

INFORMATION PAPER

JALS-TCA

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Subject: Army Special Victim Non-Commissioned Officer Paralegals

- 1. Purpose.** To provide information about the Army Special Victim Non-Commissioned Officer Paralegal (SVNCO).
- 2. Background.** Presently, there are 23 SVNCOs. Like the SVPs, the SVNCOs are assigned to the US Army Legal Services Agency with duty at 21 of the Army's largest installations. The SVNCO is an integral part of the Special Victims Unit and the local Office of the Staff Judge Advocate (OSJA) and is focused on the business of bringing complex special victim cases to trial.
- 3. Mission.** The SVNCO's primary mission is to assist the Special Victim Prosecutor in the development and litigation of special victim cases within their geographic areas of responsibility. SVNCOs frequently participate in victim and witness interviews, conduct legal research, provide discovery, and manage case files. SVNCOs also collate information for sexual assault data calls, maintain the installation sexual assault case tracker, provide case summaries for monthly installation Sexual Assault Response Board, screen witnesses for trial, and coordinate victim/witness travel.
- 4. Selection.** Special Victim Non-Commissioned Officers are individually selected from the Army's most experienced and talented paralegal NCOs to serve a three-year tour. The SVNCOs are assigned to the US Army Legal Services Agency at Fort Belvoir, Virginia, but are distributed across the Army to serve not only the installation at which they are located, but also their geographic area of responsibility. Nominated NCOs must be a sergeant or staff sergeant with military justice experience. Human Resources Command, along with the SVNCO Program Manager reviews the nominated individual's personnel records and then recommends qualified applicants to The Judge Advocate General's Corps Regimental Command Sergeant Major. The Regimental Command Sergeant Major approves all selections for the SVNCO positions.
- 5. Training.** In addition to the criminal law training that all paralegals receive at The Judge Advocate General's School, SVNCOs undergo specialized training at military and civilian courses. At a minimum, all SVNCOs are required to attend the annual SVNCO Course at Fort Belvoir.
- 6.** The POC for this information paper is the SVNCO Program Manager, SFC Peta-Gail Drummond, petagail.drummond.mil@mail.mil or 703-693-0785.