



Special Victims' Counsel (SVC) Records Requests

U.S. AIR FORCE

- **SVC requests for records made in the course of their official duties are processed by the record OPR as official use/functional use requests**
 - **The Freedom of Information Act (FOIA) record request process is not appropriate to respond to SVC official use requests. AFMAN 33-302, *Freedom of Information Act Program*, paragraph C1.4.3.**
- **Neither the FOIA, Privacy Act, or Air Force policy is a bar to an SVC receiving relevant records from an Air Force office (as determined by the record OPR with SVC input) that is necessary to accomplish their official SVC duties. DoD 5400.11-R, *Department of Defense Privacy Program*; OpJAGAF 1989/58; OpJAGAF 2014/3**
- **AF/JAA's website provides further guidance, to include a power point slide presentation and SVC records response letter template.**
<https://aflsa.jag.af.mil/AF/lynx/jaa/>
- **AF/JAA recorded DCO presentations concerning the release of records to an SVC can also be found at <https://connect.dco.dod.mil/p9lmi4kfc7/> and <https://connect.dco.dod.mil/p7p7mcjkn8g/>**