



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, D.C. 20301-4000

10 JUN 2019

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE

SUBJECT: Procedures to Implement the "Catch a Serial Offender" Program

Section 543 of the Carl Levin and Howard P. "Buck" McKeon National Defense Authorization Act for FY 2015 (Public Law 113-291), required the Secretary of Defense to develop a plan that would allow a Restricted Reporting adult victim to disclose suspect or incident information for the purpose of identifying individuals suspected of perpetrating multiple sexual assaults. In response to this requirement, the Department developed the "Catch a Serial Offender" (CATCH) Program and designated the Department of the Navy as the Executive Agent for the development of the system to catalogue and centralize all victim entries into the CATCH Program. The Naval Criminal Investigative Service (NCIS) developed the CATCH system. Attached are the procedures to be utilized to fully operationalize the CATCH Program. Additional resources such as the "CATCH Program Victim Info Sheet" and "Sexual Assault Response Coordinator CATCH Program Talking Points" will be located on the www.sapr.mil website operated by the DoD Sexual Assault Prevention and Response Office (SAPRO).

Participation in the CATCH Program is voluntary for adult sexual assault victims, and victims may decline to participate in the CATCH Program at any stage, even after being informed that there was a potential "match" in the CATCH system. There shall be no adverse consequences to victims, if they do not agree to participate or they choose to opt out of the CATCH Program after being contacted with information of a potential "match." Any intimate partner sexual assault cases will be governed by guidance from the Family Advocacy Program.

The CATCH entry will remain active for a total of 10 years. Consequently, all Title 10 Sexual Assault Forensic Examination (SAFE) Kits with a Restricted Reporting Case Number must now be retained for at least 10 years, in order to avoid the unintended destruction of a Restricted SAFE Kit corresponding to a CATCH entry.

Victims who are eligible to participate in the CATCH Program are adult sexual assault victims who have filed a Restricted Report. This includes current Service members (including Military Service Academy cadets and midshipmen) and their adult dependents who file or have filed a Restricted Report, and also former Service members and their adult dependents who have filed a Restricted Report.

The CATCH Program is expected to be fully operational on July 31, 2019. These procedures will be in place for the first 2 years of the CATCH Program. Each Service will assign military criminal investigative organization (MCIO) investigators/analysts to the "MCIO

CATCH Program Team” to run inquiries against the CATCH system on a regular basis. The National Guard Bureau (NGB) will also assign a Point of Contact (POC) from the Office of Complex Investigations for investigative matters. In addition, each Service and NGB headquarters (HQ) will designate one “Sexual Assault Prevention and Response (SAPR) CATCH POC” to work closely with the MCIO CATCH Program Team and coordinate match notifications. When a potential “match” occurs, the Service SAPR HQs and NGB will determine the best contact solution based on the victim situation or location for contact. Personnel contacting victims must be certified by the Defense Sexual Assault Advocate Certification Program and have access to the Defense Sexual Assault Incident Database.

The Military Services and the NGB will ensure the widest dissemination of information announcing and explaining the CATCH Program. Personnel pivotal to the execution of the CATCH Program will receive specialized training on the attached procedures. Personnel include, but are not limited to, Sexual Assault Response Coordinators, SAPR Victim Advocates, MCIO investigators, Special Victims’ Counsel/Victims’ Legal Counsel, trial counsel, the “MCIO CATCH Program Team,” “SAPR CATCH Program POCs,” “CATCH Victim Contact POCs,” and all corresponding NGB POCs.

At the end of the first 2 years, the procedures will be reassessed and any proposed revisions will be submitted to me through the Director, DoD SAPRO. Revisions can always be made before the 2-year mark, if needed. DoD SAPRO and NCIS shall set and facilitate periodic conference calls among team members to discuss any emerging issues and review feedback obtained from the “SAPR CATCH POCs” and “CATCH Victim Contact POCs” regarding the victim notification after the potential match. Elimination of sexual assault in our ranks remains a top priority and I am encouraged that the CATCH Program will assist us in holding more offenders appropriately accountable. I appreciate all your efforts to roll out this new program.



James N. Stewart

Assistant Secretary of Defense for Manpower
and Reserve Affairs, Performing the Duties
of the Under Secretary of Defense for
Personnel and Readiness

Attachment:
As stated

cc:
Chairman of the Joint Chiefs of Staff
Chiefs of the Military Services
Commandant of the Coast Guard

PROCEDURES FOR THE CATCH A SERIAL OFFENDER (CATCH) PROGRAM

The Department of Defense (DoD) Sexual Assault Prevention and Response Office (SAPRO) Website Resources for Sexual Assault Response Coordinators (SARCs):
Visit the DoD SAPRO website at www.sapr.mil and select "CATCH Program" on the homepage to access:

- "CATCH Program Victim Info Sheet": one-pager providing information on program details.
- "CATCH Program Talking Points for SARCs": To assist a SARC when a victim is deciding on whether to submit an entry into the CATCH Program, and to assist a "CATCH Victim Contact POC" when there has been a potential "match" in the CATCH system.
- CATCH User Guide provided by the Naval Criminal Investigative Service (NCIS): Instructions for SARCs to access the CATCH Program website to obtain a Username and Password for Restricted Reporting victims who wish to submit an entry.
- List of CATCH questions to submit an entry into the CATCH Program.
- These "Procedures for the Catch a Serial Offender (CATCH) Program".

CATCH Program email & website addresses:

- Email address for SARCs to send emails with general questions about the CATCH Program (not IT related):
CATCHinformation@ncis.navy.mil
- 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> (When the SARC prints out the victim's Username and Password, this website address will also appear.)

CATCH Website IT Support for SARCs – not intended for victims, because it may be answered by law enforcement and could compromise a Restricted Report:

- NCIS IT support at 571-305-9999, option 2

General Background:

WARNING: The CATCH Program is a law enforcement program with an investigation purpose. SARCS can only notify the Restricted Reporting victim of the opportunity to enter the CATCH Program. SARCs shall only use the "CATCH Program Talking Points for SARCs" to explain 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/Victims' Legal Counsel (SVC/VLC). SARCs cannot encourage victims to take part in the CATCH Program because then the SARCs would be taking on "investigation functions." If the SARC is seen as taking on "investigation functions," this is outside the scope of "advocacy". The SARC is also possibly violating the Defense Sexual Assault Advocate Certification Program (D-SAACP) Code of Ethics.

The CATCH Program allows an adult sexual assault victim who files a Restricted Report to submit an entry into the CATCH website containing suspect or incident information for the purpose of identifying individuals suspected of perpetrating multiple sexual assaults. At the time of filling out the DD Form 2910, "Victim Reporting Preference Statement," the SARC and the Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA) will advise every Restricted Reporting 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" in the CATCH system. There shall be no adverse consequences for the victim, if the victim does not agree to participate or if a victim opts out of CATCH Program after being contacted with information of a potential "match." Any intimate partner sexual assault cases will be governed by guidance from the Family Advocacy Program.

The Safety Exception to Restricted Reporting outlined in Department of Defense Instruction (DoDI) 6495.02, "Sexual Assault Prevention and Response Program Procedures," may apply based on the specific circumstances of each case. If the DoDI Safety Exception applies when a victim initially wishes to file a Restricted Report, that victim can only file an Unrestricted Report, and is thus ineligible for the CATCH Program. Victim entry into the CATCH Program will not, in itself, 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. 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, in accordance with existing SAPR policy. If the Safety Exception does apply and the case converts to Unrestricted, the CATCH entry shall be designated as Unrestricted in the CATCH website by the "CATCH Victim Contact POC."

Only Rape, Sexual Assault, Aggravated Sexual Contact, Abusive Sexual Contact, Rape of a Child, Sexual Assault of a Child, and Attempts of 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 will also be included. The CATCH database will be compared against other law enforcement databases that collect data on the crimes noted. CATCH will not 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 with a Restricted Reporting Case Number will now be retained for at least 10 years.

Victims who are eligible to participate in the CATCH Program are adult sexual assault victims who have filed a Restricted Report. This includes current Service members (Military Service Academy cadets and midshipmen) and their adult dependents, who file or have filed a

Restricted Report, and also former Service members and their adult dependents, who have filed a Restricted Report.

The Services and the National Guard Bureau (NGB) will establish their own procedures to determine eligibility for services, if any, for CATCH victims (and their adult dependents) no longer on Title 10 orders.

Required assignment:

- Each Service will assign military criminal investigative organization (MCIO) investigators/analysts to the “**MCIO CATCH Program Team**” to run persistent inquiries against the CATCH system. The National Guard will also assign a Point of Contact (POC).
- Each Service and NGB headquarters (HQ) office that administers the SAPR program will designate one “**SAPR CATCH Program POC**” to work closely with the “MCIO CATCH Program Team” and coordinates match notifications. The SAPR CATCH Program POC will also be responsible for consolidating feedback on a variety of program aspects from the CATCH Victim Contact POCs, described below. The SAPR CATCH Program POC does not necessarily have to work at a Service or NGB HQs.
- For potential matches, the Service HQs and NGB SAPR offices will determine the best contact solution for the victim situation and location for contact. Personnel contacting victims, CATCH Victim Contact POCs, must be D-SAACP certified, have access to the Defense Sexual Assault Incident Database (DSAID), and have a responsibility to up channel general information about the notification and interaction with victims in the CATCH program to the SAPR CATCH Program POC.

Procedures will be reassessed after Year 2, or sooner if circumstances warrant. Periodic conference calls among team members will be conducted at a schedule to be determined (facilitated by DoD SAPRO and NCIS), to discuss any emerging issues and to obtain feedback from the “**SAPR CATCH Program POCs**” regarding the victim notification after the potential match. DoD SAPRO and NCIS will provide sufficient notification to Service HQs and NGB SAPR offices so that they can have their SAPR CATCH Program POC collect feedback from the “**CATCH Victim Contact POCs**”. Feedback to be address shall include, but may not be limited to:



- Challenges associated with contacting victims
- Overall tone of victims’ reaction to being contacted for the CATCH program
- Types of questions posed by victims subject to being notified
- How many victims mentioned being represented by an SVC/VLC
- Types of referrals made
- Any other recommendations for process improvement

| # | STEPS | EXPLANATION |
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| 1. | Victim files a Restricted Report with SARC/SAPR VA | <p>a) When working with a sexual assault victim wishing to file a Restricted Report, the SARC/SAPR VA will notify the victim of the CATCH Program using the “CATCH Program Talking Points for SARCs” (available on www.sapr.mil).</p> <p>b) The “CATCH Program Victim Info Sheet” (available on www.sapr.mil) is given to the victim.</p> <ul style="list-style-type: none"> • SARC/SAPR VAs cannot encourage/discourage victims to enter the CATCH Program – outside of the scope of advocacy. • 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 Restricted 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. <p>c) Victim initials the DD Form 2910 that he or she has been notified of CATCH.</p> <p>d) If a victim has any follow-up questions about the investigation or legal process, the SARC/SAPR VA can provide the victim a referral to a SVC/VLC.</p> |
| 2. | Victim wants to participate in CATCH | <p>a) The victim checks the box in the DD Form 2910 indicating that the victim elected to participate in the CATCH Program.</p> <p>b) Victim is asked for contact information (numbers/emails) for potential future CATCH notification, which is included in the DD Form 2910.</p> <p>c) SARC will inform the victim of his or her right to speak with a SVC/VLC regarding any future legal questions he or she may have.</p> <p>d) The SARC¹ will access the CATCH website and input the DSAID Case Number to generate a one-time-use Username and Password that expire in 10 calendar days. The Username and Password are activated on first use and are good for 24 hours. After 24 hours of first use they expire, so if the victim wants to input additional information, he or she will need to ask for a new Username and Password.</p> <ul style="list-style-type: none"> • 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. • If the victim has any legal questions about the CATCH entry, SARC will offer the victim a referral to the SVC/VLC regarding any legal questions he or she may have. |

¹ Access to the CATCH website will be restricted to SARCs or those SAPR Victim Advocates who are specifically authorized to use the Defense Sexual Assault Incident Database (DSAID).

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| | | <ul style="list-style-type: none"> All CATCH website questions are optional; the victim does not have to complete every field to submit a CATCH entry. <p>e) There is no capability to upload electronic photos in the CATCH website at this time, but victims can mail in hard copy suspect photos or other relevant photos.</p> <p>f) The SARC shall not permit the victim to complete the CATCH entry on the SARC computer, because the CATCH entry is for investigative purposes and, thus outside of the scope of advocacy. Moreover, the SARC shall not complete the CATCH entry or assist the victim in completing the CATCH entry.</p> <p>g) The SARC can provide the victim a copy of the website questions the victim will be asked when completing the CATCH entry. The SARC can go to the CATCH website (or the DoD SAPRO website) and obtain CATCH entry questions by printing a blank hard copy watermarked form (“CATCH a Serial Offender Program Incident Details”) for the victim. See sample form at the end of these procedures.</p> |
| 3. | CATCH Website instructions to generate “Username” and “Password” | <p>a) For SARCs to obtain the CATCH Username and Password for the victim: https://catch.ncis.navy.mil</p> <ul style="list-style-type: none"> 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 DSAID case number is not in the CATCH system, then go to “Add a New Report”. Once “Add a New Report” has been selected, then input the DSAID case number, which then gives the SARC a record. Once a record is created the SARC has the option to select “Log On” to obtain the “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. <p>b) For victims to access the CATCH website:</p> <ul style="list-style-type: none"> https://profile.ncis.navy.mil (When the SARC prints out the victim’s Username and Password, this website address will also appear.) <p>c) Timeframes for victims to make an entry:</p> <ul style="list-style-type: none"> The Username and Password will expire after first use or in <u>10 calendar days</u> from the day it was issued. |

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| | | <ul style="list-style-type: none"> Once the victim first uses the Username and Password to log on, he or she will be able to log in again during the first <u>24 hours</u>, after which the Username and Password will expire and he or she cannot use them to log on another time. During that 24-hour timeframe the victim can log on a <u>total of three times</u>. Once the victim logs on, the system will lock him or her out if it remains idle for <u>15 minutes</u> and the information will not be automatically saved. The SARC will print out pocket card with all the timeframes, available at the DoD SAPRO website at www.sapr.mil. To save information, the victim must go through all the screens, go to a final page where he or she reviews his or her entries, and then selects "Submit Report". The victim only actually needs to complete one field to be able to submit a report. |
| 4. | Technical issues accessing the CATCH website | <p>IT Help for SARCs: If the SARC has technical difficulties getting into the CATCH website to generate a password, the SARC calls NCIS IT support at 571-305-9999, option 2. 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 or Password. There may be a delay in getting a new Username and Password.</p> <ul style="list-style-type: none"> There is no IT help "call number" for victims, because it may be answered by law enforcement and could compromise a Restricted Report. |
| 5. | If victim wants to mail a hard-copy CATCH form, instead of accessing the CATCH website | <p>a) The SARC will generate a hard copy form ("CATCH a Serial Offender Program Incident Details") from the CATCH website with a "Victim Reference Number" so it cannot be duplicated, and which will serve as a "code" indicating when the form was created.</p> <p>b) The SARC will provide the victim the address of the CATCH Program HQ that the SARC will get from the CATCH website so that the victim herself/himself can mail the CATCH form.</p> <ul style="list-style-type: none"> The SARC <u>cannot</u> mail the form for the victim, because the CATCH entry is for investigative purposes only and thus, outside of the scope of advocacy. |
| 6. | Timeframe for entering CATCH Program | 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, as long as the report remains Restricted. |
| 7. | If victim wants to edit the previously-submitted CATCH entry | <p>If victim wants to edit the previously-submitted CATCH entry, the victim will contact their SARC, who will generate <u>another new Username and Password</u> that will expire in <u>10 calendar days</u>.</p> <ul style="list-style-type: none"> If the victim has PCS'd and requested their DSAID case be transferred with them, the gaining SARC will annotate the new DSAID case number on the DD Form 2910. |

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| | | <ul style="list-style-type: none"> 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. The DSAID case number will have to be updated in the CATCH system, as well. |
| 8. | If victim wants to opt out of CATCH Program altogether | <p>If victim wants to opt out of the CATCH Program:</p> <p>a) The victim will go see the local SARC in person and the SARC will make the annotation in the DD Form 2910.</p> <ul style="list-style-type: none"> 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. <p>b) Upon receipt of the victim's in-person or email request and the SARC's documentation in the DD Form 2910, the SARC will:</p> <ul style="list-style-type: none"> Go to the CATCH website and input the DSAID case number to access the victim's CATCH entry. Select "do not contact." The "MCIO CATCH Program Team" will see the notation on their side of the system. |
| 9. | Storage of CATCH DD Forms 2910 with victim's contact information | <p>a) The CATCH DD Form 2910 will be retained in accordance with Service regulations.</p> <p>b) Once the "DSAID File Locker" is fully operational, the CATCH-related Restricted DD Forms 2910 will be uploaded there for document retention.</p> |
| 10. | Running CATCH entries to identify potential matches | The "MCIO CATCH Program Team" will run "persistent" inquiries (at a minimum every 30 days) against the CATCH system to compare with other Restricted Reporting 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 Unrestricted Reporting investigations. |
| 11. | Victim's CATCH entry generates a potential "match" | <p>a) The "<u>MCIO CATCH Program Team</u>" determines the Service from which the submission originated and contacts the Service or NGB "<u>SAPR CATCH Program POC</u>" to inform them of the potential "match" and the corresponding DSAID Case Number.</p> <p style="text-align: center;"></p> <p>b) The Service or NGB "<u>SAPR CATCH Program POC</u>" has their designated "<u>CATCH Victim Contact POC</u>" (or NGB CATCH Victim Contact POC) inform the victim.</p> <p style="text-align: center;"></p> <p>c) The "<u>CATCH Victim Contact POC</u>" (or NGB CATCH Victim Contact POC) notifies the victim using the contact information on the DD Form 2910, which the victim provided.</p> |

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| | | <ul style="list-style-type: none"> • <i>The Department wants to respect the privacy of victims who elect to participate in the CATCH program.</i> • <i>Service and NGB CATCH Victim Contact POCs shall only employ the means of communication provided by the victim on the DD Form 2910.</i> • <i>Service and NGB CATCH Victim Contact POCs shall not use other means to contact 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.</i> |
| 12. | “CATCH Victim Contact POC” takes action on the “match” notification | <p>a) The “MCIO CATCH Program Team” provides the Service or NGB “SAPR CATCH Program POC” with the following information to provide the “CATCH Victim Contact POC” (or NGB CATCH Victim Contact POC):</p> <ol style="list-style-type: none"> 1. Whether there are other CATCH victims, besides the one that triggered the “match.” 2. Whether the “match” was triggered by an Unrestricted Report. <p>b) The “CATCH Victim Contact POC” will:</p> <ol style="list-style-type: none"> 1. Notify the victim (using the contact info on the DD Form 2910) of the potential “match” and ask if the victim wants to convert their case from Restricted to Unrestricted. 2. Tell the victim if the potential “match” is from other CATCH entries (information provided by the Service SAPR CATCH Program POC). 3. Tell the victim if the “match” was triggered by an Unrestricted Report (information provided by the Service SAPR CATCH Program POC). <p>c) The “CATCH Victim Contact POC” will have no information as to the nature of the offenses that triggered the “match” and cannot answer any additional questions.</p> <p>d) The “CATCH Victim Contact POC” will not have information on whether the victim is still in the Service. When notified, the victim can accept or decline.</p> <ul style="list-style-type: none"> • The Services and NGB will establish their own procedures to determine eligibility for services, if any, for CATCH victims (or their adult dependents) no longer on Title 10 orders. <p>e) The “CATCH Victim Contact POC” will make <u>3 attempts in 30 calendar days</u> (from the CATCH “match”) to contact the victim and document the attempts in the DD Form 2910.</p> <ul style="list-style-type: none"> • If no contact is made after 30 calendar days, the “CATCH Victim Contact POC” will contact the “SAPR CATCH Program POC,” who in turn will notify the “MCIO CATCH Program Team” that no contact has been made. • The “MCIO CATCH Program Team” will document that the “CATCH Victim Contact POC” was unable to make contact with the victim in the “Notes” section of the victim’s CATCH |

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| | | <p>entry. The CATCH entry will remain confidential as a Restricted Report.</p> <p>f) If victim contact is made, the victim will be given <u>30 calendar days</u> to decide whether to convert to Unrestricted.</p> <ul style="list-style-type: none"> • During that time, if the victim has questions, the “CATCH Victim Contact POC” will offer a referral to an SVC/VLC. • If the victim does not avail themselves of the SVC/VLC to answer questions, then the victim has to make the decision on the limited information that the “CATCH Victim Contact POC” has provided. <p>g) If at the end of the 30 calendar days the victim has not contacted the “CATCH Victim Contact POC”:</p> <ul style="list-style-type: none"> • The “CATCH Victim Contact POC” will contact the victim to ask whether they have made a decision. • If the “CATCH Victim Contact POC” is not successful in contacting the victim, then the default is that the report remains Restricted and the victim’s CATCH entry remains active in the CATCH system. • Please note that a victim can convert after the 30 days if they so choose. The 30-day timeframe was selected as a way to track the case, not as a restrictive timeframe. |
| 13. | <u>If the victim wishes to retain their Restricted Report</u> | <p>a) The victim will be asked by the “CATCH Victim Contact POC” if she or he wants to remain in the CATCH Program and potentially be contacted again.</p> <p>b) The “CATCH Victim Contact POC” will notify the “SAPR CATCH Program POC”, who will then in turn notify the “MCIO CATCH Program Team” with:</p> <ul style="list-style-type: none"> • The notice that the victim does <u>not</u> want to convert to Unrestricted, and • Whether the victim wants to continue participating in the CATCH Program <p>c) If the victim declines to change the status of their Restricted Report:</p> <ul style="list-style-type: none"> • The decision will be annotated on DD Form 2910 by the “CATCH Victim Contact POC.” The “CATCH Victim Contact POC” will notify the “SAPR CATCH Program POC”, who will then in turn notify the “MCIO CATCH Program Team.” • Annotation will also be made by the “MCIO CATCH Program Team” in the “Notes” section of the CATCH entry. <p>d) If the victim no longer wants to participate in the CATCH Program and wants to “opt out”:</p> <ul style="list-style-type: none"> • The victim will contact the “CATCH Victim Contact POC” or go see a local SARC (if the respective Service determines the local SARC will not service as the CATCH Victim Contact POC) in person to make the annotation in the DD Form 2910. |

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| | | <ul style="list-style-type: none"> ○ 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 DD Form 2910. ● The "CATCH Victim Contact 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. |
| 14. | <p><u>If the victim wants to convert to Unrestricted</u></p> <p>1. If the victim has PCS'd and requested their DSAID case be transferred with them, the gaining SARC will annotate the new DSAID case number on the DD Form 2910.</p> <p>2. To reopen a closed DSAID case, the SARC must request their "DSAID Service Program Manager" reopen and provide the DSAID case number</p> | <p>a) The "CATCH Victim Contact POC" ensures that the DD Form 2910 is annotated to reflect the conversion to Unrestricted, in accordance with existing policy for case conversions, and provides the victim with all the DD Form 2910 notifications for Unrestricted cases. The victim will have to sign the DD Form 2910 to confirm the conversion to Unrestricted.</p> <ul style="list-style-type: none"> ● The "CATCH Victim Contact POC"² will <u>either</u>: <ul style="list-style-type: none"> ○ Meet with the victim in person to have the victim sign the DD Form 2910 <u>and then refer</u> the victim to a SARC at the same location as the victim, <u>or</u> ○ 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 "CATCH Victim Contact POC" 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 "CATCH Victim Contact POC"³ will transfer the case to a local SARC, if it wasn't already transferred for the purpose of signing the DD Form 2910. ● The local SARC will follow the established procedures in place for when a victim converts from Restricted to Unrestricted. ● The local SARC will follow the established procedures for commander notifications of Unrestricted cases, but in addition |

² The designated "CATCH Victim Program POC" may already be the local SARC, in which case, no referral is necessary.

³ The designated "CATCH Victim Program POC" may already be the local SARC, in which case, no transfer is necessary.

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| | | <p>will notify the commander that this is a CATCH conversion case.</p> <ul style="list-style-type: none"> • Under established procedures the commander will immediately notify the MCIO and will also notify the MCIO that this is a CATCH conversion case. <p>b) <i>IMPORTANT: The CATCH website requires the “CATCH Victim Contact POC” to go back in and indicate that the case has been converted to Unrestricted in the CATCH website. It is not enough that “CATCH Victim Contact POC” indicate the conversion in DSAID; the “CATCH Victim Contact POC” must in this specific order:</i></p> <ol style="list-style-type: none"> 1. <i>In DSAID: After converting the case in DSAID to Unrestricted, get the Unrestricted DSAID Case Number.</i> 2. <i>In the CATCH website: Go to “Add DSAID” in the CATCH website and insert the Unrestricted Case Number into CATCH website entry.</i> 3. <i>In the CATCH website: Go on the CATCH website under “Add UR” and indicate the conversion to Unrestricted, for the MCIOs to be able to access this information.</i> 4. <i>IMPORTANT: Don’t go to “Add UR” first (instead of going to “Add DSAID” first) or the system will be locked and you won’t be able to input the Unrestricted DSAID case number.</i> <p>c) Once the conversion is made <i>by the “Victim Contact POC”</i> in the CATCH website, the “SAPR CATCH Program POC” will notify the “MCIO CATCH Program Team” that the victim converted to Unrestricted.</p> <p>d) The “MCIO CATCH Program Team” will annotate the victim’s CATCH submission with the conversion and issue a referral to the local MCIO with Unrestricted DSAID case number.</p> <p>e) The local SARC shall be informed by the “CATCH Victim Contact POC”⁴ or SAPR CATCH POC that the local MCIOs have been contacted and will be reaching out to the local SARC to inquire as to the Unrestricted case.</p> |
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⁴ The designated “CATCH Victim Program POC” may already be the local SARC.

CATCH A Serial Offender Program Incident Details

Please provide as much detail as you feel comfortable with releasing.

PRIVACY ACT STATEMENT

AUTHORITY: Section 543 of public law 113-291, the National Defense Authorization Act (NDAA); and System of Records Notice (SORN) N05580-2, Restricted Sexual Assault Serial Offender Database (CATCH).

PRINCIPAL PURPOSE(S): This information will be compared to other records of sexual assault including restricted and unrestricted reports for the purpose of detecting serial sexual offenders. Sources of other sexual assault reports could include investigative reports prepared by MCIOs, DON, Department of Defense (DoD), or other Federal state, local, tribal, or foreign law enforcement or investigative bodies. This information will not however be made a part of this system of records and no investigative information will be collected or stored under this system. If an alleged offender is suspected to have committed other sexual assaults, the victim providing the restricted information will be contacted and offered the opportunity to make an unrestricted report.

ROUTINE USE(S): The DoD Blanket Routine Uses do not apply. This is by law, a restricted database used exclusively to identify repeat or serial sexual assault offenders. It will be used for no other purpose.

DISCLOSURE: Voluntary. However, failure to provide the requested information may result in the inability to compare other records of restricted and unrestricted reports to detect serial sexual offenders.

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0703-XXXX, is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc.alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

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|--|--|--|--|---|--|--|--|
| 1a. Offender First Name: | | 1b. Offender Last Name: | | 2. Rank/Grade: | | 3. Unit: | |
| 4. Gender: | | 5. Race: | | 6. Email Address: | | 7. Phone #: | |
| 8. Alias/Nickname/Social Media Name: | | 9. Approx Age: | | 10. Height: Ft: In: | | 11. Weight: | |
| 12. Eye Color: | | 13. Hair Color: | | 14. Facial Hair: | | 15. Skin Tone: | |
| 16. Complexion: | | 17. Visible Scars, Marks, Tattoos: | | 18. Juvenile: <input type="checkbox"/> Yes <input type="checkbox"/> No | | 19. Service Member (Select One): <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Navy <input type="checkbox"/> USMC <input type="checkbox"/> CIV <input type="checkbox"/> Unknown | |
| 20. Time of Incident: | | 21. Date of Incident: a. Day b. Month c. Year | | 22. Incident Location (Barracks, Hotel Room, Residence, etc.): | | 23. Incident Address: | |
| a. Street: | | b. City: | | c. State: | | d. ZIP Code: | |
| e. Country: | | 24. Additional Details (use the back of the form if you need additional space): | | | | | |
| 25. Injuries to Offender (use the back of the form if you need additional space): | | | | | | | |
| 26. Contact With Offender (use the back of the form if you need additional space): | | | | | | | |
| 27. Vehicle Description: | | a. Year: | | b. Make: | | c. Model: | |
| d. Color: | | e. Vehicle Body Style: | | f. Lic. Plate State: | | g. Lic. Plate #: | |
| 28. Victim Reference Number: | | 29. SARC/VA Rank/Name: | | | | 30. SARC/VA Unit: | |
| 31. Type of Weapons/Force: | | 32. Type of Threats: | | 33. Use of Intoxicants: | | 34. Digital Media: | |
| <input type="checkbox"/> Blunt Object <input type="checkbox"/> Bodily Force (Hands, Fist, Feet, etc.) <input type="checkbox"/> Cutting Instrument <input type="checkbox"/> Explosives <input type="checkbox"/> Fire/Incendiary <input type="checkbox"/> Handgun <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Knife <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Strangulation <input type="checkbox"/> Unknown | | <input type="checkbox"/> Physical <input type="checkbox"/> Verbal <input type="checkbox"/> Unknown <input type="checkbox"/> None | | <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Unknown <input type="checkbox"/> None | |
| <input type="checkbox"/> Video <input type="checkbox"/> Photographs <input type="checkbox"/> Unknown <input type="checkbox"/> None | | 35. Additional Details (i.e., Items taken, verbal threats made, etc.): | | | | | |