

**JUDICIAL PROCEEDINGS PANEL  
REQUEST FOR INFORMATION SET # 6**

**111. (Update to RSP RFIs 50, 75, 132.) DoD and Services: Describe the selection criteria for assignment to the SVIP capability, to include required minimum experience, civilian education, grade/rank, training and certification:**

**a. Specially trained MCIO investigators**

<b>DoD</b>	<p>The DOD SVIP selection criteria for MCIO investigators, is found in paragraph 6, enclosure 2, DoDI 5505.18, “Investigation of Adult Sexual Assault in the Department of Defense,” (January 25, 2013, <i>incorporating change 2, June 18, 2015</i>), and in enclosure 2, DoDI 5505.19, “Establishment of Special Victim Investigation and Prosecution (SVIP) Capability within the Military Criminal Investigative Organizations (MCIOs),” (February 3, 2015, <i>incorporating Change 1, Effective September 4, 2015</i>). The DOD SVIP selection criteria for prosecutors/trial counsel, paralegals, and VWL/VWAP is found in attachment 2, DTM 14-003.</p> <p><b>ENCLOSURES:</b></p> <ol style="list-style-type: none"> <li>1. DoDI 5505.19, Establishment of Special Victim Investigation and Prosecution (SVIP) Capability within the Military Criminal Investigative Organizations (MCIOs)</li> <li>2. DTM 14-003, “DoD Implementation of Special Victim Capability (SVC) Prosecution and Legal Support”</li> </ol>
<b>USA</b>	<p>In addition to response to RSP RFI 50, 75 and 132 the Army provides the following update:</p> <p>CID: For CID agents to become selected for assignment to the SVIP capability, they must be fully accredited, have at least one year of investigative experience, be an agent in good standing, and complete the US Army Military Police School (USAMPS) Special Victim Unit Investigation Course (SVUIC). To be a senior certified investigator assigned to the SVIP capability, in addition to the above, the agent must complete the DoD Child Abuse Prevention, Intervention and Treatment (CAPIT) course (which includes child forensic interview training), the DoD Domestic Violence Intervention Training (DVIT), and USAMPS Advanced Crime Scene training.</p>
<b>USAF</b>	<p>Before being designated, all SVIP personnel are required to complete the SAPR training requirements listed in DODI 6495.02, Enclosure 10, including annual SAPR training and SAPR first responder training.</p> <p>SVIP AFOSI special agents must have a Bachelor’s Degree from an accredited college or university and at least one year of specialized experience as a GS-11-12 or above. Specialized experience is preferred and may be acquired as an AFOSI special agent. Additionally, investigators must have successfully graduated from the Federal Law Enforcement Training Center (FLETC) Criminal Investigators Training Program (CITP) and the United States Air Force Special Investigations Academy (USAFSIA). They must also have experience conducting sexual assault investigations. It is preferred that, before being employed as an SVIP investigator, the agent have completed the SCITP.</p> <p>AFOSI special agents must successfully complete an Applicant Suitability Investigation, including a criminal background check. They must also pass a drug test; the Air Force designates all SVIP positions as testing positions subject to random drug testing under</p>

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	the Air Force Civilian Drug Testing Program. Also, all agents must have a Top Secret security clearance and are subject to a one-year probationary period.
<b>USN</b>	All sexual assault offenses are investigated by NCIS Special Agents, investigators, or USMC active duty personnel assigned to NCIS as a Marine Special Agent. NCIS civilian Special Agents fall under the General Service job series 1811 and must have an accredited baccalaureate degree. NCIS Special Agents receive their initial training in the Criminal Investigator Training Program (CITP) at the Federal Law Enforcement Training Center (FLETC), followed by an NCIS-specific follow-on investigative training program, which includes sexual assault investigations training. In addition, all Special Agents and Supervisory Special Agents who may investigate or supervise sexual assault investigations must attend the NCIS Advanced Adult Sexual Assault Investigator Training Program (AASAITP).
<b>USMC</b>	Please see Navy response.
<b>USCG</b>	<p>CGIS's agent pool is a mixture of active duty military personnel, reserve military agents, and civilian agents. Minimum standards for each type of agent are as follows:</p> <ul style="list-style-type: none"> <li>• CGIS civilian special agents/investigators may be hired at the GS-7 through GS-14 level. A combination of education and law enforcement experience is considered during the hiring process. Minimum training attendance: <ul style="list-style-type: none"> <li>○ Criminal Investigator Training Program (CITP),</li> <li>○ Federal Law Enforcement Training Center (FLETC), Glynco, GA,</li> <li>○ Special Agent Basic Training Program (SABTP), FLETC, Glynco, GA, or its equivalent. SABTP initiated in 2009. Prior to that, CGIS agents received modules of specialized training, including Sexual Assault Deviant Behavior, Homicide, Interview/Interrogations and Crime Scene Investigations training.</li> <li>○ New CGIS agents are under a one year probationary period and during that time, work with more experienced agent(s), who report to Special Agents in Charge (SAC) and Assistant Special Agents in Charge (ASAC) to monitor the progress of those new agents.</li> </ul> </li> <li>• CGIS active duty military (full-time) agents. Must be at least E-6 (or E-7), not above the cut on the E-8 advancement list on the day of application and have at least 30 credits of education from an accredited college. Minimum training attendance: <ul style="list-style-type: none"> <li>○ Criminal Investigator Training Program (CITP),</li> <li>○ Federal Law Enforcement Training Center (FLETC), Glynco, GA</li> <li>○ Special Agent Basic Training Program (SABTP), FLETC, Glynco, GA, or its equivalent. SABTP initiated in 2009. Prior to that, CGIS agents received modules of specialized training, including Sexual Assault Deviant Behavior, Homicide, Interview/Interrogations and Crime Scene Investigations training.</li> <li>○ New CGIS agents are under a one year probationary period and during that time, work with more experienced agent(s), who report to Special Agents in Charge (SAC) and Assistant Special Agents in Charge (ASAC) to monitor the progress of those new agents.</li> </ul> </li> <li>• CGIS reserve military agents (CG reserves are all full-time law enforcement officers in Federal, State or local agencies). Minimum E-4 with CG reserves, able to complete a lateral transfer to the Investigator (IV) rating for their current rating; must present a complete résumé to the CGIS regional Special Agent in Charge for consideration of acceptance as CGIS agent. Minimum training attendance: <ul style="list-style-type: none"> <li>○ Agency-specific police academy</li> <li>○ CGIS Indoctrination Training Program (ITP), Yorktown, VA, or FLETC, Glynco,</li> </ul> </li> </ul>

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- New CGIS agents are under a one year probationary period and during that time, work with more experienced agent(s), who report to Special Agents in Charge (SAC) and Assistant Special Agents in Charge (ASAC) to monitor the progress of those new agents.

Supporting information for CITP, SABTP and ITP is as follows

- **Criminal Investigator Training Program (CITP):** The CITP provides basic and fundamental training in the techniques, concepts, and methodologies of conducting criminal investigations and is 56 days in length. Basic training includes lecture, laboratories, practical exercises, and tests that are used to ensure each trainee acquires all of the critical knowledge, skills and abilities required of new criminal investigators. Throughout the program, each trainee must participate as a member of a small task force team in a continuing case investigation. Interviewing of witnesses along with surveillance and undercover operations enable the students to develop a case, write and execute search and arrest warrants, write a criminal complaint, obtain an indictment, and testify in a courtroom hearing. Trainees are also mentored by Continuing Case Investigation Coordinators. Subjects in the training include: Interviewing, surveillance, criminal case management, legal training, physical techniques and conditioning, tactical training, firearms, vehicle handling skills, physical evidence, and other courses that provide the essential knowledge, skills and abilities needed by the new Federal criminal investigator.
- **Special Agent Basic Training Program (SABTP):** Basic training is delivered during the NCIS Special Agent Basic Training Program (SABTP), which CGIS agents attend. The SABTP is 47 training days in length, is for newly hired investigators and generally attended within the first year after graduation of CITP. A total of 26 hours in SABTP is focused exclusively on sexual assault investigations which are comprised of classroom lecture and a multi- phase sexual assault continuing case investigation. Lecture topics include myths and prejudices, DOD sexual assault policy, victim and offender specific issues, and sex crimes investigative protocol. The continuing case investigation includes practical laboratories where the students actively conduct interviews and interrogations utilizing role players, crime scene processing, seizure of evidence, execution of search authorization, report writing and testifying at a mock court martial. Sex Crimes classroom presentation (6 hours); Sexual Assault Continuing Case Investigation (6 phases; 26 hours total); Major Crime Scene Examination; Victim Interview; Eight (8) Witness Interviews; Two (2) consent searches; Three (3) Suspect Interrogations; One (1) Suspect Apprehension; Article 32 courtroom testimony; Related Report Writing (26 hrs)
- **CGIS Indoctrination Training Program (ITP):** The ITP is training conducted for CGIS reserve agents as soon as practical after the agent enters the Investigator (IV) program with CGIS. The training encompasses a total of (10) training days. Below is prior training relevant sexual assaults and the new training proposed for launch during CY2014: Previous Course (2012 Version): Four (4) hour lecture reference Sexual Assault Investigations. New Course (2014 Version) –Four (4) hour lecture referencing Sexual Assault Investigations; Eight (8) hour lab - Sexual Assault Crime Scene Processing, Victim Interview, and Subject Interview; Six (6) Hours of Report Writing supporting the lab

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	<p>In addition to the basic “minimum” training entering agents receive as listed, certain CGIS agents are being or have been sent to the following advanced sexual assault investigations training:</p> <ul style="list-style-type: none"> <li>• Advanced Sexual Assault training</li> <li>• Sexual Assault Investigations and Victim Interviewing (SAIVI) or the later version of Advanced Family and Sexual Violence Training (AFSVT), taught by the</li> <li>• Navy Criminal Investigative Service (NCIS) at FLETC, Glynco, GA, and/or, Special Victims Unit Investigations Course (SVUIC), taught by the U.S. Army Military Police School, Fort Leonard Wood, MO.</li> <li>• In September 2013, all CGIS agents (active duty, reserve and civilian) also completed an online interactive training entitled, “Sexual Assault: The Patrol Response”, presented by the California Commission on Peace Officer Standards &amp; Training (POST).</li> <li>• Additionally in September 2013, a cadre of CGIS special agents participated with the following programs focused on sexual assault prevention and response:             <ul style="list-style-type: none"> <li>○ CGIS Embedded Agent Program: CGIS agents worked alongside detectives at the Boston Police Department (PD), Austin PD, Phoenix PD and Philadelphia PD, to learn best practices and lessons-learned, and sharpen investigative skills via on-the-job training.</li> <li>○ A cross disciplinary team of CGIS agents (e.g. training staff, headquarters staff, experienced field agents) met with the Los Angeles Police Department (LAPD) Training Staff. The purpose was to review and “learn” the California POST approved course on sexual assault investigations. LAPD subject matter experts (SME) provided an overview of their current course for CGIS including all lesson plans and training aids. CGIS is now in the process of developing a complete in-house sexual assault training plan that CGIS trainers could deliver as needed to all CGIS agents in the future.</li> </ul> </li> </ul>
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**b. Prosecutors/trial counsel**

<b>DoD</b>	<p>The DOD SVIP selection criteria for MCIO investigators, is found in paragraph 6, enclosure 2, DoDI 5505.18, “Investigation of Adult Sexual Assault in the Department of Defense,” (January 25, 2013, <i>incorporating change 2, June 18, 2015</i>), and in enclosure 2, DoDI 5505.19, “Establishment of Special Victim Investigation and Prosecution (SVIP) Capability within the Military Criminal Investigative Organizations (MCIOs),” (February 3, 2015, <i>incorporating Change 1, Effective September 4, 2015</i>). The DOD SVIP selection criteria for prosecutors/trial counsel, paralegals, and VWL/VWAP is found in attachment 2, DTM 14-003.</p> <p><b>ENCLOSURES:</b></p> <ol style="list-style-type: none"> <li>1. DoDI 5505.19, Establishment of Special Victim Investigation and Prosecution (SVIP) Capability within the Military Criminal Investigative Organizations (MCIOs)</li> <li>2. DTM 14-003, “DoD Implementation of Special Victim Capability (SVC) Prosecution and Legal Support”</li> </ol>
<b>USA</b>	<p>OTJAG: See attached Information Papers for SVP, SVNCO and SVWL and position description for new SVWL position.</p>

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	<p><b>ENCLOSURE:</b></p> <p>SVP TCAP INFO Paper</p>
<p><b>USAF</b></p>	<p>Every Air Force judge advocate must be a graduate of a law school that was accredited or provisionally accredited by the American Bar Association at the time of graduation and be in active (or equivalent) status, in good standing, and admitted to practice before the highest court of a United States state, commonwealth or territory, or the District of Columbia. Once designated as a judge advocate, each judge advocate must maintain compliance with their legal licensing requirements and be in active (or equivalent) status in good standing to practice before the highest court of a US state, commonwealth or territory, or the District of Columbia, such that the judge advocate is currently eligible to engage in the active practice of law in that jurisdiction. Every judge advocate is at least the grade of first lieutenant (O-2) when entering active duty and captain (O-3) after six months on active duty.</p> <p>As outlined in <a href="#">AFI 51-103, Chapter 4</a>, before a judge advocate is qualified to serve as trial counsel in a general court-martial, the judge advocate must demonstrate competence to perform the duties of trial and defense counsel; graduate from the Judge Advocate Staff Officer Course (JASOC) (initial judge advocate training); and be recommended for certification by his or her supervisory staff judge advocate (SJA) and a military judge. Supervisory SJAs consider the following to determine if certification is warranted: (1) the quality, complexity and difficulty of any court-martial experience; (2) demonstrated competence in fundamental trial skills, such as case preparation, motion practice, voir dire, opening statement, direct and cross examination, making objections, findings argument, and sentencing argument; (3) demonstrated comprehension of fundamental principles of military criminal law and procedure, and the Military Rules of Evidence; (4) demonstrated competence in other litigation forums, such as federal Magistrate’s Court, labor and employment hearings, administrative discharge boards, and pretrial confinement hearings; (5) performance in trial advocacy courses, training and workshops, including JASOC and the Trial and Defense Advocacy Course; and (6) demonstrated maturity, professionalism, and officership of the judge advocate throughout the entire court-martial process, including an ability to work effectively with paralegals and defense counsel. Once a judge advocate is nominated for certification, the nomination is reviewed by the next superior SJA and the Professional Development Directorate, Office of The Judge Advocate General (AF/JAX), before being submitted to The Judge Advocate General (TJAG) for final decision. In addition, the nominated judge advocate must have served as trial counsel or assistant trial counsel in courts-martial to qualify for certification. Generally, judge advocates will serve as trial counsel or assistant trial counsel in at least three courts-martial to demonstrate competence in fundamental litigation skills. In accordance with 10 U.S.C. § 827, a judge advocate who has not been certified may be detailed as trial counsel or assistant trial counsel for a special court-martial or as assistant trial counsel for a general court-martial. A judge advocate who has not been certified may not be detailed as trial counsel for a general court-martial. Generally, judge advocates designated SVIP-capable have been certified to perform trial counsel duties under Article 27(b), UCMJ, and AFI 51-503, <i>Designation and Certification of Judge Advocates</i>. Prosecutors/trial counsel and SVIP-capable judge advocates may also include the installation legal office Chief (or Officer in Charge) of Military Justice. Chiefs of Military Justice receive additional training on the</p>

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	<p>investigation and prosecution of sexual assault cases at the Military Justice Administration Course (MJAC).</p> <p>In addition to locally assigned trial counsel, there are STCs and SVU-STC who prosecute and consult on sexual assault cases. The Judge Advocate General (TJAG) selects experienced trial counsel to serve as STCs, typically for a three-year period during which their responsibilities entail early interaction with local counsel on reviewing evidence and drafting charges, consultation with investigators, and service as lead counsel on complex cases, including sexual assault cases. All STCs receive additional training in prosecuting sexual assault cases and have the opportunity to attend civilian courses and conferences pertaining to prosecuting crimes, including sexual assault. STCs are captains (O-3) or majors (O-4).</p> <p>SVU-STCs are designated SVIP-capable prosecutors. Designation as SVU-STC is solely at the discretion of the Chief, Government Trial and Appellate Division (AFLOA/JAJG). Typically, SVU-STCs have completed one year as either an STC or SDC; attended two or more advanced courses focused on litigation, e.g., Intermediate Sexual Assault Litigation Course (ISALC) and Advanced Sexual Assault Litigation Course (ASALC); received specialized training in prosecuting or defending sexual assaults; and demonstrated an ability to prosecute or defend sexual assault and complex cases. In deciding whether to designate an STC as an SVU-STC, AFLOA/JAJG considers the number of litigated cases, feedback from military judges, complexity of litigated trials, and the temperament and capability of an STC to interact with victims.</p> <p>For judge advocates, the Air Force litigation training roadmap includes foundational courses offered by the Air Force Judge Advocate General’s School (AFJAGS), which include the Judge Advocate Staff Officer Course (JASOC), Trial and Defense Advocacy Course (TDAC), and Advanced Trial Advocacy Course (ATAC). In order to foster a collaborative approach to SVIP investigations and prosecutions, judge advocates are attending jointly with AFOSI agents the AFOSI SCITP course at FLETC and the Advanced Sexual Assault Litigation Course (ASALC) at the Air Force Judge Advocate General’s School. ASALC incorporates course material focused on sexual assault, domestic violence, and child abuse. All SVU-STCs are required to attend ASALC annually. AFJAGS also provides continuing litigation training through its TRIALS program, which visits multiple Air Force legal offices each year, and trial advocacy courses, which are held at regional locations so that JAG Corps personnel may receive up-to-date training. In addition to TDAC, ATAC, and ASALC, trial counsel and STCs may also take advantage of the advanced training courses offered by the other Services and interagency partners. Examples include the Army’s Sexual Assault Investigations and Prosecution Course and Special Victims Unit Investigations Course, Advanced Trial Advocacy Training, the Navy’s Prosecuting Complex Crimes Course, and the National District Attorney’s Association Prosecution of Sexual Assault Course. These courses hone the skill sets of both trial counsel and AFOSI investigators while facilitating effective partnership in investigating and prosecuting special victim cases.</p>
<b>USN</b>	No update.
<b>USMC</b>	No update from RSP RFI 50.
<b>USCG</b>	In FY15, the Coast Guard prosecuted 16 general courts-martial and 16 special courts-martial. Because of this relatively low volume, Coast Guard Judge Advocates are not

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	<p>able to accumulate the experience that the larger services may be able to through handling only Coast Guard cases. However, the Coast Guard has made significant efforts to bolster its trial counsel capability. Most trial counsel in the Coast Guard are in the rank of Lieutenant Commander (O-4) and Lieutenant (O-3). However, for especially complex cases it is not unusual for the Coast Guard to assign an experienced Commander (O-5) as lead trial counsel.</p> <p>All counsel have completed the 10-week Basic Lawyer Course at the Naval Justice School. Trial counsel are guided by TJAG Memorandum 5810 of 28 October 2014 (Disclosure of Information to Crime Victims). Prospective judge advocates attending the Naval Justice School Basic Lawyer Course receive one hour of classroom instruction related to the prosecution of special victims' cases, including the duties of prosecutors under the Victim and Witness Assistance Program and Coast Guard policy. Prior to graduation, all Basic Lawyer Course students must demonstrate basic proficiency as trial or defense counsel in mock courts-martial using a sexual assault fact-pattern that requires students to demonstrate understanding of prosecutorial duties with respect to victim advisement, rights to information, and records of proceeding, as well as prosecutor engagement with Special Victims Counsel. Advanced trial advocacy courses offered by the Naval Justice School provide refresher and advanced training related to engagement with victims of crime and victims' counsel."</p> <p>Beginning in FY 2013 Coast Guard Judge Advocates began attending, along with their CGIS Special Agent counterparts, the US Army Special Victim Investigator Unit course. To date, forty-four Coast Guard Judge Advocates and forty-three CGIS agents have completed the course. Additional trial counsel and special victims' counsel are scheduled to receive training in FY 2016.</p>
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**c. Paralegals**

<b>DoD</b>	<p>The DOD SVIP selection criteria for MCIO investigators, is found in paragraph 6, enclosure 2, DoDI 5505.18, "Investigation of Adult Sexual Assault in the Department of Defense," (January 25, 2013, <i>incorporating change 2, June 18, 2015</i>), and in enclosure 2, DoDI 5505.19, "Establishment of Special Victim Investigation and Prosecution (SVIP) Capability within the Military Criminal Investigative Organizations (MCIOs)," (February 3, 2015, <i>incorporating Change 1, Effective September 4, 2015</i>). The DOD SVIP selection criteria for prosecutors/trial counsel, paralegals, and VWL/VWAP is found in attachment 2, DTM 14-003.</p> <p><b>ENCLOSURES:</b></p> <ol style="list-style-type: none"> <li>1. DoDI 5505.19, Establishment of Special Victim Investigation and Prosecution (SVIP) Capability within the Military Criminal Investigative Organizations (MCIOs)</li> <li>2. DTM 14-003, "DoD Implementation of Special Victim Capability (SVC) Prosecution and Legal Support"</li> </ol>
<b>USA</b>	<p>OTJAG: See attached Information Papers for SVP, SVNCO and SVWL and position description for new SVWL position.</p> <p><b>ENCLOSURE:</b></p>

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	SVNCO TCAP Information Paper
<b>USAF</b>	Air Force SVIP paralegals are assigned to installation legal offices. SVIP paralegals provide support to SVU-STCs, STCs, and trial counsel for investigating and prosecuting sexual assault cases handled by the particular legal office. Paralegals selected for SVIP duties must have completed the Paralegal Apprentice Course (PAC) and may have also completed the Paralegal Craftsman Course (PCC). These intensive 9 to 11 week courses prepare paralegals to work in a legal office's military justice section and perform related tasks, such as legal research and writing and witness interviewing. SVIP paralegals range in grade from junior enlisted Airmen to senior noncommissioned officers and include paralegals serving as noncommissioned officer in charge (NCOIC) of a legal office's military justice section. These NCOICs also attend the Military Justice Administration Course (MJAC), which provides training on processing a case from investigation through trial and post-trial. Paralegals may also receive training via distance education courses and on-the-job training on topics such as post-traumatic stress disorder; counterintuitive victim behavior; sex offender registration; expedited transfer; and rights of crime victims. For a specific case assigned, a paralegal is prepared to provide the full spectrum of pre-trial and trial support, including preparing documents, managing discovery and evidence, drafting charges, and interviewing witnesses. The SVIP case paralegal also serves as a primary point of contact for victims and witnesses, particularly for coordinating logistics and travel for court proceedings and hearings.
<b>USN</b>	No update.
<b>USMC</b>	An SVIP paralegal is normally a staff non-commissioned officer (E-6 through E-8), who has successfully completed an undergraduate program and obtained a degree in paralegal studies from an ABA accredited program. The SVIP paralegal works directly for the Regional Trial Counsel and supports the efforts of the task-organized complex trial teams. The SVIP paralegal will also supervise other enlisted personnel who are supporting SVIP cases. Their other duties include conducting legal research, organizing case files, interviewing witnesses, and coordinating with the trial services chiefs for the provision of trial services in SVIP cases.
<b>USCG</b>	The Coast Guard has 19 paralegals with the legal community; however, none of them are specifically designated for sexual assault cases. Some of the paralegals do assist with military justice cases, including sexual assault cases.

**d. VWL/VWAP**

<b>DoD</b>	<p>The DOD SVIP selection criteria for MCIO investigators, is found in paragraph 6, enclosure 2, DoDI 5505.18, "Investigation of Adult Sexual Assault in the Department of Defense," (January 25, 2013, <i>incorporating change 2, June 18, 2015</i>), and in enclosure 2, DoDI 5505.19, "Establishment of Special Victim Investigation and Prosecution (SVIP) Capability within the Military Criminal Investigative Organizations (MCIOs)," (February 3, 2015, <i>incorporating Change 1, Effective September 4, 2015</i>). The DOD SVIP selection criteria for prosecutors/trial counsel, paralegals, and VWL/VWAP is found in attachment 2, DTM 14-003.</p> <p><b>ENCLOSURES:</b></p> <p>1. DoDI 5505.19, Establishment of Special Victim Investigation and Prosecution (SVIP)</p>
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	<p>Capability within the Military Criminal Investigative Organizations (MCIOs) 2. DTM 14-003, “DoD Implementation of Special Victim Capability (SVC) Prosecution and Legal Support”</p>
<b>USA</b>	<p>OTJAG: See attached Information Papers for SVP, SVNCO and SVWL and position description for new SVWL position.</p> <p><b>ENCLOSURE:</b></p> <p>Special Victims Witness Liaison Position Description</p>
<b>USAF</b>	<p>Each installation legal office with a military justice function operates a Victim Witness Assistance Program (VWAP). The VWAP is managed by the local responsible official, the installation commander, who may delegate VWAP duties to the staff judge advocate. Typically, the VWAP coordinator, a military or civilian employee assigned to the legal office, handles program administration, and there is at least one victim liaison who assists victims during the military justice process. Judge advocates and paralegals are trained on VWAP at military justice courses, such as the Military Justice Administration Course. Additionally, the Air Force offers bi-annual distance education on VWAP. In a case, each victim and witness will receive VWAP support from the VWAP coordinator or the assigned victim liaison.</p>
<b>USN</b>	<p>In accordance with OPNAVINST 5800.7A, para. 9, Victim Witness Liaison Officers (VWLO) are appointed by the Regional Commander and Type Commander to provide overall supervision and oversight of the VWAP within their area of responsibility. The designated VWLO are appointed from the legal office to provide legal support to the Regional and Type Commander, preferably a Staff Judge Advocate, civilian attorney, or paralegal who has legal training/experience with the Victim Witness Assistance Program in the grade of GS-9 or above.</p> <p>Pursuant to OPNAVINST 5800.7A, para. 8(d)(2), unit commanders appoint command Victim Witness Assistance Coordinators (VWACs). VWACs are overseen by the region VWLO and must be an E-5 or above (or civilian equivalent). They are responsible for educating command personnel as to the rights of crime victims and witnesses in addition to law enforcement, victim legal counsel, and Navy prosecutors who also work with victims and witnesses to ensure their rights are known and upheld.</p> <p><b>REFERENCE:</b></p> <p>OPNAVINST 5800.7A is available at: <a href="https://doni.daps.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-800%20Laws%20and%20Legal%20Services/5800.7A.pdf">https://doni.daps.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-800%20Laws%20and%20Legal%20Services/5800.7A.pdf</a>.</p>
<b>USMC</b>	<p>A Regional or Installation Victim Witness Liaison Officer (VWLO) must be an officer or civilian member of the commander’s staff of appropriate experience, temperament, and rank. This officer may not serve as a trial counsel, defense counsel, staff judge advocate, or legal assistance attorney. There is no requirement that the VWLO be a Judge Advocate. Each VWLO must be designated by the installation commander to be the commander’s primary representative responsible for the VWAP aboard the installation.</p>

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	Once appointed, the VWLO is required to attend the Marine Corps annual VWAP training, as described below in the response to question 112.d.
<b>USCG</b>	The Coast Guard does not have specially-designated victim-witness liaisons or paralegals.