



Privacy Impact Assessment

for the

Defense Sexual Assault Incident Database (DSAID)

DHS Reference No. DHS/USCG/PIA-028(a)

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**Homeland
Security**



Abstract

The Department of Defense (DoD) owns and operates the Defense Sexual Assault Incident Database (DSAID) system, which serves as a centralized, case-level database for military sexual assault reports. DSAID is a case management and business management tool that contains information provided by all military services and provides information that can be used to build metrics and track cases from start to conclusion. The DSAID system collects and maintains personally identifiable information (PII) about United States Coast Guard (USCG) personnel and other individuals involved in cases. USCG is updating this Privacy Impact Assessment (PIA) because DSAID now collects and maintains personally identifiable information (PII) about USCG civilian personnel.

Overview

Section 563 of Public Law 110-417¹ requires DoD to create and use a single system for tracking reports of sexual assault. DSAID is the system adopted by DoD.² Although the requirement to create a specific database applies only to DoD, the USCG provides information to DoD for inclusion in the DoD Annual Report on Sexual Assault in the Armed Forces, and the USCG has its own legal requirement for a service-specific annual report on sexual assault.³ Thus, the use of DSAID to track reports of sexual assault in the USCG was necessary in order to ensure that the USCG was tracking the same information about sexual assaults and in the same way as the other Armed Forces.

Additionally, the John Warner National Defense Authorization Act, Section 532 of Public Law 109-364,⁴ requires an annual report on the effectiveness of the policies, training, and procedures of each Military Service Academy for sexual harassment and violence for Academy personnel. Federal law also requires DoD to provide Congress with an annual report on sexual assaults involving members of the Armed Forces. This report involves numerical data and statistics drawn from metrics identified in DoD's evaluation plan. It satisfies the Ike Skelton National Defense Authorization Act for Fiscal Year 2011, Public Law 111-383,⁵ requirement regarding improvement to the sexual assault prevention and the response program.

The USCG has long recognized the importance of a strong Sexual Assault Prevention, Response and Recovery (SAPRR) Program, and has taken direct actions, such as hiring a dedicated Program Manager and chartering a Task Force to examine sexual assault training, policy,

¹ See <https://www.gpo.gov/fdsys/pkg/PLAW-110publ417/html/PLAW-110publ417.htm>.

² For more information, please see Privacy Impact Assessment: (PIA) Defense Sexual Assault Incident Database (DSAID), available at [https://www.dhra.mil/Portals/52/Documents/Privacy/PIA/SAPRO%20-%20Defense%20Sexual%20Assault%20Incident%20Database%20\(DSAID\).pdf](https://www.dhra.mil/Portals/52/Documents/Privacy/PIA/SAPRO%20-%20Defense%20Sexual%20Assault%20Incident%20Database%20(DSAID).pdf).

³ Section 217 of Public Law 111-281. See <https://www.congress.gov/111/plaws/publ281/PLAW-111publ281.pdf>.

⁴ See <https://www.gpo.gov/fdsys/pkg/PLAW-109publ364/html/PLAW-109publ364.htm>.

⁵ See <https://www.gpo.gov/fdsys/pkg/PLAW-111publ383/html/PLAW-111publ383.htm>.



investigations, communications, and culture to address the problem. In January 2013, these efforts culminated with the Coast Guard's establishment of the Sexual Assault Prevention Council as a cross-directorate body comprised of shareholders in the SAPRR Program and processes.

The USCG SAPRR Program goal is to prevent sexual assault through efforts that influence the knowledge, skills, and behaviors of all members, and stop sexual assault before it occurs. The USCG has a duty to protect all members, and that includes a duty to eliminate sexual assault from the service, and ensure that if it does occur, to provide immediate victim support; a responsive and intimidation-free reporting environment; timely, professional investigations; and accountability for those who commit this crime or stand by and allow it to occur.

With the help of the SAPRR Program, the USCG seeks to eliminate sexual assault by implementing and sustaining comprehensive SAPRR strategies that focus on prevention, including awareness and cultural change.

Sexual Assault Response Coordinators (SARC) use DSAID as their primary case management tool for working with sexual assault victims. This database functions to assist in monitoring the services offered to care for victims, such as referrals for legal, clinical, or spiritual counseling. DSAID records information about the assault and provides information about the recovery efforts that the Sexual Assault Response Coordinators manage.

When notified of a sexual assault, the Sexual Assault Response Coordinator or Victim Advocate (VA) contacts the victim and arranges a meeting to explain the reporting process and reporting options to the victim. The victim is informed that he or she will be asked questions to establish a case and the information obtained will be placed in a database. The victim makes a reporting option selection (i.e., unrestricted,⁶ restricted⁷) and signs the Victim Reporting Preference Statement form (CG-6095). The Sexual Assault Response Coordinator will also document additional information from the victim on the DSAID Data Form (DD Form 2965). The Sexual Assault Response Coordinator will upload the CG-6095 into DSAID and transfer the information from DD Form 2965 into DSAID. DD Form 2965 is shredded after the information is

⁶ **Unrestricted Reporting** involves a service member or adult armed forces dependent who is sexually assaulted and desires medical treatment, counseling, and an official investigation of his or her allegation. He or she can report the matter using official reporting channels (e.g., duty watch stander, supervisor, the chain of command, local authorities). The Unrestricted Reporting option provides for an immediate formal investigation by trained criminal investigators, as well as the full range of protections to the victim including immediate transfer or relocation, an expedited transfer, and other police and command protective actions, if necessary. It is the only option that may lead to offenders/perpetrators being held accountable for their actions.

⁷ **Restricted Reporting** is a confidential report to authorized individuals (SARC, Victim Advocate, or Coast Guard/DoD health care provider) to receive advocacy, legal counsel, medical treatment, or counseling. This report does not trigger an official investigation or command notification. Exceptions to Restricted Reporting do exist and the option can be taken away for various situations, such as a safety risk. More information can be found in the Department of Defense Instruction DODI 6495.02 Sexual Assault Prevention and Response, *available at DoDI 6495.02, Volume 2, "Sexual Assault Prevention and Response: Program Procedures," Effective March 28, 2013, Incorporating Change 6 on November 10, 2021 (whs.mil)*.



entered into DSAID and CG-6095 is placed in a double-locked file in the applicable Sexual Assault Response Coordinator's office. The SAPRR Program Office (CG-114) has oversight of the Sexual Assault Response Coordinators' use of DSAID.⁸

Additionally, DSAID supports Sexual Assault Prevention and Response (SAPR) program management in all branches of military service and DoD Sexual Assault Prevention & Response Office oversight activities. DSAID serves as the DoD's SAPR source for internal and external requests for statistical data on sexual assault in accordance with Section 563 of Public Law 110-417. DSAID assists with annual and quarterly reporting requirements, identifying and managing trends, analyzing risk factors or problematic circumstances, and acting or planning to eliminate or mitigate risks. DSAID gives Sexual Assault Response Coordinators the enhanced ability to provide comprehensive and standardized victim case management. DSAID receives information from the military services' existing data systems or by direct entry by authorized military service personnel, such as USCG personnel.

DSAID contains unrestricted and restricted military sexual assault reports and includes safeguards to shield personally identifiable information from unauthorized disclosure. Unrestricted reports will be investigated by law enforcement, whereas restricted reports will not prompt an investigation and the report will be used only by a Sexual Assault Response Coordinator or a Victim Advocate. Criminal cases will not be opened by coordinators or advocates based on restricted reports. DSAID will not contain personally identifiable information of victims who make restricted reports.

Reason for the PIA Update

USCG is updating this Privacy Impact Assessment to reflect the expansion of SAPRR program services to include the collection of personally identifiable information from USCG civilian personnel. This affords civilian employees with the opportunity to meet with a Sexual Assault Response Coordinator or Victim Advocate to discuss reporting options and receive information and referrals. There have been no further updates to this Privacy Impact Assessment.

Privacy Impact Analysis

Authorities and Other Requirements

The authority for the collection of information by DSAID has not changed. The Coast Guard is authorized to collect this information and conduct this mission under Section 217 of Public Law 111-281; Section 532 of Public Law 109-364; Section 563 of Public Law 110-417; the

⁸ DSAID is not an investigative database. This system functions as a case management tool to monitor the care provided to assist victims; however, it is not part of the legal process. Only demographic information of the subject and outcome information is added when provided by Coast Guard Investigative Service (CGIS) and/or legal.



John Warner National Defense Authorization Act; and the Ike Skelton National Defense Authorization Act for Fiscal Year 2011, Public Law 111-383.

DHS/USCG-002 Employee Assistance Program (EAP) Records System of Records,⁹ which covers information collected to assist employees of USCG and, in certain instances, eligible dependents/individuals, in regard to sexual assault. This SORN is being updated to provide more clarity on the specific records collected.

DHS/ALL-020 Department of Homeland Security Internal Affairs Records System of Records,¹⁰ which covers information collected related to potential offenders/perpetrators of sexual assaults.

The Office of the Secretary of Defense (OSD) Nonsecure Internet Protocol Router (NIPR) OSD NIPRNet System Security Plan v1.8 has been completed. The current Authority to Operate (ATO) for DSAID expired March 17, 2022.

Characterization of the Information

DSAID is expanding its collection by including USCG civilian personnel, along with maintaining the following information from members of the general public, USCG active duty, retired, and reserve military personnel and their eligible dependents.¹¹

Victim Information for Unrestricted Reports

- Name;
- Defense Sexual Assault Incident Database (DSAID) control number (i.e., system-generated unique control number);
- Social Security number;
- Passport number;
- U.S. permanent residence card or foreign identification;
- Date of birth;
- Address;
- Phone number;
- Duty Station;

⁹ DHS/USCG-002 Employee Assistance Program Records, 79 FR 74736 (December 16, 2014).

¹⁰ DHS/ALL-020 Department of Homeland Security Internal Affairs, 79 FR 23361 (April 28, 2014).

¹¹ Eligible dependents are those 18 years or older. The sexual assault must not be a family advocacy case in which the parties involved are intimate partners and/or members within the same family.



- Age;
- Race;
- Ethnicity; and
- Rank/grade.

Alleged Perpetrator Information for Unrestricted Reports

- Name;
- Defense Sexual Assault Incident Database (DSAID) control number (i.e., system-generated unique control number);
- Social Security number;
- Passport number;
- U.S. permanent residence card or foreign identification;
- Date of birth;
- Address;
- Phone number;
- Duty Station;
- Age;
- Race;
- Ethnicity; and
- Rank/grade.

Victim Information for Restricted Reports

If a victim of a sexual assault involving a member of the Armed Forces makes a restricted report (i.e., a report that does not initiate an investigation) of sexual assault, no personally identifiable information for the victim or alleged perpetrator is maintained in DSAID. Any personally identifiable information collected is stored in a double-locked file and maintained at the local command.

Uses of the Information

There are no changes to the uses of information.



Notice

There are no changes to notice.

Data Retention by the Project

There are no changes to the records retention schedule approved by the National Archives and Records Administration. All DSAID records are cutoff at the end of the fiscal year, in which the sexual assault case is closed and destroyed 50 years after cutoff (AUTH: N1-330-08-07, Item 1).

Information Sharing

There are no changes to information sharing.

Redress

This update does not impact how access, redress, and correction may be sought through the USCG. There are no new risks associated with redress.

Auditing and Accountability

This update does not impact auditing and accountability. A memorandum of understanding has been completed between USCG and DoD. The memorandum was vetted through USCG legal and all terms agreed upon prior to USCG use of this system.

DoD Sexual Assault Prevention & Response Office and USCG DSAID program managers are responsible for approving information sharing agreements and memoranda of understanding and granting access to new users of the system. The DoD Sexual Assault Prevention & Response Office hosts a monthly Change Control Board to review any and all changes within this system. This board consists of representatives from all the uniformed services and regular review of the project occurs during these meetings. Any revised sharing agreement will be sent to the USCG Office of Privacy Management (CG-6P) for review.

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Approval Signature

Original, signed copy on file at the DHS Privacy Office.

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