



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



**FAQS FOR RECENTLY RELEASED CASE MANAGEMENT AND
HIGH-RISK RESPONSE TEAM MEETING DD FORMS**
JUNE 2023

USD(P&R) authorized three new case management and high-risk response team forms in the [Actions to Address and Prevent Sexual Assault and Sexual Harassment in the Military](#) that accompanied the release of the FY22 Annual Report on Sexual Assault in the Military. Use of these forms is mandatory.

1. DD Form 2910-5, "Monthly Case Management Group (CMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program."
2. DD Form 2910-6, "Quarterly Case Management Group (QCMG) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program."
3. DD Form 2910-7, "High-Risk Response Team (HRRT) Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program."

The forms serve as a checklist and help to document only the existing requirements in the CMG Enclosure 9 of the SAPR DoDI 6495.02, vol. 1 and in the Retaliation DoDI 6495.02, vol. 3.

Frequently Asked Questions

Q1. Is it in policy that you do not talk about Restricted Reports at Sexual Assault Review Board (SARB)? Will the new DoDI and Sexual Harassment and Assault Response and Prevention (SHARP) regulation reflect that there will now be at least this much discussion of Restricted Reports at the SARB?

- Yes, the CMG meetings, Army SARBs, have always been for the case management of Unrestricted Reports. The only general question that is asked about Restricted Reports is for the Sexual Assault Response Coordinator (SARC) to confirm that all victims who submitted a Restricted Report had a safety assessment. But no individual Restricted Reports are discussed.

Q2. Will DoD push out something explaining use of the forms? Is DoD supposed to be pushing out additional guidance in addition to the DSD Memo they recently pushed?

- Authorization for the DD Form 2910-5/6/7 is found in the Personnel & Readiness Memo that accompanied the release of the FY22 Annual Report on April 27, 2023, "[Actions to Address and Prevent Sexual Assault and Sexual Harassment in the Military](#)."
- The forms track the existing requirements in Enclosure 9 of the SAPR DoDI 6495.02, vol. 1, and in the SAPR Retaliation DoDI 6495.02, vol. 3. They are meant as a checklist to provide the SARCs and Installation Commanders with the confidence to state that all requirements were met. There will be an upcoming DSD Memo that will have the guidance on these

forms. The Services will have the opportunity for coordination on it so they can offer comments.

- The Actions to Address memo stated:

“Implement new measures to enhance victim care and support: The IRC noted the Department's commitment to survivors of sexual assault, but also noted where we could further expand our support. The safety and treatment of Service members making the bold decision to report crime must remain paramount. To standardize and facilitate your oversight and management of the support rendered to Service members making Unrestricted Reports of adult sexual assault and associated retaliation allegations, I direct the mandatory use of three new DoD Forms:

- *Department of Defense (DD) Form 2910-5, "Monthly Case Management Group Meeting Notes for the Sexual Assault Prevention and Response (SAPR) Program;"*
- *DD Form 2910-6, "Quarterly Case Management Group (QCMG) Meeting Notes for the SAPR Program;" and*
- *DD Form 2910-7, "High Risk Response Team Meeting Notes for the SAPR Program."*

Several Defense Sexual Assault Incident Database (DSAID) enhancements are coming early in calendar year 2024 to allow for the upload and retention of the forms. Until that time, the original paper copy of the forms will be retained in accordance with policy and uploaded when the DSAID enhancements come online.”

Q3. What are the retention periods for the forms and where are they going to be stored?

- Hard copies of the forms should be maintained in accordance with applicable Service/National Guard Bureau records retention schedules. DSAID is developing the capability to upload all three forms for electronic storage. This update will be available in early 2024.

Q4. Will the forms be uploaded in DSAID? If not, are they an Army Records Information Management System (ARIMS) document? If these are uploaded, can we shred the originals?

- DSAID is developing the capability to upload all three forms for electronic storage. This update will be available in early 2024.

Q5. Does this replace the CMG/HRRT meeting minutes that are already required? Or, is this an additional requirement?

- This is an additional requirement. The intent of the 2910-5/6 is to act as a checklist to track the existing requirements in Enclosure 9 of the SAPR DoDI 6495.02, vol. 1 and in the SAPR Retaliation DoDI 6495.02, vol. 3, for the monthly and quarterly CMGs.
- The 2910-5/6 are not a substitute for the individual case meeting minutes. There is still the requirement to document specific information for each Unrestricted Report victim as it relates to information needed in the victim's case. This is the function of the specific meeting minutes that link to each specific DSAID Case Number.