



DEPARTMENT OF THE NAVY  
NAVAL LEGAL SERVICE COMMAND  
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IN REPLY REFER TO:

COMNAVLEGSVCCOMNOTE 1300.1  
Code 67  
FEB 11 2014

COMNAVLEGSVCCOM NOTICE 1300.1

From: Commander, Naval Legal Service Command

Subj: ASSIGNMENT OF NAVY VICTIMS' LEGAL COUNSEL PROGRAM (VLCP)  
PERSONNEL TO REGION LEGAL SERVICE OFFICES (RLSOs)

Ref: (a) SECDEF Memorandum of 14 Aug 13  
(b) VCNO ltr 5800 Ser 00/13U100538 of 15 Aug 13  
(c) OPNAVINST 5350.4D  
(d) OPNAVINST 6110.1J  
(e) OPNAVINST 3100.6J  
(f) SECNAVINST 6120.3  
(g) BUPERSINST 1610.10C  
(h) JAG/CNLSCINST 1650.1B

1. Purpose. This directive promulgates business rules applicable to the assignment of Victims' Legal Counsel Program (VLCP) personnel to Region Legal Service Offices (RLSOs) for administrative purposes.

2. Cancellation. CNLSC ltr 1610 Ser 001/0027 of 31 Jan 14.

3. Background. Pursuant to references (a) and (b), the Navy established a Victims' Legal Counsel Program to provide advice, assistance, and advocacy to eligible sexual assault victims. In order to execute this program, VLCP officer and enlisted personnel will be administratively assigned to the RLSO regionally associated with their duty assignment. This assignment is solely for the administrative maintenance and support of VLC personnel; VLCP personnel shall not participate in any capacity in RLSO mission execution, to include the provision of trial services, command services, or legal assistance. VLCP personnel report to Commander, Naval Legal Service Command (CNLSC) via the Chief of Staff, Navy Victims' Legal Counsel Program (COS VLCP). COS VLCP is ultimately responsible for the formal evaluation, training, and mentoring of VLCP personnel. Accordingly, RLSO Commanding Officers' (COs) authority and responsibility over VLCP personnel is strictly limited to the administrative matters described below.

#### 4. Responsibilities

a. RLSOs. RLSOs will provide the following administrative support to VLCP personnel assigned to their UICs:

(1) Leave Approval. COS VLCP, or designee, is the leave approval authority for all VLCP personnel. RLSOs shall establish an active Navy Standard Integrated Personnel System (NSIPS) account for assigned VLCP personnel to administratively process their leave requests. VLCP personnel will contact COS VLCP, or designee, for leave approval prior to submitting a leave request via NSIPS and will annotate that approval in the remarks section of the request. Upon COS VLCP approval, RLSOs will administratively approve the leave request in NSIPS.

(2) Urinalysis and Alcohol Detection Device (ADD) Participation. RLSOs shall include VLCP personnel in routine urinalysis and ADD sampling. VLCP personnel will respond to any selection for sampling in a timely manner. If VLCP personnel fail to appear for urinalysis or ADD sampling, Deputy Chief of Staff (DCOS) VLCP will confirm their location and availability status (e.g., leave or TAD) when requested by the RLSO. RLSO COs will provide any positive sampling report to COS VLCP immediately for appropriate action.

(3) Drug and Alcohol Program Advisors (DAPA). Designated RLSO DAPAs will be the primary point of contact for VLCP personnel for DAPA-related matters as described in reference (c). Any self-referral or known substantiated incidents of alcohol or drug abuse shall be referred to COS VLCP.

(4) Physical Fitness Assessment (PFA). RLSOs shall include VLCP personnel in RLSO PFA testing, to include both the body composition assessment (BCA) and the physical readiness test (PRT). RLSOs will also include VLCP personnel in the command Fitness Enhancement Program, as applicable. RLSO COs will provide notice of any VLCP BCA or PFA failure to COS VLCP immediately for appropriate action. COS VLCP will issue any required warnings or direction related to such a failure in accordance with reference (d). VLCP personnel may participate in other RLSO command fitness activities, assuming no negative impact to VLCP duties.

(5) Enlisted Career Development. RLSO Senior Enlisted Leaders shall provide career counseling and guidance, to include preparation for advancement exams, to enlisted VLCP personnel.

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(6) General Military Training (GMT). RLSOs shall include VLCP personnel in command GMT events. RLSOs shall inform VLCP personnel of all Department of Defense, Department of the Navy, or JAG Corps training requirements, and shall track compliance and report status to COS VLCP.

(7) Misconduct of VLCP Personnel. RLSO COs shall immediately inform COS VLCP of any misconduct involving VLCP personnel, as well as any incident triggering the reporting requirements of reference (e).

(8) Individual Medical Readiness. In accordance with reference (f), RLSOs shall track individual medical readiness of VLCP personnel assigned to their commands. Upon receipt of notice that VLCP personnel assigned to the RLSO are not medically ready, RLSO COs will forward that information to COS VLCP for appropriate action.

(9) Fitness Reports and Performance Evaluations. In accordance with reference (g), CNLSC, as Immediate Superior in Command to all RLSO COs, assumes Reporting Senior responsibility and authority for all officers and enlisted personnel assigned to the VLCP. As a result, RLSO COs have no authority or responsibility to submit officer fitness reports, chief petty officer evaluations, or enlisted performance evaluations on VLCP personnel.

(10) Command Managed Equal Opportunity (CMEO) Program. RLSOs shall include VLCP personnel within the command CMEO Program for purposes of completing training requirements and processing CMEO complaints. RLSO CMEOs shall coordinate specific VLCP CMEO issues with the NLSC or regional Equal Opportunity Advisor (EOA), as necessary. RLSOs shall not include VLCP personnel in Defense Equal Opportunity Management Institute (DEOMI) Organizational Climate Surveys (DEOCS).

b. VLCP. COS VLCP will direct, manage, and supervise the duties of VLCP personnel, as outlined below. Program responsibilities not specifically listed under paragraph 4.a above shall be the responsibility of COS VLCP.

(1) Leave Approval. COS VLCP, or designee, shall be the leave approval authority for all VLCP personnel.

(2) Urinalysis and ADD Participation. VLCP personnel shall participate in RLSO urinalysis and ADD programs. VLCP personnel will respond to any selection for sampling in a timely

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manner. If selected VLCP personnel fail to appear for urinalysis or ADD sampling, DCOS VLCP will confirm their location and availability status (e.g., leave or TAD). COS VLCP shall take appropriate action on any positive urinalysis result.

(3) Drug and Alcohol Prevention. COS VLCP is responsible for executing the concept and policy outlined in reference (c) as it pertains to VLCP personnel. After being informed of a reportable incident or referral pursuant to reference (c), COS VLCP will be responsible for those matters assigned to COs.

(4) Physical Fitness Assessment. VLCP personnel will contact the RLSO PFA Coordinator for participation in RLSO PFA testing, to include both the BCA and PRT. COS VLCP will issue any required warnings or direction related to a PFA failure by VLCP personnel in accordance with reference (d). VLCP may participate in other RLSO command fitness activities, assuming no negative impact to VLCP duties.

(5) Supervision, Mentoring, and Evaluation. COS VLCP shall direct, manage, and supervise the duties of VLCP personnel. VLCP personnel will seek policy, mission, and professional guidance from VLCP leadership. COS VLCP will provide all professional counseling and mentoring of VLCP personnel. In accordance with reference (g), the Reporting Senior responsibility and authority assumed in paragraph 4.a.(9) above is hereby delegated to COS VLCP. COS VLCP is responsible for submitting officer fitness reports, chief petty officer evaluations, and enlisted performance evaluations on VLCP personnel. Further delegation of Reporting Senior authority by COS VLCP is not authorized.

(6) GMT. To the extent possible, VLCP personnel shall complete mandatory GMT, and other DoD, DON, or JAG Corps training requirements, with their assigned RLSO. COS VLCP, or designee, will report VLCP completion of GMT or other required training, as necessary.

(7) Personnel Awards. COS VLCP shall submit award nominations for VLCP personnel to CNLSC for approval in accordance with reference (h).

(8) Individual Medical Readiness. COS VLCP, or designee, shall ensure that VLCP personnel are medically ready in accordance with reference (f). Upon notification that VLCP

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personnel temporarily assigned to the RLSO are not medically ready, DCOS VLCP shall take appropriate follow-up action.

(9) Facilities Oversight. COS VLCP will provide immediate oversight for the establishment, supply, furnishing, and refurbishing of VLCP offices. VLCP will coordinate the upgrade or alteration of any local VLCP offices or spaces with the Fiscal & Resource Services Support Division (Code 64) and Knowledge and Information Services Division (Codes 67) of the Office of the Judge Advocate General (OJAG), as well as appropriate Public Works authorities. VLCP will coordinate IT support, service, or upgrade of VLCP systems, and purchase of VLC IT equipment with Codes 64 and 67. VLCP will coordinate telephone support, service, or upgrade with Codes 64 and 67. VLCP will coordinate any furniture purchase or upgrades with Code 64. VLCP will coordinate all office supply purchases with the JAG Consolidated Administrative Business (JCAB) Office and Code 64.

(10) Travel. VLCP will process all travel requests and travel claims in coordination with JCAB. VLCP will administer Government Credit Card operations in coordination with JCAB.

(11) CMEO. COS VLCP will conduct annual DEOCS Command Climate Surveys for VLCP personnel. Assistance may be sought from the CNLSC/OJAG Command Assessment Team.

c. JCAB Responsibilities

(1) JCAB Check-In/Out Sheets. All VLCP staff check-in/out sheets will be submitted to JCAB by the VLCP Administrative Officer (AO) or DCOS VLCP.

(2) Personnel Security. JCAB will serve as the VLCP's primary Security Manager. VLCP staff will be maintained in JPAS under CNLSC.

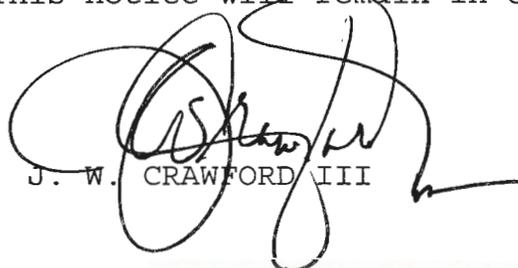
(3) Supplies/Services. All Requests for Supplies/Services (NAVJAG 4270/5) will be submitted to the VLCP AO or DCOS VLCP for verification, approval, and forwarding to JCAB for processing.

(4) Defense Travel System (DTS). All VLCP personnel will be assigned under the host RLSO's DTS organization to enable the use of the local Commercial Travel Office (CTO). VLC DTS profiles will be annotated with "VLCP Staff" in the "Present Duty Station Name" field.

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(5) Government Travel Credit Card (GTCC). JCAB is the Agency Program Coordinator (APC) for the CNLSC GTCC program and will maintain VLCP staff under their own hierarchy (HL5-52725: VICTIMS LEGAL COUNSEL).

5. Cancellation Contingency. This notice will remain in effect until cancelled or superseded.



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