

Office of the Special Victims' Counsel Self-Inspection Checklist

Pursuant to AFI 51-504, *Legal Assistance and Special Victims' Counsel Programs* and AFI 51-109, *The Article 6 Inspection System*, para. 3.7.3, this checklist should be completed semi-annually at each Air Force Special Victims' Counsel location.

SVC and SVP Qualifications				
	OPR	Requirement	Y, N, N/A	Comments
1.	SVC	Is the SVC certified as trial or defense counsel under Article 27(b), UCMJ? (3.3.1.)	Choose an item.	
2.	SVC	Is the SVC designated as an SVC by TJAG? (3.3.1.)	Choose an item.	
3.	SVC	Has the SVC completed a specialized JAG Corps SVC training? (3.3.6.)	Choose an item.	
4.	SVC	Does the SVC review the restrictions on publicity in Rule 3.6, Air Force Rules of Professional Conduct at least annually? (3.2.8.)	Choose an item.	
5.	SVC	If SVC represented minors, did the SVC complete a specialized JAG Corps training on representing child victims prior to such representation? (3.3.6.)	Choose an item.	
6.	SVP	Is the SVP a 5-skill level or higher? (3.3.4.)	Choose an item.	
7.	SVP	Does the SVP have at least 12 months of military justice experience? (3.3.4.)	Choose an item.	
8.	SVP	Has SVP completed a specialized JAG Corps SVC training? (3.3.6.)	Choose an item.	
9.	SVP	Does the SVP review the restrictions on publicity in Rule 3.6, Air Force Rules of Professional Conduct at least annually? (3.2.8.)	Choose an item.	
10.	SVP	If SVP assisted an SVC on cases involving minors, did the SVP complete a specialized JAG Corps training on representing child victims prior to such representation? (3.3.6.)	Choose an item.	

Administrative Matters				
	OPR	Requirement	Y, N, N/A	Comments
11.	SVP	Does the SVP conduct a conflict check before detailing potential clients?	Choose an item.	
12.	SVP	Does the SVP maintain a client log to identify conflicts?	Choose an item.	
13.	SVP	When conflicts are identified, is the potential client referred to a non-conflicted SVC?	Choose an item.	
14.	SVC	For non-sexual assault crimes and ineligible victims, does the SVC provide referrals to appropriate agencies?	Choose an item.	
15.	SVP	Does the SVC accomplish a client intake form?	Choose an item.	
16.	SVP	Does the SVC ensure clients receive the DD Form 2701, Initial Information for Victims and Witnesses of Crime?	Choose an item.	
17.	SVP	When practicable, does the SVP draft correspondence, including: - Notice of Representation - Scope of Representation (3.9) - Notice of Appearance	Choose an item.	
18.	SVP	Is a continuity binder UTILIZED to ensure continuity in the office?	Choose an item.	
19.	SVP	Does the SVP update the SVC database system regularly and confer with the SVC on those updates?	Choose an item.	
19.1.	SVC	Does the SVC cultivate and maintain cooperative relationships with Victim Advocates, SARC, FAP, and other support providers?	Choose an item.	
19.2.	SVC	Does the SVC cultivate and maintain cooperative relationships with the Trial and Defense Counsel and Commanders?	Choose an item.	
19.3.	SVP	At a minimum, does the continuity binder contain the following information: - Frequent & Local Contacts - Office Procedures - Case Management Entry	Choose an item.	

Administrative Matters				
	OPR	Requirement	Y, N, N/A	Comments
19.4.	SVP	At a minimum, does the continuity binder contain the following policies: <ul style="list-style-type: none"> - AFI 51-504 Ch. 3. - VWAP Compliance - Investigation / Evidence Handling Procedures - Article 32 Hearings Guide - Rules for AF Courts-Martial - AFCCA Court Rules - Other Services' Appellate Court Rules - Administrative Separations Instructions 	Choose an item.	
19.5.		At a minimum, does the continuity binder contain the following templates: <ul style="list-style-type: none"> - Client Intake Template - Detailing Template - Representation Letter Template - Consent to Contact Client Template (3.8.) - Case Termination Template - FOIA Request Template (3.2.5.) - DD Forms 2701 & 2702 - PTA / Preference Statements 	Choose an item.	

Office Space				
	OPR	Requirement	Y, N, N/A	Comments
20.	SVC	Is there appropriate signage on the exterior and interior of the building, as appropriate to the location?	Choose an item.	
21.	SVC	Are the SVC and SVP official photos displayed throughout the installation?	Choose an item.	
22.	SVC	Are the SVC facilities and resources adequate? (3.4.)	Choose an item.	
23.	SVC	If facilities and resources are not adequate, has the SVC taken steps to resolve the issue?	Choose an item.	
24.	SVC	Does the office space provide a confidential and private location to meet with clients?	Choose an item.	

Client Representation				
	OPR	Requirement	Y, N, N/A	Comments
25.	SVP	Are clients detailed within 24 hours of receiving requests?	Choose an item.	
26.	SVC	Is initial client contact made within 24 hours of being detailed as an SVC in a case?	Choose an item.	
27.	SVC	Does the SVC review the Scope of Representation letter with each client?	Choose an item.	
28.	SVC	Is the SVC aware of the process to request representation for ineligible victims and is that process followed?	Choose an item.	
29.	SVC	Does the SVC execute a termination memorandum with the client after all matters, including appeals, are completed? (3.12.6.)	Choose an item.	
30.	SVC	In unrestricted cases, does the SVC submit a notice of representation to OSI, SJA, ADC, SARC, and the client's command?	Choose an item.	
31.	SVC	When matters are outside the Scope of Representation, is approval by the Chief, Special Victims' Counsel Division obtained before representing the client on those matters? (3.11.1.8.)	Choose an item.	
32.	SVC	When matters are outside the Scope of Representation, does the SVC know how and to whom referrals should be made? (3.9, 3.11)	Choose an item.	

Children and Clients with Diminished Capacity				
	OPR	Requirement	Y, N, N/A	Comments
33.	SVC	If the client is incompetent or of diminished capacity, does the SVC review the Scope of Representation letter with a non-offending parent or guardian? (3.10.1.4)	Choose an item.	
34.	SVC	Does the SVC utilize a standard procedure (e.g., checklist) for documenting whether a child or adult with diminished capacity has considered judgment and capacity to direct his/her own representation?	Choose an item.	
35.	SVC	For child clients, does the SVC represent the child's expressed interest, rather than what the SVC, parent, or guardian believes to be in the best interest of the child?	Choose an item.	

Military Justice Process				
	OPR	Requirement	Y, N, N/A	Comments
36.	SVC	Does the SVC provide a letter permitting client contact to law enforcement who want to communicate with the client? (3.8.)	Choose an item.	
37.	SVC	In cases with concurrent jurisdiction, is the SVC receiving a copy of the notification and preference request?	Choose an item.	
38.	SVC	For clients eligible for ADC services, does the SVC advise the client of that right when the client may have collateral misconduct issues? (3.9.2.2.)	Choose an item.	
39.	SVC	Does the SVC know to contact the regional SDC or AFLOA/JAJD to have an ADC detailed? (3.9.2.2.1.)	Choose an item.	
40.	SVC	If client chooses SVC representation in lieu of an ADC for collateral misconduct that may result in minor adverse administrative actions, does the SVC document this decision with a signature from client. (3.9.2.2.2.)	Choose an item.	
41.	SVC	If the collateral misconduct could result in a court-martial, is the client's request for individual military defense counsel (IMDC) processed through AFLOA/JAJD?	Choose an item.	
42.	SVC	Does the SVC regularly update Chiefs of Military Justice regarding the SVC's availability?		
43.	SVC	Does the SVC receive copies of pleadings, motions and other documents in a timely manner? (3.2.6.)	Choose an item.	
44.	SVP	After preferral of charges, does the SVP verify that the client has been provided a DD Form 2702, Court-Martial Information?	Choose an item.	
45.	SVC	Does the SVC inform clients of the right to file a writ of mandamus when the SVC believes the military judge improperly ruled regarding the admission of evidence under M.R.E. 412 and 513?	Choose an item.	
46.	SVC	Is SVC aware of the procedures to file at AFCCA?	Choose an item.	

Certification of Special Victims' Counsel Inspection Checklist

Installation: _____

Inspection Date: _____

Signature of Installation SVC

Date: _____

Printed Name

Signature of Inspector (SSVC)

Date: _____

Printed Name

Signature of CLSV Division Chief

Date: _____

Printed Name