



DEPARTMENT OF THE NAVY
NAVY RECRUITING DISTRICT RICHMOND
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804-771-2001

NRDRICHINST 1752.1B
Code 00
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NAVCRUITDIST RICHMOND INSTRUCTION 1752.1B

Subj: SEXUAL ASSAULT, RISK REDUCTION, AND VICTIM ASSISTANCE PROGRAM

Ref: (a) OPNAVINST 1752.1B
(b) SECNAVINST 1752.4A
(c) OPNAVINST 3100.6H (NOTOL)
(d) SAVI-003 (Navy Confidentiality Policy for Victims of Sexual Assault and Collection of Forensic Evidence) 30 Nov 05
(e) COMNAVRFGMIDLANTINST 1752.1A

Encl: (1) Definitions
(2) COMMAND Victim(s) of Sexual Assault Handbook
(3) CDO Checklist for Sexual Assault Victims
(4) Victim Reporting Preference Statement
(5) Restricted Report Incident Data Form

1. Purpose. To establish procedures per references (a) through (e) for response and assistance to all command personnel and/or their family member(s) for any related incidents involving sexual assault. Enclosures (1) through (5) are provided for use and reference should an incident occur.

2. Cancellation. NRDRICHINST 1752.1A

3. Background.

a. Sexual assault is a criminal act incompatible with the Department of the Navy (DON) Core Values, high standards of professionalism, and personal discipline. The goal of the Navy is to reduce sexual assault by providing a culture of prevention, education, and training response capability, victim support, reporting procedures, and accountability that enhances the safety and well being of all. The Navy is fully committed to ensuring victims of sexual assault are protected, treated with dignity, and respect and provided support, advocacy, and care. Sexual assault is the most under reported violent crime in our society. Assuring privacy and providing a confidential disclosure option are critical to discharging our commitment to fully support victims of sexual assault.

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b. Per reference (d), the confidentiality policy does not apply to military family members or civilians who are sexually assaulted. Sexual Assault Response Coordinators (SARC's) and SAVI Victim Advocates should provide resources and referrals as needed to dependents and civilian personnel when responding to allegations of sexual assault incidences that do not require referral to the Navy Family Advocacy Program (FAP). Active duty victims who disclose that a sexual assault was perpetrated by a current or former spouse or intimate partner will be referred to Navy FAP staff in accordance with current Navy SAVI and FAP requirements. For the purposes of this policy, intimate partner is defined as someone:

- (1) With whom the victim shares a child in common
- (2) With whom the victim shares or has shared a common domicile.

4. SAVI Program.

a. The SAVI Program includes the following four components:

- (1) Education/Training
- (2) Advocacy
- (3) Data Collection
- (4) Case Management - (Case management is accomplished by SARC's only. Records of sexual assaults will not be maintained by the Command SAVI POC or SAVI Advocates.)

b. Reference (a) requires that each command designate a SAVI Point of Contact (POC) to be familiar with the resources available to the command through the FFSC SAVI SARC. It is highly recommended that this POC be a senior service member with direct access to the Commanding Officer. As per reference (a), the SAVI POC shall be required to attend the same training as a SAVI Advocate, which consists of a 30-hour basic training SAVI course and attend 10 hours of forum refresher training a year.

c. Reference (a) requires a Data Collection Coordinator (DCC) be appointed by the Commanding Officer to ensure appropriate liaison with governmental agencies, data collection and reporting. The Command SAVI POC or Advocate can be designated as the Command DCC.

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d. A SAVI Advocate is a volunteer from the command who has attended a 30-hour basic training SAVI course and attends 10 hours of forum refresher training a year he/she will be available 24 hours a day, seven days a week, when assigned by the Command SAVI POC to provide assistance if an incident occurs.

5. Procedures.

a. In all cases when a command member is identified as a victim of alleged sexual assault, enclosures (2) through (4) shall be used as protocol guidelines.

b. The Navy is committed to establishing a system whereby a victim can maintain confidentiality with the understanding that fully reporting an incident activates both victim services and accountability actions. Service members who have been sexually assaulted have the following two reporting options:

(1) "Unrestricted" reporting affords victims of sexual assault official investigation of their allegation, in addition to receiving available victim support and care. Victims making unrestricted reports should use current reporting channels (i.e., Chain of Command, Command SAVI POC, law enforcement, or a SARC.) All unrestricted reports of alleged sexual assault that involve victims and alleged offenders who are active duty members or reservists on active duty will be reported regardless of the military affiliation of the victim or alleged offender. Incidents involving both sexual harassment and sexual assault must be reported per reference (a).

(a) When a victim discloses sexual assault to someone other than a SARC, SAVI POC, SAVI Advocate, Health Care Provider, or Chaplain, the victim will be informed that such disclosures will result in command notifications and a full investigation of the allegations, reference (a).

(2) "Restricted" reporting permits victims to disclose sexual assault to specified individuals without triggering mandatory command notification or official investigation.

(a) Service members who are sexually assaulted and desire restricted reporting must report the sexual assault to a SARC, SAVI POC, SAVI Advocate, or Health Care Provider (HCP). Restricted reporting is intended to give a victim additional time and increased control over the release of personal information and to afford victim support and assistance to make informed decisions. Under restricted reporting, victims can receive

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medical treatment, advocacy, information, support and counseling. Victims may also report the incident to a Chaplain. The Chaplain may refer the victim to a SARC or SAVI Advocate, so the victim can decide whether to report the incident as unrestricted or restricted.

(b) In all circumstances in which restricted reporting is an option; a SARC or victim advocate will provide the victim information and clarification on both processes of restricted and unrestricted reporting. Victims will be informed and acknowledge in writing on a Victim Reporting Preference Statement their understanding that restricted reporting limits protective actions that can be taken by the Navy (since command notification is prohibited) and may hinder the government's ability to prosecute the offender. After all of the victim's questions or concerns have been addressed by the SARC, SAVI POC, or SAVI Victim Advocate and any serious or imminent threat to the health or safety of victim or another is ruled out, the victim will indicate, in writing, their selection of restricted or unrestricted reporting. If the victim declines to select a reporting option, the disclosure is considered an unrestricted report, which requires that command and military law enforcement will be notified per DoD requirements. The SARC, SAVI POC, or SAVI Advocate will also explain the availability, role, and responsibilities of Victim Advocates and offer advocacy and other support services.

6. Training. All command members shall receive annual Sexual Assault Prevention and Response Training updates at the command level. The focus of this training is to ensure that all personnel have a working knowledge of what constitutes sexual assault and sexual harassment, why sexual assault is a crime, personal avoidance of risk, and the meaning of consent. Additionally, the training should provide personnel with information on the reporting options available to them and the exceptions and/or limitations of each option. Training will be scenario-based, using real-life situations to demonstrate the cycle of reporting, response, and accountability procedures offered through command indoctrination or other training forums as prescribed.

7. Responsibilities.

a. Command CDO.

(1) Handle all alleged assault cases as prescribed in reference (a), and enclosures (2) and (3), respectively.

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(2) Immediately inform the Command SAVI POC of any sexual assault incident(s).

b. Command SAVI POC.

(1) Serve as point of contact for crisis intervention, victim assistance, education programs, support services and all issues related to sexual assault.

(2) Screen all SAVI Advocate volunteers to ensure the following criteria:

(a) Volunteers are from that command and have at least 12 months remaining in the command.

(b) Officer or Enlisted (E-6 or above). Mature lower ranking personnel will be considered.

(c) Able to respond at any time and any day.

(d) Receive a minimum of 30 hours of basic training and certification from FFSC SAVI Program in addition to 10 hours of forum refresher training per year.

(3) Compile and prepare, or assign appropriate SAVI trained personnel to compile and prepare information for the Situational reporting (SITREP) within 24 hours of the commencement of the investigation for unrestricted reporting

c. SAVI Advocates.

(1) Be familiar with references (a) through (e) and enclosures (1) through (5) of this instruction to help provide victim assistance.

(2) Upon notification of a sexual assault incident, the assigned SAVI trained representative will respond to the situation and meet with the victim. Together, they will fill out enclosure (4) and forward the report to the local area SARC. For restricted reports, the assigned command SAVI trained representative will shred the Victim Reporting Preference Statement once the local area SARC has acknowledged receipt of the report.

(3) Assist the Command SAVI POC in the collection of applicable data.

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(4) Contact the Command SAVI POC immediately if any alleged sexual assault incidents occur.

(5) Receive 30 hours of basic training and certification from the FFSC SAVI Program in addition to 10 hours of forum refresher training per year.



WM S. O'CONNOR

Distribution:

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List III

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DEFINITIONS

1. Health Care Provider (HCP). Applies to those individuals who are employed or assigned as healthcare professionals; those who are credentialed to provide healthcare services at a military medical, dental, or military family support center; or those who provide care at a deployed location or in an official capacity. HCPs include military, DoD civilians, or DoD contractors. The definition includes Fleet and Family Support (FFS) program clinicians that function in a government oversight and/or supervisory capacity.

2. Sexual Assault. Sexual assault can be defined as intentional sexual contact, characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or attempts to commit these acts. Sexual assault can occur without regard to gender. For this instruction, the term sexual assault will be used generically to include all of the terms listed in a through e below and applies to adult victims and perpetrators.

a. Assault with intent to commit rape. An assault with intent to commit rape. The accused must have intended to complete the offense of rape and to overcome any resistance by force.

b. Assault with intent to commit sodomy. An assault against a human being committed with the specific intent of completing the offense of sodomy.

c. Indecent Assault. An assault with the intent to gratify the lust or sexual desires of the accused.

d. Rape. An act of penile-vaginal intercourse by force and without consent. Penetration, however slight, is sufficient to complete the offense.

e. Forcible Sodomy. An act done by force and without consent whereby one person takes into their mouth or anus the sexual organ of another person (of the same or opposite sex) or of an animal; places their sexual organ in any opening of the body other than the sexual parts of another person; or has penile-vaginal intercourse with an animal. Penetration, however slight, is sufficient to complete the offense.

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3. Sexual Assault Response Coordinator (SARC). A military, DoD civilian, or DoD contractor at an installation who serves installation, tenant and operational commanders as the central POC with responsibility for ensuring that training and responsive care is properly coordinated and provided to victims of sexual assault.

4. Sexual Harassment. A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

c. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

5. Victim. For purposes of this instruction, a victim is any person who reports the commission of a sexual assault upon themselves, or is identified, based upon the report of another person or other information, as a person who has been subjected to a sexual assault.

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GUIDELINES FOR ASSISTING SEXUAL ASSAULT
FIRST RESPONDER/ADVOCATE

1. The following guidelines shall be used when a command member, is identified as having been a victim of sexual assault:

a. Victims of sexual assault have experienced a highly traumatic episode in their lives. Responding to victims with sensitivity and respect is paramount to their eventual healing process. Victims may display a wide range of emotions, from shock to hysteria. It is not the responsibility of the command or members within it to interview the victims for details of the assault or to investigate the crime - that is the responsibility of NCIS. SAVI trained personnel will be notified of all incidents of sexual assault. SAVI trained personnel will determine whether the victim desires to report the sexual assault as a **restricted** or **unrestricted** report.

2. Action. Incidents of sexual assault may be reported initially to non SAVI trained individuals. The following procedures shall be followed by the person first receiving the report of a sexual assault:

a. Your first priority is ensuring the immediate safety of the victim. A supportive response is essential at this point. Once the victim is safe, have the victim make every effort to preserve the evidence. Advise them not to wash, shower, change their clothes, or eat or drink anything.

b. Advise the victim that you will contact a Command SAVI representative who is trained to respond in these incidences.

c. Immediately contact a Command SAVI trained co-representative. The trained Command SAVI representative shall assume overall responsibility of the situation. The Command SAVI trained representative will meet with the victim and complete mandatory paperwork. It is expected that this SAVI trained representative will accompany the victim as long as the victim requires assistance, which could be throughout the entire investigation process, as a priority responsibility. The Command SAVI trained representative will report the incident directly to the Sexual Assault Response Coordinator (SARC) in all cases. In unrestricted reporting, the trained Command SAVI representative will report the incident to the Commanding Officer and contact NCIS. Members of the chain of command will be informed on a "need to know" basis to the extent necessary to protect/assist the victim.

Enclosure (2)

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d. If the victim desires, command shall provide transportation for the victim and the victim's advocate to appropriate medical facility for further evaluation.

e. At appointed Medical Facility, with the victim's consent, a trained DON/DOD HCP may conduct a Sexual Assault Forensic Examination (SAFE) in a manner that collects and preserves evidence with non-identifying information about the victim. A photographer of the same sex as the victim will document injuries, if possible.

f. Never ask the victim for details.

g. Never ask questions that are accusatory.

h. When the Command SAVI POC comes on the scene, introduce her/him to the victim.

SENSITIVITY AND PRIVACY ARE OF THE UTMOST IMPORTANCE
WHEN ATTENDING A SEXUAL ASSAULT VICTIM

GUIDELINES FOR PROTECTING
A VICTIM'S INTERESTS

1. While the rights of crime victims are addressed by both State and Federal legislation, sexual assault victims are faced with issues unique to this crime. Sexual assault has been viewed by some as neither a violent nor a criminal act. Some may consider the victim responsible for his or her predicament and the victim may be unintentionally re-victimized by those in a position to assist. To minimize these systemic problems, it is Navy policy that personnel working with sexual assault victims shall treat these victims with utmost sensitivity.

2. All personnel shall make their best efforts to ensure that:

a. A victim of sexual assault is given as much credibility as a victim of any other crime.

b. The victim is treated fairly and without prejudice.

c. When any unwanted act of sex is forced upon someone through any type of coercions, violent or otherwise, the act is considered a crime of sexual assault/rape.

d. Regardless of the assailant's relationship to the victim, even if the assailant is the victim's spouse, it is

considered a crime of sexual assault/rape when there is any form of sex without consent.

e. The victim is provided medical treatment, mental health treatment, and participates in legal procedures, only after giving his or her informed consent.

f. Control must be returned to the victim, enabling him/her to determine and meet his/her own needs.

g. The victim is not identified to the news media without his/her consent.

h. The victim has access to peer counseling from an advocate with the local rape crisis center or a command-sponsored advocate.

i. The victims' rights are honored in accordance with the Crime Victim's Bill of Rights. These rights are described below:

CRIME VICTIM'S BILL OF RIGHTS

1. A crime victim has the following rights:

a. The right to be treated with fairness and with respect for his/her dignity and privacy.

b. The right to be reasonably protected from the accused offender.

c. The right to be notified of court proceedings.

d. The right to be present at all public court proceedings related to the offense, unless the court determines that his/her testimony would be materially affected if the victim heard other testimony at the trial.

e. The right to confer with the attorney for the Government in the case.

f. The right to restitution.

g. The right to information about the conviction, sentencing, imprisonment, and release of the offender.

Taken from: Victims' Right and Restitution Act of 1990.

INFORMATION FOR VICTIMS OF SEXUAL ASSAULT

1. If you are the victim of a sexual assault, there are many factors to consider at a time when you feel least capable of making decisions. It is important to remain calm. Although it may seem like a further intrusion, some decisions need to be made which will help you regain some control of your life. You have a choice as to whether you want to report the incident to your command (**Unrestricted reporting**) or **not** to inform your command (**Restricted reporting**). Under "Unrestricted" reporting, you will use current reporting channels (i.e. chain of command, command SAVI POC or advocate, law enforcement, and Regional Sexual Assault Response Coordinator (SARC)). The "restricted" reporting option permits you to disclose a sexual assault to the command SAVI POC, SAVI Advocate, the regional SARC (757) 462-7563, a Healthcare Provider, or a chaplain without contacting your command or NCIS. The following will help you immediately after an assault.

a. If exposed to the elements, wrap yourself in something warm such as a blanket or coat.

b. Once you're safe, get help immediately.

(1) The single most important action is to contact either, the Command SAVI POC, SAVI Advocate, SARC, or a licensed Healthcare Provider, as soon as there is no longer a threat to your safety. This gives you a choice whether to make a restricted or unrestricted report. Reporting this crime to an individual not mentioned above, will initiate an unrestricted report, taking the decision out of your hands.

(2) The command SAVI POC's number is: **LT Emily Dover** (757)353-0210 during normal working hours and after hours. The command SAVI advocates: NCC O'Kelly (202)438-0540

(3) The Chaplain's Office number: (301) 295-1510 Bethesda Naval Hospital, (202) 433-2275 Anacostia, (757) 444-7361 Chaplain's Center Norfolk during normal working hours or contact the base quarterdeck at command at (301) 295-4611 Bethesda, (757)438-3822 Norfolk after working hours, to request the duty Chaplain. Even if you choose to talk to a Chaplain, you still have the option to report the incident restricted or unrestricted. The Chaplain will refer you to a SARC or SAVI Advocate, to aid you in making your choice of reporting preferences.

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(4) If you want help from outside of the military, contact RESPONSE Norfolk (Sexual Assault Support Services in Hampton Roads on the Southside): (757) 622-4300 or The Center for Sexual Assault Survivors Peninsula: (757) 599-9844 or 1-800-838-8328 (24-hour hotline).

c. Whether you decide to report the incident unrestricted or restricted, always try and **PRESERVE THE EVIDENCE**. Although you may want to, **DO NOT** shower, bathe, brush/comb your hair, douche, change clothes, eat/drink, brush or rinse your teeth, or put on makeup. Forensic evidence can be collected for both types of reports. Report the incident to a trained Command SAVI representative and let them know what happened. A confidential collection of forensic evidence for restricted reporting may be collected and kept on file for one year. Your regional SARIC will then notify you 30 days prior to the end of that year, to afford you the last opportunity to change to unrestricted reporting, if you desire, before the evidence is destroyed.

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**CDO CHECKLIST FOR
SEXUAL ASSAULT VICTIMS**

1. If you receive a call concerning a sexual assault, do not ask for identifying information, immediately:

a. **CONTACT a trained Command SAVI representative!** The SAVI trained representative is responsible for exploring, reporting options and will take the necessary action.

b. If the victim desires to report the incident **unrestricted**, the trained Command SAVI representative will notify you and let you know what your responsibilities will be. As per reference (a), the Navy requires a command to forward an initial SITREP within 24 hours of the incident using the format in reference (c). The SAVI trained representative, with the help of a admin duty personnel, will be responsible for filling out the SITREP.

c. If a victim unintentionally makes an unrestricted report of sexual assault, the command and NCIS will be notified, however, nothing in DOD nor Navy confidentiality policy requires the victim to participate in any criminal investigation that might be initiated.

d. Remember the victim has certain rights as listed below. In working with victims of sexual assault, discretion and sensitivity is always paramount.

CRIME VICTIM'S BILL OF RIGHTS 1990

1. A CRIME VICTIM HAS THE FOLLOWING RIGHTS:

a. The right to be treated with fairness and with respect for his/her dignity and privacy.

b. The right to be reasonably protected from the accused offender.

c. The right to be notified of court proceedings.

d. The right to be present at all public court proceedings related to the offense, unless the court determines that his/her testimony would be materially affected if the victim heard other testimony at the trial.

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e. The right to confer with the attorney for the Government in the case.

f. The right to restitution.

g. The right to information about the conviction, sentencing, imprisonment, and release of the offender.

Taken from: Victims' Right and Restitution Act of 1990.

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VICTIM REPORTING PREFERENCE STATEMENT <small>(Please read Privacy Act Statement before completing this form.)</small>	
1. REPORTING PROCESS AND OPTIONS DISCUSSED WITH THE VA OR SARC	
a. I (Full name) _____ had the opportunity to talk with a Victim Advocate (VA) _____ or a Sexual Assault Response Coordinator (SARC) _____ before selecting a reporting option.	
b. UNRESTRICTED REPORTING - REPORTING A CRIME WHICH IS INVESTIGATED.	
INITIALS _____	I understand that law enforcement and my command will be notified that I am a victim of sexual assault and an investigation will be started. I understand I can receive medical treatment, advocacy services, and counseling, and an optional sexual assault forensic examination to collect evidence if indicated. The full range of victim protection actions may be available to me, such as being separated from the offender(s) or receiving a military protective order against the offender. Any misconduct on my part may be punished, but at the discretion of the commander may be delayed until after the sexual assault charge(s) is resolved.
c. RESTRICTED REPORTING - CONFIDENTIALLY REPORTING A CRIME WHICH IS NOT INVESTIGATED.	
(1) I understand that I can confidentially receive medical treatment, advocacy services, and counseling, and an optional sexual assault forensic exam to collect evidence if needed, but law enforcement and my command will NOT be notified. My report will NOT trigger an investigation, therefore, no action will be taken against the offender(s) as the result of my report.	
(2) I understand that there are exceptions to "Restricted Reporting" (see back). If an exception applies, limited details of my assault may be revealed to satisfy the exception.	
(3) I understand that if I have not made an "Unrestricted Report" within 1 year of any evidence collected, it will be destroyed and no longer available for any future investigation or prosecution efforts.	
(4) I understand that all state laws, local laws or international agreements that may limit some or all of DoD's restricted reporting protections have been explained to me. In _____, medical authorities must report the sexual assault to _____	
(5) I understand that the SARC will provide information that does not reveal my identity, nor that of my offender, to the responsible senior commander within 24 hours of my "Rescinded Report" or within 48 hours if at a deployed location and extenuating circumstances apply. This information is required for the purposes of public safety and command responsibility.	
(6) I understand that by choosing "Restricted Reporting" the full range of victim protection actions may not be available, such as being separated from the offender(s) or receiving a military protective order against the offender(s).	
(7) I understand that if I talk about my sexual assault to anyone other than those under the "Restricted Reporting" option (SARC, sexual assault victim advocate, or healthcare providers), and chaplains, it may be reported to my command and law enforcement which could lead to an investigation.	
(8) I understand that I may change my mind and report this offense at a later time as an "Unrestricted Report," and law enforcement and my command will be notified. Delayed reporting may limit the ability to prosecute the offender(s). If the case goes to court, my victim advocate and others providing care may be called to testify about any information I shared with them.	
(9) I understand that if I do not choose a reporting option at this time, my commander and investigators will be notified.	
PRIVACY ACT STATEMENT	
AUTHORITY: Section 301 of Title 5, United States Code, and Chapter 55 of Title 10, United States Code	
PRINCIPAL PURPOSE(S): Information on this form will be used to document elements of the sexual assault response and/or reporting process and comply with the procedures set up to effectively manage the sexual assault prevention and response program.	
ROUTINE USE(S): None	
DISCLOSURE: Completion of this form is voluntary, however, failure to complete this form with the information requested impedes the effective management of care and support required by the procedures of the sexual assault prevention and response program.	

DD FORM 2910, JUN 2006

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<p>2. CHOOSE A REPORTING OPTION (initial):</p> <p>a. Unrestricted Report. I elect Unrestricted Reporting and have decided to report that I am a victim of sexual assault to my command, law enforcement, or other military authorities for investigation of this crime.</p> <p>b. Restricted Report. I elect Restricted Reporting and have decided to confidentially report that I am a victim of sexual assault. My command will NOT be provided with information about my identity. Law enforcement or other military authorities will NOT be notified unless one of the exceptions applies. I understand the information I provide will NOT start an investigation or be used to punish an offender.</p>	
<p>3. RESTRICTED REPORT CASE NUMBER (if applicable)</p>	
<p>4 a. SIGNATURE OF VICTIM</p>	<p>b. DATE (YYYYMMDD)</p>
<p>5 a. SIGNATURE OF SARC/VICTIM ADVOCATE</p>	<p>b. DATE (YYYYMMDD)</p>
<p>6. I have reconsidered my previous selection of "Restricted Reporting," and I would like to make an "Unrestricted Report" of my sexual assault to authorities for a possible investigation.</p>	
<p>c. SIGNATURE OF VICTIM</p>	<p>b. DATE (YYYYMMDD)</p>
<p>d. SIGNATURE OF SARC/VICTIM ADVOCATE</p>	<p>d. DATE (YYYYMMDD)</p>
<p align="center">EXCEPTIONS TO "RESTRICTED REPORTING"</p> <p>In cases in which members elect restricted reporting, a disclosure of covered communications is authorized to the following persons or organizations when disclosure would be for the following reasons:</p> <ol style="list-style-type: none"> 1. Command officials or law enforcement when authorized by the victim in writing. 2. Command officials or law enforcement to prevent or lessen a serious and imminent threat to the health or safety of the victim or another person. 3. Disability Retirement Boards and officials when required for fitness for duty for disability retirement determinations. Disclosure is limited to only that information necessary to process the disability retirement determination. 4. SARC, victim advocates or healthcare provider when required for the direct supervision of victim services. 5. Military or civilian courts when ordered, or if disclosure is required by Federal or state statute. <p>SARC, victim advocates and healthcare providers will first consult with the servicing legal office to determine whether the criteria of any of the above exceptions apply, and whether they have a duty to comply by disclosing the information.</p>	

DD FORM 2910 (BACK), JUN 2006

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RESTRICTED REPORT INCIDENT DATA FORM

SAVI Victim Advocates will complete the following basic information regarding any restricted reports of sexual assault and forward the information to the installation SARC with the Victim Reporting Preference Statement. **ALL DATA ELEMENTS ON THIS FORM ARE REQUIRED.**

NOTE: SAVI Victim Advocates should never ask the victim for details about the sexual assault and should only record the type of sexual assault if this is spontaneously volunteered by the victim.

1. Date of Incident: _____
2. Date of Report: _____
3. Location of Incident: (on base, off base, aboard ship - at sea; aboard ship - in port): _____
4. Gender of Victim: _____
5. Age of Victim: _____
6. Victim's Branch of Service: (USA, USN, USMC, USAF, USCG):

7. Status of Victim (Active Duty, Guard, Reserve):

8. Victim's Command: _____
9. Was the alleged offender Active Duty? (Yes, No, Unknown):

10. Alleged Offender's Branch of Service: (USA, USN, USMC, USAF, Unknown, N/A): _____
11. Alleged Offender's Command (if active duty):

12. Type of Sexual Assault (Rape, Sodomy, Indecent Assault, Attempted Sexual Assault, Unknown): _____
13. Has the victim accepted ongoing victim advocacy services? (Yes, No): _____

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14. Other referrals made: (check all that apply):

Medical:

Military: _____ Civilian: _____ Other (specify):

Counseling:

Military: _____ Civilian: _____

15. Forensic Evidence Collection Number:

_____ (note if N/A)