by FAP personnel.

## Sexual Assault Prevention and Response Office

- CATCH HQ Notification POC: Instead of delegating the notification conversation to the local SARC, each Service and the NGB will assign this responsibility to two CATCH HQ Notification POCs.
  - The POCs shall be:
    - Specially trained (see knowledgeable in CATCH definition below) SARCs, SAPR VAs, CATCH HQ SAPR Leads, or SAPR Program Managers
    - Have a Defense Sexual Assault Advocate Certification Program (D-SAACP) certification and be able to keep MRE 514 confidentiality, and
    - Have DSAID access.
  - Since the Military Service Academies' (MSA) SARCs develop a special relationship with the classes, each of the Departments will designate their MSA SARC as an additional CATCH HQ Notification POC only for their MSA.
  - CATCH HQ Notification POCs do not have to be physically located at Service/NGB headquarters.
  - SVC/VLC/VCs may also be added to the notification process if the victim is eligible and requests an SVC/VLC/VC.
  - The local SARC will only contact the victim to schedule the meeting with the CATCH HQ Notification POC to discuss the notification of a match. Please see “Centralized Notification Process” and also “Alternate Notification Process” explained below.

## Eligibility for the CATCH Program

### Eligible Offenses

Only rape, sexual assault, aggravated sexual contact, abusive sexual contact, rape of a child\*, sexual assault of a child\*, and attempts to commit these crimes will trigger a CATCH match. Legacy offenses charged under previous versions of Article 120 and Article 125 (Forcible Sodomy) of the Uniform Code of Military Justice (UCMJ) will also be included. Entries to the CATCH database will be compared against other DoD law enforcement databases that collect data on the crimes noted.

*\*CATCH will not be used to input data pertaining to child sexual abuses cases, unless it is a “prior to Service” report from an adult Service member.*

The CATCH entry will remain active for a total of 10 years. Consequently, all Title 10 Sexual Assault Forensic Exam (SAFE) Kits for Unrestricted Reports or with a Restricted Reporting Case Number will now be retained for at least 10 years, if under the control of DoD.

**Eligibility to Submit a CATCH Entry – Updated in accordance the policy directed by with the Deputy Secretary of Defense Memo, “Updates to Department of Defense Policies to Enhance Support for Adult Sexual Assault Victims,” effective July 19, 2024**

The following individuals are eligible to participate in the CATCH Program:

1. Current Service members, to include those assigned to the Military Service Academies (MSAs), and their adult military dependents:
  - a. Who file, or have already filed, a Restricted Report with a DD Form 2910. A Restricted Report will not be converted to an Unrestricted Report based on the information provided by the victim to the CATCH Program without the victim's written permission on a revised DD Form 2910.

- b. Who file, or have already filed, an Unrestricted Report with a DD Form 2910 and the identity of their suspect was not disclosed by the victim or uncovered by law enforcement, to include MCIOs (e.g., third-party report with no suspect identification).
    - i. 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.
    - ii. 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 can still be used by MCIOs for investigative purposes or as otherwise authorized by law.
  - c. Who do not want to or are not ready to file an official report of sexual assault (through a DD Form 2910 or to law enforcement) but DO want to submit an entry in the CATCH System. Eligible victims will be 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. {For specific procedures related to "SRI CATCH Entries" see the "Attachment" to these procedures.}
2. Former Service members and their adult military dependents:
- a. Who have already filed a Restricted Report with a DD Form 2910. The Restricted Report will not be converted based on the information provided to the CATCH Program without the victim's written permission on a revised DD Form 2910.
  - b. Who have already filed an Unrestricted Report with a DD Form 2910, and the identity of their suspect was not disclosed by the victim or uncovered by law enforcement, to include MCIOs (e.g., third-party report with no suspect identification).
    - i. 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.
    - ii. 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 can still be used by MCIOs for investigative purposes or as otherwise authorized by law.
  - c. Who make an 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. {For specific procedures related to "SRI CATCH Entries" see the "Attachment" to these procedures.}
3. DoD Civilian Employees in accordance with the SAPR DoDI 6495.02, Vol. 1, Appendix to Enclosure 4 and DD Form 2910-8, "Reporting Preference Statement for DoD Civilian Employees to Report Sexual Assault".

Victims may print out their CATCH entry, or request a printout, for their records. They may also submit their CATCH entry printout to personnel in the Department of Veterans Affairs as documentation to support their healthcare (medical and mental health) or disability compensation claims, as applicable.

## **DoD SAPRO Website Resources for SARCs**

Visit the SAPRO website at [www.SAPR.mil/CATCH](http://www.SAPR.mil/CATCH).

### **For Victims:**

- Victim Information Sheet for CATCH Program: Informs sexual assault victims about the CATCH Program, how it works, and provides additional resources
- CATCH Entry Form: Review a sample CATCH entry form so victims know the questions they will be asked
- Instruction Sheet for Victims Submitting Entries into the CATCH Program
- CATCH Credentials (not on SAPR.mil): Apart from the Instruction Sheet above, the SARC will provide the victim a printout of their CATCH username and password which will allow the victim to login to the CATCH website and submit an entry. The SARC will obtain the CATCH username and password from the CATCH website.

### **For SARCs:**

- Eligibility Expansion and CATCH Website Updates: Learn more about expansion to eligibility to include certain Unrestricted Reports and the latest CATCH system updates
- CATCH Program Procedures: Understand important program information
- CATCH Program Poster: Promote awareness of the CATCH program at your installation by printing and posting the CATCH poster. Reflects updated eligibility requirements.
- CATCH Program Talking Points for SARCs: SARCs and SAPR VAs should use these talking points when explaining the CATCH Program to sexual assault victims. Reflects updated eligibility requirements.
- This same document also contains the CATCH Program Notification After a Match Talking Points. The CATCH HQ Notification POC should use these talking points to ensure standardization throughout the DoD when providing notification to a victim after a match in the CATCH website.
- Official CATCH Program website link for victim entries: Access the official CATCH Program website where eligible sexual assault victims can make an entry using the username and password provided by the SARC. Before you get to the entry submission page that requires a username and password, you can review the landing page for general information on the CATCH Program, information for victims on getting started, FAQs, and a privacy notice.
- DD Form 2910: All of the CATCH-related information for victims to submit an entry and documentation of post-match notification now appears on page 3 of the DD Form 2910. Also included is the link to the CATCH information on [www.SAPR.mil/catch](http://www.SAPR.mil/catch). Reflects updated eligibility requirements.
- CATCH 101 PowerPoint: Gain an understanding of the CATCH Program overview, key roles, program procedures, and additional resources with this short slide deck. Reflects updated eligibility requirements.

### **CATCH Program Website Addresses:**

- For SARCs to obtain the CATCH username and password for the victim: <https://catch.ncis.navy.mil>
- For victims to access the CATCH website: <https://profile.ncis.navy.mil> (This website address will also appear when the SARC prints out the victim's username and password.)

### **Information Resources for SARCs:**

- Email address for SARCs to send emails with general questions about the CATCH Program (not IT-related): [CATCHinformation@ncis.navy.mil](mailto:CATCHinformation@ncis.navy.mil)

- CATCH website IT Support for SARCS (not intended for victims because the call may be answered by law enforcement and could compromise the anonymity of the CATCH entry): NCIS IT support at 571-305-9999, option 2

### **Facilitating CATCH Entry Submission: “One-Stop-Shop” Approach**

To facilitate submissions of CATCH entries for victims:

1. Each SARC may develop a process where victims can log into the SARC’s computer using a guest DoD username and password to access the internet, enter the CATCH webpage address, and then complete an entry utilizing the CATCH username and password.
2. In the alternative, SARCs may identify a separate office/small conference room close to the SARC with a computer where the victim can fill out the CATCH entry, while the SARC is nearby to offer support.
3. Victims can also submit their CATCH entry while in the SARC’s office on their own mobile device. CATCH version 2.2.1, which went online on May 28, 2022, reconfigured the victim pages for mobile browsers.

One and two are suggestions and not mandatory because it may not be feasible to implement in all locations due to resource and facility limitations. This “One Stop Shop” would give victims a centralized location to report their sexual assault and to submit their CATCH entry, without having to go to a separate location to submit the CATCH entry and then return to the SARC if, for example, there were issues with a non-functioning CATCH username & password or submitting the CATCH entry triggered trauma. In addition, some younger Service members may not have access to a personal computer or a private setting to submit their CATCH entry, since they share living quarters. Victims should be provided options for them to make their own decisions, there should be no pressure to submit the entry at the SARC location. SARCs will inform victims that the victim CAN submit their CATCH entry at any time, using a computer of their choice or comfort-level. As always, SARCs will assist with access to the CATCH system and non-functioning Usernames and Passwords, and also provide emotional support, as needed.

### **Notification Process After a Potential Match**

#### **Centralized Notification Process**

1. The CATCH HQ MCIO Lead identifies a match and contacts the CATCH HQ SAPR Lead.
2. The CATCH HQ SAPR Lead contacts the CATCH HQ Notification POC.
3. The CATCH HQ Notification POC will notify the local SARC so the local SARC can contact the victim and schedule a notification meeting which will be with the CATCH HQ Notification POC at a time that is convenient for the victim and so that the victim may take the notification with some privacy.
4. At the scheduled date and time, the CATCH HQ Notification POC will notify the victim of the match.
5. The local SARC may attend if the victim requests that the local SARC attend to provide the victim support.

Purpose: Centralizing the notification process to the CATCH HQ Notification POCs will ensure that victims are provided standardized notification information by personnel knowledgeable in the CATCH Program. This centralization will also help to better identify and address any issues that arise in the victim contact process and possibly obtain victim feedback, if offered, to improve the victim experience. “Personnel knowledgeable in the CATCH Program” means that

the designated personnel take all available CATCH training, review all CATCH updates (policy and IT), and attend monthly CATCH meetings.

The CATCH HQ Notification POCs do not have to be physically located at SAPR HQ nor do they have to be part of the SAPR HQ staff, they can be SARCs in the field who are specially designated to fulfill this function, as long as it is centralized to two designees. In addition, the MSAs will have their respective CATCH HQ Notification POCs.

### **Alternate Notification Process**

In the alternative, if a Service/NGB wishes to include the local SARC in the notification process or if the victim requests it, the Service/NGB will use a CATCH HQ Notification Team to notify the victim of a potential match.

- This team will be made up of the local SARC plus the CATCH HQ Notification POC.
- The CATCH HQ Notification POC will brief the local SARC prior to victim notification, be present virtually/by phone in the notification meeting to answer any questions that the SARC cannot answer and attend the monthly CATCH meetings to report out relevant issues.
- The CATCH HQ Notification POC will ensure that the local SARC reviews CATCH procedures and talking points prior to contacting the victim.
- The local SARC will initiate the call and conduct the actual notification of the potential match. The CATCH HQ Notification POC will be present virtually/by phone to answer any questions that the local SARC cannot answer.

### **Follow Up After Notification for Both the Centralized Notification Process and the Alternative Notification Process**

- The CATCH HQ Notification POC will oversee the follow up process to ensure all procedures are followed and provide a report on the status of notifications and follow-ups at the monthly CATCH meetings.
- The local SARC is authorized to conduct the follow up contact with the victim under the cognizance of the CATCH HQ Notification POC.
- Follow-ups include but are not limited to:
  1. Did the victim make a decision on the initial notification information call? If not, did the SARC follow up at the 30-day mark?
  2. Did the SARC annotate the victim's decision correctly in both DSAID and the CATCH website?
  3. Is there any SARC or victim feedback to share at the monthly CATCH meetings?

### **Monthly CATCH Meetings**

Monthly CATCH Meetings will be conducted by DoD SAPRO and NCIS CATCH Program leads to discuss any emerging issues and to obtain feedback from the CATCH HQ Notification POCs regarding the victim notification after the potential match.

Meeting attendees shall include CATCH HQ MCIO Leads and CATCH HQ Notification POCs from each Service/NGB. CATCH HQ SAPR Leads may also attend, and they may also serve as a substitute for the CATCH HQ Notification POCs, if the CATCH HQ Notification POCs are unavailable. The MSA SARCs will also be invited to attend. Feedback to be addressed shall include, but may not be limited to:

- Challenges associated with contacting the victim
- Overall tone of victims' reaction to being contacted for the CATCH Program
- Types of questions posed by victims when notified of a potential match

- How many victims mentioned being represented by an SVC/VLC/VC
- Types of referrals made
- Reasons for not participating, if victims decided to share the reason why victims did not want to participate in the investigation after being contacted of a match
- Any other recommendations for process improvement

### **The Restricted Reporting Safety Exception and CATCH**

The Safety Exception to Restricted Reporting is outlined in DoDI 6495.02, vol. 1, "Sexual Assault Prevention and Response Program Procedures."

- A victim's entry into the CATCH Program will not trigger the DoDI Safety Exception.
- The DoDI Safety Exception will not apply if the victim is contacted as a result of a CATCH entry and elects not to participate, even though a suspected serial offender has been identified.
- However, the DoDI Safety Exception may apply should information independent of a CATCH entry become available, necessitating an analysis for the applicability of the DoDI Safety Exception for Restricted Reports [In accordance with SAPR DoDI 6495.02, vol. 1, the SARC will consult with the Staff Judge Advocate of the installation commander, supporting judge advocate, or other legal advisor to determine whether an exception to Restricted Reporting applies.] If the Safety Exception does apply and the DD Form 2910 converts to Unrestricted, then the CATCH entry will be designated as Unrestricted in the CATCH website and DSAID by the SARC.

### **NDAA FOIA Exemption & Protection of Restricted Report Status**

In accordance with Section 550 of the Fiscal Year 2020 National Defense Authorization Act DAA, victim disclosures under the CATCH Program shall be withheld from disclosure IAW (b) (3) of section 552 of title 5, United States Code. Below is the full text of the NDAA provision.

*"SEC. 550. TREATMENT OF INFORMATION IN CATCH A SERIAL OFFENDER PROGRAM FOR CERTAIN PURPOSES.*

*(a) TREATMENT UNDER FOIA. — Victim disclosures under the Catch a Serial Offender Program shall be withheld from public disclosure under paragraph (b)(3) of section 552 of title 5, United States Code (commonly referred to as the "Freedom of Information Act").*

*(b) PRESERVATION OF RESTRICTED REPORT. — The transmittal or receipt in connection with the Catch a Serial Offender Program of a report on a sexual assault that is treated as a restricted report shall not operate to terminate its treatment or status as a restricted report."*

### **The Procedures for CATCH Entries and Match Notifications**

#### **Step 1: Victim files a sexual assault report through a DD Form 2910 with SARC/SAPR VA**

- Eligibility for CATCH: See updated eligibility criteria above in SAPR DoDI 6495.02, vol. 1.
- Victims must be provided a copy of the "Catch a Serial Offender (CATCH) Program Victim Info Sheet".
- When working with an eligible sexual assault victim wishing to file a sexual assault report through a DD Form 2910, the SARC/SAPR VA will notify the victim of the CATCH Program using the CATCH Program Talking Points for SARCs.
- Victims need to be notified that CATCH entries will be retained for 10 years and they may be informed of a potential match during that time. Their SAFE Kits will also be retained for at least 10 years.
- Victims desiring to participate should provide contact information that, in their best estimation, would be valid for 10 years.

- At the time when the victim is first told of the CATCH Program, they will be informed that, most likely, they will not be contacted by the same SARC if there is a match and will be contacted by a CATCH HQ Notification POC. Victims will also be informed that if there is a match and they decide not to participate in the investigation, they will be asked if they would like to share their reasons for not participating in the investigation.
- All conversations surrounding the initial CATCH entry submission and the possible later notification about a potential match are confidential.
- Victim initials the DD Form 2910 that s/he has been notified of the CATCH Program. All CATCH-related information is found on page 3 of the DD Form 2910.
- If a victim has any follow-up questions about the investigation or legal process, the SARC/SAPR VA will offer the victim a referral to an SVC/VLC/VC.

### **Step 2: Victim wants to participate in CATCH**

- Refer to Facilitating CATCH Entry Submission: “One Stop Shop” above so victims can submit entries in close proximity to their SARC.
- Victims must be provided a printout with the CATCH username and password and expiration date for these credentials.
- Victims must be provided the Instruction Sheet for Victims Submitting Catch Entry.
- Offer to provide the victim a copy of the website questions the victim will be asked when completing the CATCH entry. See CATCH Entry Form.
- For victims to access the CATCH website, tell them to visit: <https://profile.ncis.navy.mil>. When the SARC prints out the victim’s username and password, this website address will also appear.
- The victim checks the box on the DD Form 2910 indicating that the victim elected to participate in the CATCH Program.
- Victim is asked for contact information (phone numbers/emails) for potential future match notification, which is included on the DD Form 2910.
- SARC will inform the victim of his or her right to speak with an SVC/VLC/VC regarding any present or future legal questions he or she may have.
- The SARC will access the CATCH website and input the DSAID Control Number to generate a one-time-use username and password. If inputting an Unrestricted Report, the SARC will also need the corresponding MCIO Case Number.
- If victims are interested in submitting an entry, they must be provided a copy of Instruction Sheet for Victims Submitting Catch Entry at the time they are provided with the CATCH username and password.
- The Instruction Sheet for Victims Submitting Catch Entry includes the “Fields Most Useful to MCIOs” for victims to provide - but only if they know them:
  - Suspect name,
  - Suspect phone number or social media username,
  - Suspect rank,
  - Date of alleged offense, and
  - Location of the alleged sexual assault.
- Victims can provide as much information as they remember and feel comfortable sharing, but they only need to complete one field to be able to submit an entry.
- Victims can now printout their entry but must do it before selecting Submit Report. Once the entry is submitted, they will no longer have access to print.
- The CATCH website is not CAC-enabled and can be accessed through the victim’s personal computer/tablet/cellular phone at a convenient time for the victim. Information security is assured through the use of a username and password for one-time use.
- Victims can upload digital photos to their CATCH entry.



- The SARC shall not complete the CATCH entry or assist the victim in completing the CATCH entry but can answer usage questions and provide emotional support.
- The SARC can provide the victim a copy of the website questions the victim will be asked when completing the CATCH entry. See CATCH Entry Form.

### **Step 3: CATCH website instructions to generate username and password**

For SARCs to obtain the CATCH username and password for the victim, visit

<https://catch.ncis.navy.mil>.

- SARCs will input their credentials at the home workstation (PIN number). Once logged into their workstation, they will navigate to <https://catch.ncis.navy.mil>. The CATCH system will check their credentials to ensure the CAC is valid, and then the SARC will be allowed access.
- Go to My Reports and enter DSAID case number to check if that DSAID case number is already in the CATCH System.
- If the DSAID case number is not in the CATCH system, then go to Add a New Report.
- Once Add a New Report has been selected, input the DSAID case number. This will give the SARC a record.
- The SARC must now indicate whether the case is Restricted or Unrestricted. If Unrestricted, they will be prompted to provide an MCIO case number. If the MCIO case number is not known at that time, the SARC will receive email reminders for seven days to return to the system to add the MCIO case number. After seven days, the CATCH HQ SAPR Lead will be notified by email. If, for some reason, the MCIO declines to initiate an investigation and there is no MCIO case number, the SARC may indicate such declination in the MCIO case number field. SARCs are not required to do any research. SARCs are only responding to the information the victim provides. If the victim says they already filed an Unrestricted Report, then the SARC will seek out the MCIO Case Number.
- Once a record is created, the SARC has the option to select Credentials to obtain the anonymous username and password for the victim.
- If the wrong DSAID case number is inadvertently inputted, the SARC can use the Edit feature to correct typos.
- SARCs will print the username and password for the victim from the CATCH website, which will also contain the expiration date for the username and password. **The Username and password will now expire in 30 calendar days.**
- The SARC will also provide the victim a one-pager Instruction Sheet for Victims Submitting Entries into the Catch a Serial Offender (CATCH) Program. The printout provides victims with CATCH login information and time frames and is available at [www.sapr.mil/catch](http://www.sapr.mil/catch).
- For victims to access the CATCH website, visit: <https://profile.ncis.navy.mil>. When the SARC prints out the victim's username and password, this website address will also appear.



#### **BEST PRACTICE: REMINDER OF CATCH PASSWORD EXPIRATION.**

SARCs can reach out to victims prior to the 30-day expiration of CATCH password timeframe to do a simple check-in with the victim and see if they need any additional SAPR services. During that conversation, the SARC would also remind the victim of the expiration date of the CATCH password and ask them if they have any other questions regarding CATCH.

### **Step 4: Technical issues accessing the CATCH website**

- **IT Help for SARCS:** If the SARC has technical difficulties logging into the CATCH website, the SARC will call their Service CATCH POC to validate and reset their account. If the

SARC has technical difficulties generating the username and password for victim use, the SARC calls NCIS IT support at 571-305-9999 option 2.

- **IT Help for Victims:** If the victim has difficulties with the username or password, the victim needs to call the SARC so the SARC can provide a new username and password. There may be a delay in getting a new username and password. There is no IT help call number for victims, because it may be answered by law enforcement and could compromise a Restricted Report.

**Step 5: If the victim wants to mail a hard-copy CATCH form instead of accessing the CATCH website**

- The SARC will select Form to generate a hard copy form, CATCH a Serial Offender Program Incident Details, from the CATCH website with a Victim Reference Number (VRN) so it cannot be duplicated which will serve as a code indicating when the form was created and is linked to the DSAID case number. This is different than the sample form, because it contains the VRN – confirm that it does indeed contain the VRN.
- The SARC will provide the victim the address of the CATCH Program HQ, which the SARC can get from the CATCH website, however, the address is also printed at the top of the form.
- The SARC cannot mail the form for the victim because the CATCH entry is for investigative purposes only and thus, outside of the scope of advocacy.

**Step 6: Time frame for entering**

- A victim who has filed a Restricted Report can enter the CATCH Program at any time, even if years have passed since the assault and the Restricted SAFE Kit has been destroyed and the statute of limitations has elapsed.
- The same is true for certain Unrestricted Reports, where the identity of their suspect was not disclosed by the victim and not uncovered by law enforcement to include MCIOs (e.g., third-party report with no suspect identification).

**Step 7: If victim wants to edit the previously submitted CATCH entry**

If the victim wants to edit the previously submitted CATCH entry, the victim will contact their SARC, who will generate another **new username and password that will expire in 30 calendar days**.

- If the victim has PCS'ed and requested their DSAID case be transferred with them, the gaining SARC will annotate the new DSAID case number on the DD Form 2910.
- To reopen a closed DSAID case, the SARC must request their DSAID Service Program Manager reopen the DSAID case and provide the DSAID case number.
- This additional (PCS) DSAID case number will have to be updated in the CATCH system as well.

**Step 8: Victim requests a copy of their CATCH entry, not related to a notification of a match**

If a victim approaches a SARC and asks for a copy of their CATCH entry, not related to a notification of a match:

- SARC asks victim to sign the section of the DD Form 2910 where the victim could request a copy of the CATCH entry. SARC identifies the DSAID control number associated with CATCH entry.
- SARC contacts their CATCH HQ SAPR Lead, who in turn contacts their CATCH HQ MCIO Lead.

- The CATCH HQ MCIO Lead generates the CATCH entry that will be made available through a password-protected file, which is provided to the CATCH HQ SAPR Lead for transmission to the local SARC. The local SARC will provide the victim the copy of their CATCH entry through a password-protected file. Encrypted email will not be used since victims may not have access to a government system or may not want this information sent to a government address.

**Step 9: If victim wants to opt out of CATCH Program altogether, not related to notification of a match**

If a victim wants to opt out of the CATCH Program not related to a notification of a match:

- The victim will go see the local SARC in person and the SARC will make the annotation on the DD Form 2910.
  - The Services may also allow the victim to email the local SARC and request to opt out of CATCH. This email option is at the Service's discretion. The opt-out decision will be annotated on DD Form 2910 by the SARC.
- Upon receipt of the victim's in-person or email request and the SARC's documentation on the DD Form 2910, the SARC will:
  - Go to the CATCH website and input the DSAID case number to access the victim's CATCH entry.
  - Select Do Not Contact.
  - The CATCH HQ MCIO Lead will see the notation on their side of the system.

**Step 10: Storage of DD Forms 2910 with victim contact information**

- The hard copy DD Form 2910 containing the CATCH information will be retained in accordance with Service regulations. The DSAID File Locker is fully operational and is the system of record for the DD Forms 2910, consequently, the electronic DD Forms 2910 containing the CATCH information will be uploaded there for document retention.

**Step 11: CATCH HQ MCIO Lead assessing of CATCH entries to identify potential matches**

- The CATCH HQ MCIO Team will run persistent inquiries (at a minimum every 30 days) against the CATCH system to compare with other CATCH entries, as well as running inquiries against the Law Enforcement Defense Data Exchange and its partner databases, to determine if the information can be attributed to any suspects in open or closed law enforcement investigations. Additionally, the CATCH HQ MCIO Team may query open source, DOD, and law enforcement data systems in an attempt to fully and positively identify suspects entered into the CATCH database.

**Step 12: Potential match is identified by CATCH HQ MCIO Leads**

When a potential match is identified:

- The CATCH HQ MCIO Lead determines the Service/NGB from which the submission originated and contacts the Service/NGB CATCH HQ SAPR Lead to inform them of the potential match and the corresponding DSAID Case Number.
- Checks & Balances Process below is initiated to avoid victims matching against themselves.

**Step 13: Checks & Balances Process is initiated to avoid victims matching against themselves**

- Process Fix: A checks & balances system has been institutionalized where the CATCH HQ MCIO Lead and the CATCH HQ SAPR Lead check on each other.
- When the CATCH HQ MCIO Lead sees a potential match:

- Before designating as a match by selecting SAPR Outreach in the CATCH database, the CATCH HQ MCIO Lead calls the CATCH HQ SAPR Lead and asks them to verify that it's not a situation where the victim is matching to herself/himself.
- The CATCH HQ SAPR Lead goes into DSAID and looks at the DSAID case audit log of the report and verifies that the Restricted Report victim did not later convert to an Unrestricted Report. All DSAID Service Program Managers have access to the case audit log. The CATCH HQ SAPR Lead also looks at the victim's name and compares it to the victim's name in the open investigation to ensure that it is not the same victim. (e.g., victim's Restricted Report CATCH entry did not match to victim's subsequent Unrestricted Report conversion, or victim's Restricted Report CATCH Entry is not matching against an investigation initiated by a third-party report).
- If CATCH HQ SAPR Lead verifies that it is an actual match then the CATCH HQ SAPR Lead contacts the CATCH HQ MCIO Lead, who selects SAPR Outreach in the CATCH database.
- The SAPR Outreach triggers the Match Notification Process below.

#### **Step 14: Centralized Notification Process**

After being contacted by the CATCH HQ MCIO Lead, the CATCH HQ SAPR Lead:

- Verifies the match (see above Process to Avoid Victims Matching Against Themselves)
- Identifies the local SARC through DSAID
- Contacts the CATCH HQ Notification POC

The CATCH HQ Notification POC notifies the local SARC and tells her/him to contact the victim to schedule the notification conversation. Once there is a potential match, notification will occur in two steps:

1. Scheduling a call: The local SARC (SARC at the location where the entry was submitted) will contact the victim to schedule a virtual meeting/phone call meeting between the victim and the CATCH HQ Notification POC for the notification conversation. The local SARC should use the Talking Points in the SARC Script on [www.sapr.mil/catch](http://www.sapr.mil/catch). The local SARC will offer to attend the virtual/phone call meeting as well to support the victim. This initial scheduling phone call gives the victim time to process the information and to schedule the notification conversation at an appropriate time when the victim has the time to talk and at a location that has some privacy.
  - To respect victim privacy, the local SARC shall only use the personal contact information provided by the victim on the DD Form 2910 and shall not use other means to try to locate victims (e.g., do not call current units of assignment, associates, nor family members; do not initiate contact via social media; and do not investigate the location of the victim via web searches or any other means).
  - The local SARC shall make three (3) attempts in 30 calendar days from the CATCH match to contact the victim to schedule the notification conversation and the local SARC will document the attempts on page 3 on the DD Form 2910.
  - If no contact is made after 30 calendar days, the local SARC will contact the CATCH HQ Notification POC, who in turn will notify the CATCH HQ SAPR Lead. Then, the CATCH HQ SAPR Lead will notify the CATCH HQ MCIO Lead that no contact has been made.
  - The CATCH HQ MCIO Lead will document that the CATCH HQ Notification POC was unable to make contact with the victim in the Notes section of the victim's CATCH entry. The CATCH entry will remain active and anonymous.
  - If victim contact is made, then the Notification Conversation will be scheduled.

2. Notification Conversation: The CATCH HQ Notification POC, who is knowledgeable in the CATCH Program, will provide the available information during the notification process, obtain victim feedback (if victim agrees to share feedback), and offer SAPR advocacy. The CATCH HQ Notification POC should use the CATCH Program Notification After a Match Talking Points found in SARC Talking Points on [www.sapr.mil/catch](http://www.sapr.mil/catch).
  - In the rare circumstance that a victim will only speak to the local SARC alone, that local SARC can provide the notification but only after being briefed on notification procedures by the CATCH HQ Notification POC. The local SARC then will report back to the CATCH HQ Notification POC on the results of the notification conversation.
  - For the Alternative Notification Process refer to the Notification Process in the introductory section above.

### **Step 15: Information provided to the victim during the Notification Process**

At Notification, the victim is provided four pieces of information:

1. Copy of their own CATCH entry.
2. Whether the match was against one victim or multiple victims (indicate the number of victims). If there are multiple victims, for each one, indicate whether s/he had CATCH entry or open/closed investigation.
3. Whether the victim's CATCH entry matched another CATCH entry.
4. Whether the victim's CATCH entry matched an open or closed MCIO investigation.



#### ***BEST PRACTICE: PROVIDING ADDITIONAL INFORMATION AT MATCH NOTIFICATION TIME.***

In addition to the other info, the CATCH HQ Notification POC can provide the victim:

- The year of the other case to which the victim matched.
- The location of the other case to which the victim matched.

The CATCH HQ Notification POC can obtain the year and location information from the CATCH HQ MCIO Lead.

The location and year information is in addition to the other four pieces of information that the victim is provided at the Notification of a Match Meeting.

1. Copy of their own CATCH entry
2. Whether the match was against one victim or multiple victims (Indicate the number of victims and indicate whether they had CATCH entries or open/closed investigations)
3. Whether the victim's CATCH entry matched another CATCH entry
4. Whether the victim's CATCH entry matched an open or closed MCIO investigation

Recommend that the CATCH HQ MCIO Lead provide the information on the year and location of the other case, in addition to the other four pieces of information, to the CATCH HQ Notification POC before they notify the victim, so they have it handy in the event that the victim wants that additional information.

The process is as follows:

- The CATCH HQ MCIO Lead provides the Service/NGB CATCH HQ SAPR Lead with the following information to provide the CATCH HQ Notification POC:

- Copy of CATCH entry. At the time of notification of a potential match by the CATCH HQ Notification POC, a victim will be provided a copy of her/his own CATCH entry to confirm the suspect identity (if suspect name was provided), to refresh her/his recollection as to what was entered in CATCH, and to ensure that the victim knows which CATCH entry is in question (in the event that the victim has multiple CATCH entries or multiple sexual assaults that the CATCH HQ Notification POC may not be aware of).
  - The CATCH HQ Notification POC will not provide the victim any information from other sources. The victim will be provided a copy of their own entry into the CATCH system, which may be very limited in scope.
  - The CATCH HQ Notification POC will not provide the victim the name of the suspect if it is not included in the victim's entry.
  - The Victim's CATCH entry will be provided through a password-protected file. Encrypted email will not be used since victims may not have access to a government system or may not want this information sent to a government address.
- Whether the victim's CATCH entry matched another CATCH entry.
- Whether the victim's CATCH entry matched an open or closed MCIO investigation.
- The CATCH HQ Notification POC will have no information as to the nature of the offenses that triggered the match and cannot answer any additional questions. However, the match can only be against eligible offenses listed on page 2 above. The CATCH HQ Notification POC can offer the victim a referral to an SVC/VLC/VC, who may be able to provide additional military justice information.
  - The CATCH HQ Notification POC will not have information on whether the victim is still in the Service. The Services and NGB will establish their own procedures to determine eligibility for advocacy or SVC/VLC/VC services, if any, for CATCH victims or their adult dependents no longer on Title 10 orders.
- Once notification is made to the victim, the victim will be given 30 calendar days to decide whether to participate in the investigation.
  - During that time, if the victim has questions, the CATCH HQ Notification POC will offer a referral to an SVC/VLC/VC.
  - If the victim does not avail themselves of the SVC/VLC/VC to answer questions, then the victim has to make the decision on the limited information that the CATCH HQ Notification POC has provided.
- If at the end of the 30 calendar days, the victim has not contacted the CATCH HQ Notification POC:
  - The CATCH HQ Notification POC will contact the victim to ask whether they have made a decision.
  - If the CATCH HQ Notification POC is not successful in contacting the victim, then the default is that the report remains anonymous and the victim's CATCH entry remains active in the CATCH system.
  - Please note that a victim can decide to participate in the investigation after the 30 days if they so choose. The 30-day timeframe was selected as a way to track the case, not as a constricting timeframe.

**Step 16: If the victim does not want to participate in the investigation, list of questions**

If during the 30-calendar day timeframe, the victim contacted the CATCH HQ Notification POC and indicated that s/he does not want to participate in the investigation, the victim is asked three questions:

1. No participation but staying in CATCH: If s/he wants to remain in the CATCH Program and potentially be contacted again.
2. Opting out of CATCH: If the victim no longer wants to participate in the CATCH Program, do they want to opt out.
3. Feedback from victims after notification: All victims who decide not to participate will be asked by the CATCH HQ Notification POC the following voluntary question, which they have the right not to answer: "Would you be interested in sharing the reason why you do not want to participate in the investigation, so that this information can be used to improve the CATCH Program for other victims?"

The victim will be asked by the CATCH HQ Notification POC if s/he wants to remain in the CATCH Program and potentially be contacted again.

- The CATCH HQ Notification POC will notify the CATCH HQ SAPR Lead, who will then in turn notify the CATCH HQ MCIO Lead with:
  - (If filed a Restricted Report) The notice that the victim does not want to change their reporting election or (if filed an Unrestricted Report), the notice that the victim does not want to participate with the investigation, and,
  - Whether the victim wants to continue participating in the CATCH Program.
- (If filed a Restricted Report) If the victim declines to change their reporting election or (if filed an Unrestricted Report) the victim declines to participate with the investigation:
  - The decision will be annotated on the DD Form 2910 by the CATCH HQ Notification POC who will notify the CATCH HQ SAPR Lead, who will then in turn notify the CATCH HQ MCIO Lead.
  - Annotation will also be made by the CATCH HQ MCIO Lead in the "Notes" section of the CATCH entry.
- If the victim no longer wants to participate in the CATCH Program and wants to opt out:
  - The victim will contact the CATCH HQ Notification POC to make the annotation on the DD Form 2910.
    - The Services may also allow the victim to email the request to opt out of CATCH. This email option is at the Service's discretion. The opt-out decision will be annotated on the DD Form 2910.
  - The CATCH HQ Notification POC will go into the CATCH system and input the DSAID case number to access the victim's entry and mark the victim's entry as do not contact. This makes the entry inactive until it is purged from the system at the 10-year mark. The entry will still potentially show as a potential match when new CATCH submissions are made; however, the victim will not be contacted if a potential match is identified.
  - In addition, future victims whose entry matched the inactive entry will not be contacted.
  - If the victim changes her or his mind, the do not contact designation can be reversed.

Feedback from Victims After Notification: All victims who decide not to participate will be asked by the CATCH HQ Notification POC the following question: "Would you be interested in sharing the reason why you do not want to participate in the investigation, so that this information can be used to improve the CATCH Program for other victims?"

- This feedback is completely voluntary, and victims should never be encouraged or pressured to provide feedback.
- The CATCH HQ Notification POC will report back to the CATCH HQ SAPR Lead on all Feedback from Victims After Notification without providing victim PII.

- The CATCH HQ SAPR Lead will, without providing victim PII during the Monthly CATCH Meeting, provide all Feedback from Victims After Notification to the DoD SAPRO and NCIS CATCH leads for discussion during the Monthly CATCH Meeting.

**Step 17: If the victim has a Restricted Report and wants to convert to an Unrestricted Report**

If during the 30-calendar day timeframe, the victim contacted the CATCH HQ Notification POC and indicated that s/he does want to participate in the investigation and has a Restricted Report:

1. If the victim as PCS'ed and requested their DSAID Case be transferred with them, the gaining SARC will annotate the new DSAID case number on the DD Form 2910.
2. To reopen a closed DSAID case, the SARC must request their DSAID Service Program Manager reopen and provide the DSAID case number.

CATCH HQ Notification POC DD Form 2910 and DSAID duties: The CATCH HQ Notification POC ensures that the DD Form 2910 is appropriately annotated in the relevant section.

*"Notification of victim after a 'MATCH' in the Catch a Serial Offender (CATCH) system:*

- A. *I originally filed a Restricted Report. After a 'MATCH' in the CATCH database, I have decided to:*
    - a. *Convert my report to an Unrestricted Report (UR) by re-signing the DD Form 2910 (Victim Initials) Signature Date*
    - b. *Decline to convert to UR, but agreed to be contacted again if another 'MATCH': (SARC) (SARC Initials) Date*
    - c. *Decline to convert to UR and also Opt Out of the CATCH program: (SARC) (SARC Initials) Date"*
- The CATCH HQ Notification POC will notify the local SARC for future case management and the potential continuation of SAPR advocacy. The CATCH HQ Notification POC will either:
    - Have the victim sign the DD Form 2910 virtually and then refer the victim to a SARC at the same location as the victim, or
    - Refer the victim to a SARC at the same location as the victim, and have that SARC go through the DD Form 2910 with the victim and have the victim sign the DD Form 2910 to convert to Unrestricted.
  - The SARC must have confirmation that the victim signed the DD Form 2910 indicating the Conversion to Unrestricted before making this Conversion notation in the CATCH website.
  - The Conversion reason will be annotated in DSAID as CATCH Program. The local SARC will follow the established procedures in place for when a victim converts from Restricted to Unrestricted.
  - The CATCH HQ Notification POC will transfer the DSAID case to the local SARC, if it was not already transferred for the purpose of signing the DD Form 2910.
  - The local SARC will follow the established procedures for commander notifications of Unrestricted cases, but in addition must notify the commander that this is a CATCH case. The local SARC will also inquire whether the victim would like assistance contacting the MCIO. If so, the SARC will facilitate scheduling an interview with the MCIO and offer to go with the victim for support.
  - The Commander will immediately notify the MCIO, under established procedures, and must also notify the MCIO that this is a CATCH case for potential discovery and investigative purposes.



- MCIOs will document that the reason for the victim's conversion is a CATCH match in the resulting ROI.
- If the ensuing MCIO investigation results in criminal charges, the CATCH entry may be subject to the discovery process. To facilitate discovery and ensure due process for the accused, the existence of a CATCH entry shall be documented in the investigative case file to alert the potential prosecuting attorney of the CATCH entry. While the CATCH HQ MCIO Lead will issue a referral to the local MCIO office regarding the CATCH conversion and documentation requirements, there may be a lag in the communications between the CATCH HQ Notification POC, the CATCH HQ SAPR Lead, and the CATCH HQ MCIO Lead. Therefore, notification of the CATCH match from the local SARC and Commander will ensure timely information flow to the local MCIO, so documentation of the CATCH conversion is not overlooked.

Once the Conversion is made on the DD Form 2910, the CATCH HQ Notification POC will notify the CATCH HQ SAPR Lead that the victim converted to Unrestricted. The local SARC will make the annotations both in DSAID and in the CATCH website. See SARC CATCH Website Duties below.

Then, the CATCH HQ SAPR Lead will notify the CATCH HQ MCIO Lead.

- The local SARC shall be informed by the CATCH HQ Notification POC that the local MCIOs have been contacted and will be reaching out to the local SARC to inquire as to the Unrestricted case.

MCIO HQ Lead duties: Upon notification from the CATCH HQ SAPR Lead that a victim has elected to file an Unrestricted Report (signed conversion on the DD Form 2910) as a result of a CATCH match, the CATCH HQ MCIO Lead will:

- Issue a referral to the local MCIO with the Unrestricted DSAID case number.
- Confirm that the local MCIO annotates in the resulting ROI that the reason for the conversion was due to a CATCH match, for potential discovery and investigative purposes.

Important SARC CATCH Website Duties: Once the victim has signed the DD Form 2910 to convert to an Unrestricted Report, the CATCH website requires the SARC to go back in and also indicate that the case has been converted to Unrestricted in the CATCH website. It is not enough that CATCH HQ Notification POC or SARC indicate the conversion in DSAID notification, the conversion must also be made in the CATCH website. To do so, the SARC must, in this specific order:

1. In DSAID: After converting the case in DSAID to Unrestricted, get the Unrestricted DSAID Case Number.
2. In the CATCH website:
  - Locate the Restricted CATCH entry and click Edit DSAID to insert the new Unrestricted DSAID Case Number.
  - Additionally, for the Unrestricted record, click Convert to Unrestricted to indicate the Conversion to Unrestricted. The SARC will also be prompted to provide an MCIO case number.
  - Once the victim files a report or makes a statement to the MCIO, the SARC must also return to the CATCH record and click Participate with MCIO.

**Step 18: If the victim has an Unrestricted Report and now wants to participate in the MCIO investigation**

If during the 30-calendar days timeframe, the victim contacted the CATCH HQ Notification POC and indicated that she/he does want to participate in the investigation and has an Unrestricted Report.

CATCH HQ Notification POC DD Form 2910 And DSAID duties:

- The CATCH HQ Notification POC ensures that the DD Form 2910 is annotated indicating that the Unrestricted Reporter now wants to participate in the MCIO investigation. There is no need for the victim to re-sign the DD Form 2910 because the report remains Unrestricted. It is only the victim's willingness to participate in the investigation that has changed.
- The CATCH HQ Notification POC will transfer the case in DSAID to the local SARC for tracking purposes, commander notification, and victim advocacy. The local SARC will ask the victim if they want SAPR advocacy services. If the DSAID case is still open, they will be referred to the SARC that took the Unrestricted report.

SARC CATCH website duties when victim participates:

- Notation by the SARC in the CATCH website: Go to Search DSAID in the CATCH website and insert the Unrestricted Case Number into CATCH website entry for the MCIOs to be able to access this information and indicate Participate with MCIO.
- IMPORTANT: The CATCH website requires the SARC to go back in and indicate that the Unrestricted case has been converted from Not Participating with MCIO Investigation to Participating in MCIO Investigation. The MCIO case number would likely carry over, but it might change depending on the MCIO/policies. There is an option to edit the case number if necessary.
- Once the victim agrees to participate in the investigation, the CATCH HQ Notification POC tells the CATCH HQ SAPR Lead, who will in turn notify the CATCH HQ MCIO Lead that the victim agreed to participate in the investigation.

Remaining Process:

- No further notation is needed in DSAID, again because the report remains Unrestricted. It is only the victim's willingness to participate in the investigation that has changed.
- The local SARC will follow the established procedures for commander notifications of Unrestricted cases, but in addition must notify the commander that this is a CATCH case. The local SARC will also inquire whether the victim would like assistance contacting the MCIO. If so, the SARC will facilitate scheduling an interview with the MCIO and offer to go with the victim for support.
- The Commander will immediately notify the MCIO, under established procedures, and must also notify the MCIO that this is a CATCH case for potential discovery and investigative purposes.
- MCIOs will document that the Unrestricted Report victim now wants to participate in the investigation and that the reason for this was a CATCH match.
- If the ensuing MCIO investigation results in criminal charges, the CATCH entry may be subject to the discovery process. To facilitate discovery and ensure due process for the accused, the existence of a CATCH entry shall be documented in the investigative case file to alert the potential prosecuting attorney of the CATCH entry. While the CATCH HQ MCIO Lead will issue a referral to the local MCIO office regarding the CATCH match and that the UR victim now wants to participate, there may be a lag in the communications between the CATCH HQ Notification POC, the CATCH HQ SAPR Lead, and the CATCH HQ MCIO Lead. Therefore, notification of the CATCH match from the local SARC and Commander will ensure timely information flow to the local MCIO, so documentation of the CATCH conversion is not overlooked.

MCIO HQ Lead duties: Upon notification from the CATCH HQ SAPR Lead that a victim has elected to participate in an MCIO investigation as a result of a CATCH match:

- The CATCH HQ MCIO Lead will issue a referral to the local MCIO with Unrestricted DSAID case number.
- The CATCH HQ MCIO Lead will confirm that the local MCIO annotates in the resulting ROI that the reason for participating in the MCIO investigation was due to a CATCH match, for potential discovery and investigative purposes.

### **Step 19: Discovery Requests – Trial Counsel, CATCH HQ MCIO Lead, and NCIS HQ Lead responsibilities**

In cases where a Restricted Reporting victim who submits an entry into the CATCH system elects to convert their reporting preference to Unrestricted and/or an Unrestricted Reporting victim who now elects to participate with an MCIO investigation, and the investigation leads to referral of criminal charges, the contents of the CATCH entry will likely be subject to the discovery process.

This potential discovery obligation applies to all CATCH entries, regardless of the victim's reason for changing their reporting or participation preference (on their own accord or due to a CATCH match). Consequently, this discovery obligation involves two situations:

1. No Match: Victim submits a CATCH entry and decides to convert their reporting preference to Unrestricted and/or elects participate with an MCIO investigation without notification of a match.
2. Match: After notification of a match, victim decides to convert their reporting preference to Unrestricted and/or elects participate with an MCIO investigation.

In such cases, the prosecuting attorney shall prepare a written discovery request that includes the DSAID case number and the MCIO case number, and the CATCH HQ MCIO Lead will coordinate with the NCIS HQ Lead to produce a copy of the requested CATCH record.

### **Significant CATCH System Updates**

- **The Username and password will now expire in 30 calendar days.**
- Victims will now have 72 hours from initial log on and five log on attempts before the credentials expire.
- Victims will also be prompted to print or save their entry prior to submission.
- When a SARC adds a new report, they must now indicate whether the case is Restricted or Unrestricted. When a case is converted to Unrestricted, SARCs must indicate whether the victim is participating or not participating with the MCIO investigation. SARCs must also update the CATCH entry if an Unrestricted case is later changed from not participating to participating with the MCIO investigation.
- Likewise, when a SARC creates a new Unrestricted entry or converts an entry from Restricted to Unrestricted, they will be prompted to provide an MCIO case number. If the MCIO case number is not known at that time, the SARC will receive email reminders for seven days to return to the system to add the MCIO case number. After seven days, the CATCH HQ SAPR Lead will be notified by email.
- Admins now have the ability to reassign victim reports from one SARC to a new SARC in a batch transfer.

## **ATTACHMENT: SAPR-RELATED INQUIRY (SRI) CATCH ENTRY PROCEDURES, EFFECTIVE JUNE 2023**

### **JUNE 2023 Updates to the CATCH Program Procedures**

JUNE 2023 updates to the CATCH Program Procedures includes policy updates to authorize a method for eligible adult sexual assault victims to be able to submit a CATCH entry without first having to file an official report of sexual assault. A victim can disclose the sexual assault, but not officially report. This disclosure will result in a SAPR-Related Inquiry (SRI) CATCH Entry in DSAID. SARCs and specially designated SAPR VAs will generate an SRI DSAID Control Number, which will be used to provide victims with a CATCH username and password so they can submit their entry. That SRI DSAID Control Number will also be placed on the DD Form 2910-4, Catch a Serial Offender Program Explanation and Notification Information for Sexual Assault Victims. Then, the completed DD Form 2910-4, which contains the victim contact information, will be uploaded to DSAID for document retention and future access, should there be a CATCH match and the victim needs to be notified.

### **Eligibility to submit an SRI CATCH Entry**

The victim has not filed an official report of sexual assault through a DD Form 2910, "Victim Reporting Preference Statement," but wishes to submit an entry into CATCH.

- When the systems are operational, current and former Service members can ask a SARC or SAPR VA to submit a CATCH entry, without having to file a report through a DD Form 2910.
- Using the SRI module to generate DSAID Control Number: For individuals choosing not to file an official report of sexual assault through a DD Form 2910, but still wishing to submit a CATCH entry, SARCs, and SAPR VAs will utilize the SRI Module in DSAID to generate a DSAID Control Number. The DSAID Control Number is needed to generate the CATCH username and password.
- This SRI DSAID Control Number will be placed on the new CATCH form DD Form 2910-4. The victim will fill out, provide their contact information, and sign the DD Form 2910-4.
- The information on the DD Form 2910-4 will be treated as confidential to the extent possible.
- The SARC/SAPR VA will use the SRI DSAID Control Number to go into the CATCH system and generate a CATCH username and password, to provide to the victim, so he or she can submit a CATCH entry.
- The SARC will encrypt the completed DD Form 2910-4, CATCH Form, and upload it to the SRI Module in DSAID, where it will be saved to the DSAID File Locker to be used in the event that a victim needs to be contacted after a match.
- The DD Form 2910-4 will be retained for 50 years in the DSAID File Locker.

### **CATCH HQ Notification POC, DD Form 2910, and DSAID Duties**

If the victim did not file a Restricted or Unrestricted Report but received a CATCH username and password through the DSAID SRI process: After submitting an SRI CATCH Entry or after notification of a match, the victim contacts the CATCH HQ Notification POC and indicates that s/he does want to participate in the investigation, the local SARC will follow the established procedures in place for when a victim wishes to file an official unrestricted report of sexual assault through a DD Form 2910.

- CATCH HQ Notification POC DD Form 2910 and DSAID duties: The CATCH HQ Notification POC ensures that the victim is given the opportunity to file an Unrestricted Report through a DD Form 2910. The CATCH HQ Notification POC will notify the local SARC for future case management and the potential continuation of SAPR advocacy. The CATCH HQ Notification POC will either:

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- Have the victim sign the DD Form 2910 virtually and then refer the victim to a SARC at the same location as the victim, or
  - Refer the victim to a SARC at the same location as the victim, have that SARC go through the DD Form 2910 with the victim, and have the victim sign the DD Form 2910.
- The SARC must have confirmation that the victim signed the DD Form 2910 indicating they filed an Unrestricted Report and are now participating before making this conversion notation in the CATCH website.
- The CATCH HQ Notification POC will transfer the DSAID case to the local SARC, if it was not already transferred for the purpose of signing the DD Form 2910.
- The local SARC will follow the established procedures for commander notifications of Unrestricted cases, but in addition must notify the commander that this is a CATCH case. The local SARC will also inquire whether the victim would like assistance contacting the MCIO. If so, the SARC will facilitate scheduling an interview with the MCIO and offer to go with the victim for support.
- The Commander will immediately notify the MCIO, under established procedures, and must also notify the MCIO that this is a CATCH case for potential discovery and investigative purposes.
- MCIOs will, after victim files an Unrestricted Report and an investigation is initiated, document that the reason for the victim's participation is a CATCH match in the resulting ROI.
- Rationale: If the ensuing MCIO investigation results in criminal charges, the CATCH entry may be subject to the discovery process. To facilitate discovery and ensure due process for the accused, the existence of a CATCH entry shall be documented in the investigative case file to alert the potential prosecuting attorney of the CATCH entry. While the CATCH HQ MCIO Lead will issue a referral to the local MCIO office regarding the CATCH participation and documentation requirements, there may be a lag in the communications between the CATCH HQ Notification POC, the CATCH HQ SAPR Lead, and the CATCH HQ MCIO Lead. Therefore, notification of the CATCH match from the local SARC and Commander will ensure timely information flow to the local MCIO, so documentation of the CATCH participation is not overlooked.

Once the Unrestricted Report DD Form 2910 is signed, the CATCH HQ Notification POC will notify the CATCH HQ SAPR Lead that the victim filed an Unrestricted Report. The local SARC will make the appropriate annotations both in DSAID and in the CATCH website. See SARC CATCH Website Duties below.

Then, the CATCH HQ SAPR Lead will notify the CATCH HQ MCIO Lead.

- The local SARC shall be informed by the CATCH HQ Notification POC that the local MCIOs have been contacted and will be reaching out to the local SARC to inquire as to the Unrestricted case.

MCIO HQ Lead duties: Upon notification from the CATCH HQ SAPR Lead that a victim has elected to file an Unrestricted Report (signed DD Form 2910) as a result of a CATCH match:

- The CATCH HQ MCIO Lead will issue a referral to the local MCIO with the Unrestricted DSAID case number.
- The CATCH HQ MCIO Lead will confirm that the local MCIO annotates in the resulting ROI that the reason for the victim's participation was due to a CATCH match, for potential discovery and investigative purposes.

Important SARC CATCH Website Duties: Once the victim has signed the Unrestricted DD Form 2910, the CATCH website requires the SARC to go back in and indicate that the case is now Unrestricted in the CATCH website. The SARC must, in this specific order, do the following:

1. In DSAID: After uploading the signed Unrestricted 2910, get the Unrestricted DSAID Case Number.
2. In the CATCH website:
  - Locate the SRI CATCH entry and click Edit DSAID to insert the new Unrestricted DSAID Case Number.
  - Additionally, click Convert to Unrestricted to indicate the Conversion to Unrestricted. The SARC will also be prompted to provide an MCIO case number.
  - Once the victim files a report or makes a statement to the MCIO, the SARC must also return to the CATCH record and click Participate with MCIO.



**FAQ SCENARIO: A FORMER SERVICE MEMBER OR VETERAN COMES IN AND WANTS TO SUBMIT A CATCH ENTRY**

The former Service member never filed a DD Form 2910 while in the Service. The former Service member now submits an SRI CATCH Entry via the DD Form 2910-4 and is notified of a match and wants to participate in the investigation.

1. **Does the former Service member have to file an Unrestricted Report through a DD Form 2910?** No, the former Service member is not eligible to file a DD Form 2910 but will participate in the investigation by providing a Victim Statement directly to the MCIO.
2. **Does the former Service member receive the SAPR services of a SARC?** The Services and NGB will establish their own procedures to determine eligibility for services, advocacy, or SVC/VLC/VC, if any, for CATCH victims no longer on Title 10 orders.